

The Indian School
KINGDOM OF BAHRAIN



Estd. 1950

ISO 9001: 2015 Certified Institution

المدرسة الهندية
مملكة البحرين



Affiliated to the Central Board of Secondary Education, Delhi (Affiliation No. 5230001) Approved by the Ministry of Education Kingdom of Bahrain

Tender

For

Printing of ISB School Diary 2020-21

27.01.2020

INSTRUCTIONS TO TENDERERS

The Tenderer is to read carefully the instructions set out below and no claim will be entertained on the grounds of failure to read or comply with these instructions or for any alleged misunderstanding of their importance.

1. Delivery of Tenders-

- a) Kindly send your tenders to tenders@indianschool.bh (in a password protected work file) not later than 10 am , **02nd February 2020.** . **Do not give the password in the mail** .We will contact you for the password details later.
- b) The tender subject must be marked “TENDER FOR PRINTING & SUPPLY OF ISB SCHOOL DIARY 2020-2021” and addressed to the Hon. Secretary of The Indian School.
- c) **Your quotation must be valid for 30 days from the closing date.**
- d) Tenders mailed after the date and time stated above will not be considered.
- e) **Please give few references of same kind of works already executed.**

2. Specifications –

PRINTING OF ISB STUDENT’S DIARY 2020-20201 – ISA TOWN

S No	Descriptions	Quantity
1	ISB Student’s Diary 2020-2021 Size: 23.5 x 16.5 cm (closed) Pages: 174 colour (80 gsm) + Cover (4 pages) + Advertisement page (6 pages) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free + Advertisement page gsm as per sample Artwork Binding: Perfect binding (As per the sample)	9000

	Delivery of the Diary should be on or before 15th March 2020	
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PRINTING OF ISB STUDENT’S DIARY 2020-2021 – RIFFA

S No	Descriptions	Quantity
1	ISB Student’s Diary 2020-2021 Size: 23.5 x 16.5 cm (closed) Pages: 148 colour (80 gsm) + Cover (4 pages) + Advertisement page (6 pages) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free + Advertisement page gsm as per sample Artwork Binding: Perfect binding (As per the sample) Delivery of the Diary should be on or before 15th March 2020	5250

- **Samples must be checked by all participating tenderers before quoting.**

3. Services also Required –

- Designing the entire school diary including the cover pages with inputs from the school. (2 separate designs for Isa Town campus & Riffa campus)
- Placement of advertisements.
- Scanning and page layout of 3rd language articles.
- Typing of Arabic text and layout
- Delivery of printed material to the school in the ISA and Riffa campuses

4. Special Clause-

- ISB reserve the right to change quantity /or cancel any item.

5. Date of Delivery –

- **15th March 2020**