

## **Request for Proposal**

Praja is a non-partisan organisation working towards enabling accountable governance in Mumbai. To know more about our work and goals, please visit [www.praja.org](http://www.praja.org).

Praja has launched annual report cards for ranking the performance of Mumbai's 227 Municipal Councillors. The report card ranks each of the Councillors on the basis of a minutely researched matrix, which takes into consideration every aspect of their performance. Each Elected Representative (ER) is aware of this report card which has triggered an improvement in the performance of many after its publication. We believe that this initiative will have far reaching consequences. For one, it will remind our elected representatives of their constitutional responsibilities. Hopefully, it will also help bring the elected representatives closer to their constituency grievances. And last but not least, it will arm the citizen with a valid scale to evaluate the performances of elected representatives.

To this end we are inviting proposals for an annual contract to design and print our Councillors' Report Card. We will provide the proofread text (English) and photographs for it.

Scope of service:

- Designing and Printing of the whole Report card as per Praja's need
- Size: Close: 8.25" x 11.5" / Open: 8.25" x 23"
- Cover: 4 pages with 300 gsm matt art card, lamination on outer side
- Inside pages 64 leaves in multicolor on 100 GSM maplito paper.
- Artwork: Type Setting will be done by the printer.
- Center pinning Binding.
- Printing of 1000 Copies of Report Card and Envelop.
- 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 31<sup>st</sup> July, 2021. For any queries kindly contact Mr Yogesh Mishra (+91-9820190892) or email us at [yogesh@praja.org](mailto:yogesh@praja.org) or [ashwini@praja.org](mailto:ashwini@praja.org)