

Date: 20/03/2020

### **Request for Proposal**

Praja is a nonpartisan organization working towards enabling accountable governance in Mumbai and Delhi. Praja conducts Data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures. To know more about our work and goals, please visit [www.praja.org](http://www.praja.org).

We are inviting proposals for printing of White Paper for an annual contract for the period of April'20 to March'21

### **Scope of Service**

- Printing of 200 Reports each consisting of 70 pages (A4 Size).
- Each Report shall consist of pages of Black and White Printouts on Alabaster Paper (100gsm) and pages of Color Printouts on Alabaster Paper (100gsm)
- Each Report is to be bound/ punched and filed with spiral binding
- Report Printing Job shall be provided one day / half day prior to the event and the duly printed and filed Reports are to be delivered at Mumbai Praja Office the very next morning.

Please send the quotation on your letterhead mentioning the specifications of service and charges (per page printing cost and rate of per spiral binding) including taxes as applicable, via email or in a sealed envelope by 10<sup>th</sup> April 2020. For any queries kindly contact Mr. Yogesh Mishra or Ms Ashwini Agavne (+91-22-22618042). You can also email us at [yogesh@praja.org](mailto:yogesh@praja.org) or [ashwini@praja.org](mailto:ashwini@praja.org)

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### **Delhi Office Address**

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New Delhi 110001.Tel: 011-23321559.