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**Tender**

**For**

**ISB Stationery 2017-18**

**14th January 2017**

#### 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 a soft copy of the same** with no external inscription or mark of identification other than “**TENDER FOR the Supply of ISB Stationery 2017-18**” 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 , **22nd January 2017.**
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. The quotation should have the validity of 30 day from the closing date of tender.
7. **Special Clause-**
* ISB reserve the right to change quantity /or cancel any item**.**
* The delivery of the items will be on ‘ON Call Basis’**.**
* The required items should be delivery max within 3 days from the date of supply call .
1. **Stationery Items List –**

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| **S.No.** | **Name of the item** | **Total Nos.** | **Prices**  |
| 1 | Board Marker - Black- Artline 519 | 13700 |   |
| 2 | Board Marker - Red & Green -Artline 519 | 300.000 |   |
| 3 | Box file – Big Size | 500 |   |
| 4 | Box file – Small Size | 105 |   |
| 5 | Board Pin ( No. 0021-35 pen) | 350 |   |
| 6 | Chart Paper- Red, Yellow, Green, Pink & White | 375 |   |
| 7 | Cello Tape- Width, Length 38 um x 18 mm x 30 y | 150 |   |
| 8 | Correction Pen | 110 |   |
| 9 | Duster (Size 14 x 6 cm) | 150 |   |
| 10 | Glue Stick (Size Net wt 9 g) | 300 |   |
| 11 | High Lighter (Yellow , Blue & Pink)- 60 each | 180 |   |
| 12 | Blue Pen ( Todays) | 9000 |   |
| 13 | Red Pen ( Todays) | 11000 |   |
| 14 | Masking Tape 2" x 30 YDS | 300 |   |
| 15 | Pencil | 500 |   |
| 16 | Permanent Marker | 300 |   |
| 17 | Paper File | 300 |   |
| 18 | Rubber band -Size 18- 24g | 450 |   |
| 19 | Stapler- Size No. 0318 | 40 |   |
| 20 | Stapler Pin - Size 26/6 | 650 |   |
| 21 | Box File 9"x 8" | 50 |   |
| 22 | Clear File- 2 side open | 400 |   |
| 23 | Blue Register- pages F/S 2QR- 330 X 210 | 300 |   |
| 24 | Ruled Paper - 210mm x 330mm | 5000 |   |
| 25 | Brown Envelope A4 | 3250 |   |
| 26 | Brown Envelope Medium | 750 |   |
| 27 | White Envelope A4 | 750 |   |
| 28 | Scissors - medium size | 10 |   |
| 29 | White Envelope Medium | 750 |   |
|   | **Total price**  |   |   |