Mumbai Head Office Address
Basement Gala No. B, Chanchal Smruti Co-op Hsg Soc Ltd, GD Ambekar Marg, Kohinoor Mill, Wadala Mumbai – 400031
Tel: +91 9820190892

Date: 20th November, 2026

Request for Proposal

About Praja Foundation

Praja Foundation is a non-partisan organisation working towards improving the quality of life for citizens by enabling accountable, transparent and participatory governance. For over 26 years, Praja has been working to strengthen urban governance through research, advocacy, citizen engagement and evidence-based policy recommendations.

As part of its communication and outreach initiatives, Praja Foundation invites quotations from printing vendors for the printing and supply of table/desk calendars along with envelopes, as per the specifications outlined below.

1. Table/Desk Calendar

Particulars	Specifications
Product	2027 Table/Desk Calendar
Quantity	2,000 Nos.
Calendar Size	5.25 in × 6.75 in
Number of Pages	26 Pages (Inclusive of Front and Back Covers)
Printing	Four-Colour (CMYK) Offset Printing
Paper / Media	300 GSM Art Card
Stand Size	5.25 in × 8 in
Stand Material	170 GSM Art Card
Stand Type	Standard Desk Calendar Stand

2. Envelope

Particulars	Specifications
Product	Top-Open Envelope
Quantity	2,000 Nos.
Paper	100 GSM Sunshine Paper
Printing	Single-Colour (Blue) Offset Printing
Opening Style	Top Open

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

3. General Requirements

- The quotation should include the complete cost of printing, production, finishing and assembly.
- The vendor must ensure good print quality, colour consistency and finishing.
- All materials should conform to the specifications mentioned above.
- Applicable GST should be mentioned separately.
- Delivery charges, if any, should be mentioned separately.
- The vendor should specify the expected production and delivery timeline.

4. Delivery Requirements

- The complete order (2,000 table calendars along with 2,000 envelopes) must be delivered to **Prabhadevi, Mumbai, Maharashtra**.
- The vendor must ensure that all materials are securely packed and delivered in good condition.
- The expected delivery date and production timeline must be clearly mentioned in the quotation.

5. Quotation Details

Vendors are requested to provide the following details:

- Cost per unit and total cost.
- Applicable GST.
- The quotation should include all applicable charges.
- Expected production and delivery timeline.
- Payment terms.
- Quotation validity.

6. Submission Deadline

Interested vendors are requested to submit their detailed quotations before **30th November, 2026.**

7. Contact Information

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

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Important Note

The specifications, quantities, and requirements mentioned in this RFQ are indicative of Praja Foundation's printing requirements. Vendors are expected to adhere to the specifications outlined in this document and ensure the quality, accuracy and timely delivery of the finished products.

Any proposed deviations or alternatives in terms of paper quality, printing processes, materials or finishing must be clearly specified in the quotation for consideration by Praja Foundation. Praja Foundation reserves the right to request samples, review print quality and seek clarifications before finalising the vendor.

The selected vendor will be expected to coordinate with Praja Foundation throughout the production process and ensure that the final deliverables meet the approved specifications.