
Date: 29th September 2026

Request for Proposal

Printing and Production of Compendium for
Prajatantra 2026 – National Youth Festival

About Praja Foundation

Praja Foundation is a non-partisan organization working towards accountable governance and democratic participation in India. Through data-driven research, citizen engagement, and capacity-building initiatives, Praja works with governments, elected representatives, civil society organizations, and youth to strengthen democratic governance and improve urban governance systems.

1. About Prajatantra 2026

Prajatantra 2026 is a National Youth Festival organized by Praja Foundation that aims to bring together young leaders, students, practitioners, policymakers, and civil society organizations from across India to engage in discussions, competitions, workshops, and collaborative learning on issues of democracy, governance, and urban development.

Theme: *Housing the Future: Building Cities for All*

2. Project Background

Praja Foundation seeks to appoint a printing and production agency for the printing, binding, packaging, and delivery of the official **Prajatantra 2026 Compendium**.

The final artwork, design files, and print-ready content shall be provided by Praja Foundation. The selected vendor shall be responsible for pre-press checks, proofing, printing, binding, quality assurance, packaging, and delivery of the final printed compendiums to the event venue.

3. Objective

The objective of this RFP is to identify and appoint a qualified printing vendor capable of delivering high-quality printed compendiums within the stipulated timeline while maintaining consistency in print quality, colour reproduction, binding, and finishing standards.

Delhi Office Address

Praja Foundation
N-27, Mezzanine Floor, Munshi Lal Building, N Block Connaught
Place, Middle Circle, New Delhi, 110001
Tel: +91 9654366222

4. Scope of Work

The selected vendor shall be responsible for:

- Pre-press verification of print-ready files provided by Praja Foundation
- Printing and production of the compendium
- Binding and finishing
- Packaging of finished copies
- Transportation and delivery to Bangalore International Centre (BIC), Bengaluru
- Submission of a physical or virtual proof/sample for approval prior to bulk production
- Replacement of defective or damaged copies
- Coordination with Praja Foundation throughout the production process

5. Specifications:

Particulars	Specifications
Product	Prajatantra 2026 Compendium
Finished Size	8 x 8 Inches
Number of Pages	175 Pages (Approx.)
Quantity	500 Copies
Printing	4 Colour (4+4)
Cover Paper	300 GSM Art Card
Cover Finish	Plastic Lamination
Inner Pages	130 GSM Maplitho
Binding	Perfect Binding
Delivery Location	Bangalore International Centre (BIC), Bengaluru

Important Note

The specifications mentioned in this RFP are based on the current production requirements. Any minor variations arising from final artwork preparation, pagination adjustments, or production requirements shall be communicated by Praja Foundation prior to printing.

6. Proposal Submission Requirements

A. Organizational Profile

- Company profile
- Year of establishment
- PAN and GST details
- Contact details of the authorized representative

B. Relevant Experience

- Details of similar publication printing assignments completed during the last three years
- Portfolio showcasing reports, annual reports, magazines, books, journals, conference publications, or similar print materials
- Sample photographs or references of previously executed work

C. Financial Proposal

The proposal should include:

- Printing cost
- Binding and finishing cost
- Packaging cost
- Transportation and delivery cost to Bangalore International Centre (BIC), Bengaluru
- Applicable taxes
- Any additional production costs

Vendors are requested to quote based on the following specifications:

- Size: 8 x 8 Inches
- Number of Pages: 175 Pages
- Cover: 300 GSM Art Card with Plastic Lamination
- Inner Pages: 130 GSM Maplitho
- Printing: 4 Colour (4+4)
- Binding: Perfect Binding
- Quantity: 500 Copies

7. Deliverables

The selected vendor shall provide:

- 500 printed copies of the Prajatantra 2026 Compendium (~175 Pages)
- Secure packaging suitable for transportation and handling
- Delivery to Bangalore International Centre (BIC), Bengaluru
- Replacement of damaged, defective, incorrectly printed, or poorly bound copies, if required
- Advance intimation of dispatch and expected delivery schedule

Proof Approval Requirement

Prior to commencing bulk production, the selected vendor shall provide:

- One printed sample copy of the compendium **or**
- A detailed virtual proof/mock-up showing print quality, colour reproduction, paper specifications, binding, finishing, and layout

Bulk printing shall commence only after receiving written approval from Praja Foundation.

8. Terms and Conditions

1. Final artwork and print-ready files shall be provided by Praja Foundation.
2. No design or content development is required under this assignment.
3. Production shall commence only after written approval from Praja Foundation.
4. The selected vendor must share one physical sample copy or a virtual proof of the compendium for review and approval before initiating the final print run.
5. Any production undertaken without formal approval from Praja Foundation shall be at the vendor's own risk and cost.
6. Vendors must clearly specify their production and delivery timelines as part of the proposal submission.
7. The selected vendor shall ensure delivery of all materials to Bangalore International Centre (BIC), Bengaluru, within the agreed timeline.
8. The selected vendor shall ensure consistency in print quality, colour reproduction, binding quality, and finishing standards throughout the production run.
9. Replacement of defective, damaged, misprinted, or poorly bound copies shall be the responsibility of the selected vendor.
10. Praja Foundation reserves the right to accept or reject any proposal without assigning any reason.
11. Rates quoted shall remain valid for a minimum period of sixty (60) days from the date of submission.

9. Submission Details

Interested vendors are requested to submit their proposal on or before:

Submission Deadline: 10th October 2026

Proposals may be submitted electronically in PDF format to the designated contact persons mentioned below.

10. Contact Information

For any queries or clarifications regarding this RFP, please contact:

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Communications Officer, Praja Foundation

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E: prasheek@praja.org

Sahil Parsekar

Strategic Communications – Manager, Praja Foundation

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E: sahil@praja.org

Additional Note

The selected vendor shall clearly confirm the expected turnaround time from receipt of final print-ready artwork to successful delivery of all 500 copies at Bangalore International Centre (BIC), Bengaluru. Preference may be given to vendors demonstrating the ability to execute and deliver within shorter timelines while maintaining the required quality standards.

Mandatory Requirement: The vendor must indicate the number of days required for production and delivery after receiving the final approved artwork and confirm their ability to deliver the complete quantity to Bangalore International Centre (BIC), Bengaluru within the committed timeline.