

Date: 04<sup>th</sup> July 2018

### **Request for Proposal**

Praja is a non partisan organization working towards enabling accountable governance in Mumbai and Delhi .To know more about our work and goals, please visit [www.praja.org](http://www.praja.org).

Praja has launched annual report cards for ranking the performance of Delhi's 272 Municipal Councillors. The report card ranks each of the Councillors on the basis of a minutely researched matrix, which takes into consideration every aspect of their performance. Each ER is aware of this report card which has triggered an improvement in the performance of many after its publication. We believe that this initiative will have far reaching consequences. For one, it will remind our elected representatives of their constitutional responsibilities. Hopefully, it will also help bring the elected representatives closer to their constituency grievances. And last but not least, it will arm the citizen with a valid scale to evaluate the performances of elected representatives.

To this end we are inviting proposals for design and print our Councillors' Report Card booklet. We will provide the proofread text (English) and photographs for it.

#### **Scope of service**

- **Size:** Close: 8.25" x 5.75" / Open: 8.25" x 11.5" Env. Close 8.75" x 6.25" Open 10" x13"
- **Printing:** 4 pp cover - 4 + 4 with matt lamination on outer side, 196 pp text - 4 + 4 Cols.Env. 4 + 0 cols.
- **Material:** 4pp cover - 210 gsm matt art card, 196 pp text - 80 gsm matt art paperEnv. - 140 GSM Sunshine super printing paper
- **Finishing:** Perfect bound Envelope making with PVC lamination
- **Artwork:** Type Setting will be done by the printer.
- Perfect Binding.
- Translation from English to Hindi to be incorporated in the same copy (If needed the translation will be given by us)
- Printing of 1000 copies and envelopes for the same
- Door-step delivery

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via email or in a sealed envelope by 31<sup>st</sup> July 2018. For any queries kindly contact Ms. Priyanka Sharma (+91-022 -65252729) or email us at [priyanka@praja.org](mailto:priyanka@praja.org) or [nikita@praja.org](mailto:nikita@praja.org)