

Date: 07th September, 2026

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 the Union, State and City Governments to civil society organisations and youth to make city governance more democratic and efficient.

Praja Foundation invites proposals from experienced printing vendors for the printing and delivery of its **Annual Report 2025–26**. The selected vendor will be responsible for producing high-quality printed reports in accordance with the specifications outlined below and ensuring timely delivery.

Scope of Work

The selected vendor shall undertake the printing, finishing, and delivery of **650 copies** of Praja Foundation's Annual Report 2025–26 as per the following specifications.

Printing Specifications

Particulars	Specifications
Title	Annual Report 2025–26
Quantity	650 Copies
Finished Size (Close)	11.69" (H) × 8.27" (W)
Open Size	11.69" (H) × 16.54" (W)
Total Pages	36 Pages (4pp Cover + 32pp Inner)
Cover Printing	4 + 4 Colours
Inner Printing	4 + 4 Colours
Cover Material	300 GSM Matt Art Card
Inner Material	80 GSM White Maplitho Paper
Cover Finish	Matt Lamination on Outer Side
Binding	Centre Pinning
Artwork	Design and print-ready artwork for the 4pp cover and 32pp inner pages will be provided by Praja Foundation

Delhi Office Address

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

Deliverables

- Printing of 650 copies of the Annual Report
- High-quality colour reproduction and finishing as per approved artwork.
- Proper trimming, folding, centre pinning, and packaging of reports.
- Delivery of completed reports within the agreed timeline.

Delivery Requirements

1. Finished reports are to be delivered to Praja Foundation's Mumbai office at Ground Floor level only.
2. In the event that Praja Foundation appoints a mailer for distribution, the designated mailer will collect the printed reports directly from Praja Foundation's office.
3. The vendor shall ensure that all reports are securely packed to prevent damage during transportation and handling.

Vendor Requirements

Interested vendors should:

- Have prior experience in printing annual reports, publications, books, magazines, or similar communication materials.
- Demonstrate the ability to maintain high print quality and colour consistency.
- Possess adequate production capacity to deliver the required quantity within the stipulated timeline.
- Provide samples or references of similar work completed in the past, if available.
- Comply with all applicable statutory and tax requirements.

Proposal Submission

Interested vendors are requested to submit their quotation on official letterhead, clearly mentioning the detailed cost breakup, applicable taxes, production and delivery timelines, company profile, relevant experience, and any assumptions or exclusions. Proposals may be submitted via email or in a sealed envelope on or before **11th September 2026**. For any queries or additional information, please contact **Prasheek Salvi** at +91 82685 42365 (prasheek@praja.org), **Sahil Parsekar** at +91 90824 71931 (sahil@praja.org), or **Ashwini More** at +91 98709 09669 (ashwini@praja.org).