

Date: 22nd December 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 the Urban Governance Index for ranking the states in India on governance structure. The Index ranks each of the State on the basis of a minutely researched matrix, which takes into consideration every aspect of the structure. We believe that this initiative will have far reaching consequences. Hence, to facilitate and promote wider access and reach to the Urban Governance Index report, it is very much necessary to have the report published in widely used local language i.e., Hindi language. Hence, we are taking the initiative to translate and print the existing English version of the report in Hindi.

To this end, we are inviting proposals for a contract to **translate** the Urban Governance Index (English version) to Hindi language and **print** the Urban Governance Index Report (Hindi version). We will provide the proofread text (English), content for info graphs and data tables for the same.

Scope of service:

- Translation – Urban Governance Index Report (English text content to Hindi) – 18,350 words
- Printing of the document
- Size: Close: 8.25" x 11.5" / Open: 8.25" x 23"
- Printing: cover 4 pages with matt lamination on outer side
- Inside pages set 1- 40 leaves in 4 col on 100 GSM maplito
- Inside pages set 2- 200 leaves in 2 col on 100 GSM maplito
- cover Material: 4 cover - 300 gsm matt art card
- Artwork: Type Setting will be done by the printer.
- Perfect Binding.
- Printing of 500 copies
- Printing of 200 envelopes
- 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 10th January, 2020. For any queries kindly contact Mr Harshil Suresh (+91-9840220231) or email us at harshil@praja.org or ashwini@praja.org