



IISJ/ADMIN/RFQ/048/2024-25

09.03.2025

Letter of Enquiry

Printing of School Letter Head TC Books and Attendance Register

We would like to request you to submit us the quotation for **Printing of School letter head, TC Books and Student Attendance Register [Academic Year 2025-26]** for our school with the following specifications.

Please quote the competitive price and delivery time for the following.

| <u>Sl. no</u> | <u>Description of Materials</u> | <u>Quantity</u> | | |
|---------------|---|-----------------|-----------------|-----------------|
| | | <u>Option 1</u> | <u>Option 2</u> | <u>Option 3</u> |
| 1 | School Letter head Size: A4, with school logo, 4 color printing, 1 pad = 100 pieces (As per sample) | 500 pds | 1000 pds | 1500 pds |
| 2 | Student Attendance Resister 2 color printing, Size: 34 x 24.5 cm (As per sample) | 1000 pcs | 1500 pcs | 2000 pcs |
| 3 | TC Book Size: A4, with school logo, 4 color printing, 1 pad = 50 pieces (As per sample) | 50 pds | 100 pds | 150 pds |

Notes:

1. Specification of the above mentioned items can be collected from the Admin Building during office hours 08:00 am to 2:00 pm on or before 11.03.2025.
2. Sealed & closed Quotation should reach to the administration section during office hours (08:00 am to 02:00 pm) on or before 16.03.2025.
3. Quotation should be addressed in the name of Principal, IIS Jubail clearly super-scribing on the envelope "QUOTATION FOR PRINTING OF SCHOOL LETTER HEAD AND ATTENDANCE RESISTER"
4. If any clarification, please contact, Tel. 0133624130, 0133623415 – Ext 242/267

Thanks & regards

A. Adam
9.3.25
PRINCIPAL
IIS - AL JUBAIL

