****

**Tender**

**For**

**Printing of ISB School Diary 2016-17**

**15th March 2016**

#### 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-**
2. Tenders must be delivered in a properly sealed envelope and with no external inscription or mark of identification other than “**TENDER FOR PRINTING OF ISB SCHOOL DIARY 2016-17**” and the **Closing date** on the top left hand corner of the envelope.
3. The sealed envelope shall be deposited, in the tender box placed in 1st Floor, Executive Committee Room, Administration Block, Isa Town Campus, Indian School Bahrain, not later than 10AM , **15th March 2016.**
4. Your quotation must be valid for 30 days from the closing date.
5. Tenders delivered after the date and time stated above will not be considered.
6. Please give few references of same kind of works already executed.
7. The quotation should have the validity of 30 day from the closing date of tender.
8. **Specifications –**
9. **PRINTING OF ISB STUDENT’S DIARY 2016-2017**

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| --- | --- | --- |
| S No | Descriptions | Quantity |
| 1 | ISB Student’s Diary 2016  Size: 23.5 x 16.5 cm (closed)  Pages: 208 colour (80 gsm) + Cover (4 pages)  Printing: Cover 4 colour + lamination  Materials: Cover 350 gsm glossy  Inside: 80 gsm wood free  Artwork  Binding: Perfect binding (As per the sample)  **Delivery of the Diary should be on or before April 03, 2015** | 14000 |

1. **Services also Required –**

* Designing the entire school diary including the cover pages with inputs from the school
* 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

1. **Special Clause-**

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

1. **Date of Delivery –**

* **03rd April 2016**