

**Mumbai Head Office Address**

B18, 2nd Floor, Shri Ram Industrial Estate,  
13, G.D Ambekar Marg, Next to Wadala  
Udyog Bhawan, Wadala, Mumbai-  
400031,  
Tel: +91 - 98201 90892/022-66661442

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**Date:** 22<sup>nd</sup> February, 2023

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

We are inviting proposals for a **Printer** for a year commitment to prepare Thematic White Papers on an annual contract and Compendium for Prajatantra 2022-23. You will be responsible to Print Prajatantra 2022-23 Compendium. The printer will closely work with project-specific teams who will provide the designing content and specific requirements for the period of February 23 to December 23.

**Scope of Service for White Paper**

- Printing of 100 to 150 White Paper each consisting of 70 pages on an average (A4 Size).
- Each White paper shall consist of Black and White Printouts on Alabaster Paper (100gsm) and Color Printouts on Alabaster Paper (100gsm)
- Each White paper to be bound/ punched and filed in a Spiral binding
- White paper Printing Job shall be provided one day / half day prior to the event and the duly printed and filed white paper are to be delivered at Delhi Praja Office on or before the morning of event day.

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**Delhi Office Address**

Room No. 404, 4th Floor, Pratap  
Bhawan, 5, Bahadur Shah Zafar Marg,  
New Delhi-110002,  
Tel: +91  
9654366222

### **Scope of Service for Compendium**

- Size: 20 CM x 20 CM
- Page number approximately 148 Pages (excluding front and back covers)
- Paper: 130 GSM for internal Pages
- Binding: Hard Binding
- Cover Page: Matte lamination
- No. of Copies: Approx. 500 copies

### **Scope of Service for Certificate**

- Size: 30 CM x 21 CM (A4 size)
- Colour Print
- Paper: 300 GSM
- No. of Copies: Approx. 1000 copies

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via e-mail or in a sealed envelope by 25th February, 2023. For any queries kindly contact Mr. Abhishek Gijare or Ms. Ashwini More on (+91-022-6666 1442) You can also e-mail us at [abhishek@praja.org](mailto:abhishek@praja.org) or [ashwini@praja.org](mailto:ashwini@praja.org).

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