

Mumbai Head Office Address

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Date: 3rd January, 2022

Request for Proposal

Praja Foundation is a non-partisan organisation working towards enabling accountable governance in Mumbai. Praja conducts Data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures.

This document is in reference to our Newsletter and is a part of the Praja Dialogue project. We are inviting proposals for an annual contract for the period of January 2022 to December 2022 for designing and printing Praja Foundation's monthly newsletter. Praja Foundation will provide the textual content and images and will proofread said text (English) for the same.

Scope of Service

- Designing the layout for 4 pages (A4 size).
- Printing in multi-color on paper of 100 gsm or more.
- Printing 1000 copies every month.
- Door-step delivery to Praja's Mumbai 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 15th January, 2022. For any queries kindly contact Mr. Yogesh Mishra (+91-022-66661442). You can also e-mail us at yogesh@praja.org or or Ms. Ashwini More on ashwini@praja.org.