
Date: 29th September 2026

Request for Proposal

Printing and Production Services for Prajatantra 2026 – National Youth Festival

About Praja Foundation

Praja Foundation is a non-partisan organisation 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 organisations, and youth to strengthen democratic governance and improve urban governance systems.

1. About Prajatantra 2026

Prajatantra 2026 is a National Youth Festival organised by Praja Foundation that aims to bring together young leaders, students, practitioners, policymakers, and civil society organisations 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 engage a printing and production agency for the printing, production, delivery, and related services for event collaterals and participant materials required for Prajatantra 2026.

The selected vendor will be responsible for ensuring timely delivery of high-quality printed materials in accordance with specifications and branding guidelines provided by Praja Foundation.

3. Objective

The objective of this RFP is to identify and appoint a qualified printing vendor capable of producing event collaterals and printed materials for Prajatantra 2026 while maintaining quality standards, adherence to timelines, and consistency with approved designs.

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 printing, production, finishing, packaging, and delivery of the following materials.

Bill of Quantities (BOQ)

Sr. No.	Item Description	Specifications	Quantity
1	Certificates	Printing and finishing of participant, competition, volunteer, and appreciation certificates.	2000
2	Diary	Printing and production of event diaries/notebooks.	300
3	ID Cards	Printing and production of participant, volunteer, staff, and speaker ID cards.	500
4	ID Lanyards	Printed high quality Lanyard with Hole Guard and stainless steel hook	500
5	Participant Poster	Printing of event banners and related display materials.	110
6	Food Coupons	Printing and finishing of event meal/refreshment coupons.	350
7	India Map Banners	India Map Banner	1
8	Polaroid	Photo Polaroids of Participant's photo	110

Important Note

The specifications, dimensions, paper quality, binding requirements, finishing requirements, quantities, and production requirements mentioned in this RFP are indicative and may vary based on the final collateral approved by Praja Foundation. Certain specifications may be applicable only to specific products. Detailed artwork, production specifications, dimensions, and print-ready files will be shared with the selected vendor during the implementation phase.

The Scope Shall Include

- Printing and production
- Proofing and sample submission (if required)
- Cutting, binding, lamination, finishing, and packaging
- Quality checks before dispatch
- Transportation and delivery to designated locations
- Replacement of defective or damaged materials, if required
- Any ancillary materials required for successful execution

5. Proposal Submission Requirements

Interested agencies are requested to submit the following:

A. Organisational Profile

- Company profile
- Year of establishment
- PAN and GST details
- Key clients and projects

- Contact details of the authorised representative

B. Relevant Experience

- Details of similar printing assignments completed in the last three years
- Portfolio showcasing printed publications, event collaterals, certificates, diaries, and related materials
- Client references, if available

C. Financial Proposal

The financial proposal should include:

- Item-wise pricing
- Paper specifications
- Printing costs
- Finishing costs
- Packaging costs
- Transportation costs
- Applicable taxes

6. Deliverables

The selected vendor shall be responsible for:

- Production of all approved materials
- Submission of samples/proofs where required
- Timely delivery as per agreed timelines
- Replacement of defective, damaged, or incorrectly printed materials
- Coordination with the Praja Foundation team throughout the production process

7. Terms and Conditions

1. Quantities indicated in this RFP are tentative and may be revised based on final event requirements.
2. Final artwork and print-ready files shall be provided by Praja Foundation.
3. The selected vendor shall maintain confidentiality regarding all event-related information and design assets.
4. Praja Foundation reserves the right to accept or reject any proposal without assigning any reason.
5. Rates quoted shall remain valid for a minimum period of sixty (60) days from the date of submission.
6. Any additional work beyond the approved scope shall require prior written approval from Praja Foundation.
7. The selected vendor shall ensure consistency in colour reproduction, print quality, finishing standards, and material specifications.

8. Submission Details

Interested agencies are requested to submit their technical and financial proposals on or before:

Submission Deadline: 10th October 2026

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

9. Contact Information

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

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