

Date: 17/01/ 2018

Request for Proposal

Praja is a non-partisan organization working towards enabling accountable governance in Delhi and Mumbai. To know more about our work and goals, please visit www.praja.org.

We publish regular updates of our activities that is shared with our stakeholders who include elected representatives (municipal councilors and MLAs), officials of state bureaucracy, NGOs, activists, donors and supporters. This document is referred to as our Newsletter and is a part of the Praja Dialogue project.

We are inviting proposals for an annual contract for the period of April'18 to March'19 to design and print our monthly newsletter. We will provide the proofread text (English) and photographs for it.

Scope of service

- Designing the layout for 4 pages(A4 size)
- Translation from English to Hindi for 4 pages
- Printing in multi-color on paper of 100 gsm or more
- Printing 1000 (English) and 1000 (Hindi) copies every month
- Door-step delivery (Delhi Office)

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 20th February, 2018. For any queries kindly contact Ms. Priyanka Sharma (+91-022 - 6525 2729) or Ms Steffi Joy. You can also e-mail us at priyanka@praja.org or steffi@praja.org