



Praja Foundation

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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.

We publish regular updates of our activities that is shared with our stakeholders who include elected representatives (Municipal councillors and MLAs), officials of state bureaucracy, NGOs, activists, donors and supporters. This document is referred to as our Newsletter and is a part of the Praja Dialogue Project.

We are inviting proposals for an annual contract for the period April' 17 to March' 18 to design and print our quarterly newsletter pertaining to our activities in Delhi. We will provide the proofread text (English) and photographs for it.

Scope of service

- Designing the layout for 4 pages (A4 size)
- Translation from English to Hindi for 4 pages
- Printing in multi-colour on paper of 100gsm or more
- Printing 1000 (English) and 1000 (Hindi) copies every quarter
- 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 24th May 2017. For any queries kindly contact Ms. Priyanka Sharma (+91-022 – 6525 2729) or email us at priyanka@praja.org or rashmi@praja.org