

Mumbai Head Office Address

B18, 2nd Floor, Shri Ram Industrial Estate,
13, G.D Ambekar Marg, Next to Wadala Udyog
Bhawan, Wadala, Mumbai-400031,
Tel: +91 - 98201 90892/022-66661442

Date: 08 February, 2024

Request for Proposal

Praja Foundation is a non-partisan organisation working towards enabling accountable governance in India. Praja conducts data-driven research on civic issues and advocates for reforms. We work with a variety of stakeholders from Central, State and City Governments to civil society organisations and youth to make city governance more democratic and efficient.

We are inviting proposals for a **Printer** for a year commitment to prepare Printing Collateral for the Praja Fellowship Programme 2024. The printer will closely work with project-specific teams who will provide the designing content and specific requirements for the period of February 24 to December 24.

Scope of Services for Fellowship Collateral

Collateral	Quantity	Details
Compendium	40	Size: 20 CM x 20 CM Page number approximately 56 Pages (excluding front and back covers) Paper: 130 GSM for internal Pages Binding: Hard Binding Cover Page: Matte lamination
Certificates	24	Size: 30 CM x 21 CM (A4 size) Colour Print Paper: 300 GSM No. of Copies: 24 copies

Delhi Office Address

Praja Foundation
N-27, Mezzanine Floor, Munshi Lal Building, N Block Connaught
Place, Middle Circle, New Delhi, 110001
Tel: +91 9654366222

Diary	28	<p>Size: A5 Blank Pages: 200 Printed Pages: 3 (Cover page, back cover and the first page) Paper: 80 GSM for internal pages, 300 GSM (Cover pages)</p> <p>Required Number : 40 Cover page and back cover will be colour print. Rest will be Black and White Binding: Spiral Binding (White Spring)</p>
Drop Banners	24	<p>Size: 2.5 FT X 5 FT With rod to hang</p>
Mug	15	
Standeers	3	<p>Size: 7 FT X 3.5 FT</p>
Banners	3	<p>Size: 5 FT X 9 FT</p>
Whitepapers	400	<p>Size: A4 Each White paper shall consist of Black and White Printouts on Alabaster Paper (100gsm) and Color Printouts on Alabaster Paper (100gsm) Each White paper to be bound/ punched and filed in a Spiral binding White paper Printing Job shall be provided one day / half day prior to the event and the duly printed and filed white paper are to be delivered at Praja Mumbai Office or Praja Delhi Office (as per the specific publication) on or before the morning of event day.</p>

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via e-mail or in a sealed envelope by 15 February, 2023. For any queries kindly contact Mr. Abhishek Gijare or Ms. Ashwini More on (+91-022-6666 1442) You can also e-mail us at abhishek@praja.org or ashwini@praja.org.