

Date:- 02.09.2020

Request for Proposal

Praja is a non-partisan organisation working towards enabling accountable governance in Mumbai. To know more about our work and goals, please visit www.praja.org.

Praja has launched annual report cards for ranking the performance of Mumbai's 227 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 Elected Representative (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 an annual contract to design and print our Councillors' Report Card. 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, 164 pp text - 4 + 4 Cols. Env. 4 + 0 cols.
- **Material:** 4pp cover - 210 gsm matt art card, 164 pp text - 80 gsm matt art paper Env. - 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 Marathi 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 15th September, 2020. For any queries kindly contact Mr. Yogesh Mishra (+919769992083) or email us at yogesh@praja.org or Ms.Ashwini Agavne (+919870909669) or email at ashwini@praja.org