**Save the Children**

**Bangladesh Country Office**

**Printing Schedule**

**Name of the items: Marma Language Primer-G1 Date: 29.03.15**

**Program/Project: SHIKHON Program/Dhaka Sector: Education**

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| **Sl. #** | **Particulars** | **Specification** |
|  | Size of the publication | 9.5 inch X 07 inch (As per Sample) |
|  | Total pages in each publication | 100 Pages (12.5 Forma) |
|  | Total Quantity | 700 |
|  | Inner Pages | 96 pages (12 Forma)  **Page can be increased or decreased** |
|  | Inner Paper specification | 80 gsm  Brand: Foreign paper, Country: Bangladesh |
|  | Inner color specification | 4 color |
|  | Cover Paper | 300gsm Art card |
|  | Cover color specification | 4 color |
|  | Cover lamination | Glue lamination |
|  | Type of binding | Juice binding |
|  | Illustration | Printing house will illustrate and make up all pages |
|  | Text matter | SC will provide word copy with pictures |
|  | Editing and final printing | * Printer will provide several draft hard copies to the Task Manager to review and edit * After approval of the desktop proof by the Task Manager Printer will go for Machine proof * After signed approval of the machine proof the printer will go for printing |
|  | Packaging | * A set of 30 books in each packet * All the materials must be delivered through carton. |
|  | Date and place of delivery | Date: 10 May, 2015  Place: Partners Office of Cox’s bazaar, Save the Children,Gulshan-2, SHIKHON |
|  | Final soft copy | * Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in   **a. Word version,**  **b. Illustrator edit version**  **c. Camera ready copy** |
|  | Quotation | * Detail forma wise quotation is required * Sample paper (as mentioned in above number 5 & 7) must be submitted with the quotation |
|  | Other instructions if any | * Before supply, printer will send to the field office with one approved copy by the task manager |

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Recommended by the Task Manager: Approved by:

Name: Name:

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Distribution List of **Marma Language Primer G-1 for MTBMLE School**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Materials Name** | **Place to be supplied** | **Quantity** |
| 1 | Marma Language Primer | CODEC-Cox’s Bazar | **650 copies** |
| SCI/SHIKHON (Dhaka) | **50 copies** |

**Address**

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| Save the Children, **SHIKHON Program,** House No. CWN (35)A, Road No. 43, Gulshan – 2, Dhaka-1212  Contact No. 01715835407 | Address - CODEC Cox’s bazar:  **Ratan Chakraborty**  Project Coordinator  SHIKHON Program, CODEC  Lusiana Building  New Circuit House Road  Moddom Baharchara  Cox’s Bazar Sadar  Cox’s Bazar  Mobile No. 01837192864 |