

Date: 10th May 2019

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.

Praja has launched annual report cards for ranking the performance of Delhi's 70 MLA (Member of legislative assembly). The report card ranks each of the MLA 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 design and print our MLA Report Card booklet. We will provide the proofread text (English) and photographs for it.

Scope of service:

- **Size:** Close: 8.25" x 5.75" / Open: 8.25" x 11.5" Env. Close 8.75" x 6.25' Open 10" x13"
- **Printing:** 4 pp cover - 4 + 4 with matt lamination on outer side, 68 to 78 pp text - 4 + 4 Cols. Env. 4 + 0 cols.
- **Material:** 4pp cover - 210 gsm matt art card, 68 to 78 pp text - 80 gsm matt art paper Env. - 140 GSM Sunshine super printing paper
- **Finishing:** Perfect bound Envelope making with PVC lamination
- **Artwork:** Type Setting will be done by the printer.
- Perfect Binding.
- Translation from English to Hindi to be incorporated in the same copy (If needed the translation will be given by us)
- Printing of 1000 copies and envelopes for the same
- Doorstep delivery.

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable. Also, mention the additional charges in event of increase/decrease of number of forms/pages., via email or in a sealed envelope by 10th June 2019. For any queries kindly contact Mr. Yogesh Mishra (+91-022 – 6525 2729) or email us at yogesh@praja.org or steffi@praja.org.

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