

**Save the Children**  
**Bangladesh Country Office**  
**Printing Schedule**

**Name of the items: English workbook of grade 2- part 2 EPE1**

**Date: 30.07.2015**

**Program/Project: SHIKHON Program/Dhaka**

**Sector: Education**

Sl. #	Particulars	Specification
1.	Size of the publication	A4 portrait
2.	Total pages in each publication	128 Pages (16 Forma)
3.	Total Quantity	26050
4.	Inner Pages	124 pages (15.5 Forma) (can be reduced or increased up to 1 forma)
5.	Inner Paper specification	70 gsm offset
6.	Inner color specification	Single color
7.	Cover Paper	300 gsm art card
8.	Cover color specification	Single color
9.	Cover lamination	Glue lamination
10.	Type of binding	stitch binding
11.	Illustration	Printing house will illustrate all pages including cover page and compose some pages if necessary
12.	Text matter	SC will provide soft copy
13.	Editing and final printing	<ul style="list-style-type: none"> <li>Printer will provide several draft hard copies to the Task Manager to review and edit.</li> <li>After approval of the desktop proof by the Task Manager Printer will go for Machine proof.</li> <li>After signed approval of the machine proof the printer will go for printing.</li> </ul>
14.	Packaging	<ul style="list-style-type: none"> <li>A set of 30 books in each packet.</li> <li>All the materials must be delivered through carton.</li> </ul>
15.	Date and place of delivery	Date: August 30, 2015 Place: Save the Children, Gulshan-2, SHIKHON Partners Office of Rangpur, Sirajgonj, Sreemangal and Cox's bazaar
16.	Final soft copy	<ul style="list-style-type: none"> <li>Before submitting the bill <b>final softcopy</b> of printing materials must be submitted to the task Manager in  <b>a. Word version,</b>  <b>b. Illustrator edit version</b>  <b>c. Camera ready copy</b> </li> </ul>
17.	Quotation	<ul style="list-style-type: none"> <li>Detail forma wise quotation is required.</li> <li>Sample paper (as mentioned in above number 5 &amp; 7) must be submitted with the quotation.</li> </ul>
18.	Other instructions if any	<ul style="list-style-type: none"> <li>Before supply, printer will send to the field office with one approved copy by the task manager.</li> </ul>

### Distribution List of English workbook of Grade 2: Part-2 (EPE 1)

	Materials Name	Place to be supplied	Quantity
1	English workbook for Grade 2 of EPE 1 (Part-2)	RDRS- Rangpur	9352 copies
		RDRS- Sreemongal	5190 copies
		VERC- Sirajgonj	5685 copies
		CODEC-Cox's Bazar	5785 copies
		SCI/SHIKHON (Dhaka)	38 copies

### Address

<u>Address - RDRS Rangpur:</u> <b>Abu Nur Mohammad Khalid</b> Program Coordinator SHIKHON Program RDRS Bangladesh Radhaballav, Jail Road, Dhap, Rangpur 5400 Cell: 01716 763 021	<u>Address - RDRS Srimongal:</u> <b>Md. Farajduk Bhuiyan</b> Project Coordinator SHIKHON Program, RDRS Bangladesh Suravi Abashik Alaka 2 No. Pool, Moulvibazar Road, Srimongal. Contact: 01718068072
<u>Address - VERC Sirajgonj:</u> <b>Md. Ohiar Rahman</b> Project Coordinator SHIKHON Program, VERC Bahirgola Sarak (Beside of Nobo Jagarani Club) Sirajgonj Mobile No. 01719020676	<u>Address - CODEC Cox's bazar:</u> <b>Ratan Chakraborty</b> Project Coordinator SHIKHON Program, CODEC Lusiana Building New Circuit House Road Moddom Baharchara Cox's Bazar Sadar Cox's Bazar Mobile No. 01837192864
Save the Children, <b>SHIKHON Program</b> , House No. CWN (35)A, Road No. 43, Gulshan – 2, Dhaka-1212 Contact No. 01715835407	