

### **Mumbai Head Office Address**

B18, 2nd Floor, Shri Ram Industrial Estate,  
13, G.D Ambekar Marg, Next to Wadala Udyog  
Bhawan, Wadala, Mumbai-400031,  
Tel: +91 - 98201 90892/022-66661442

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Date:19<sup>th</sup> December,2020

### **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](http://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 January 21 to December 20 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)
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- Printing in multi-color on paper of 100 gsm or more
- Printing 1500 copies every month
- Door-step delivery in 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 31st December, 2020. For any queries kindly contact Mr. Yogesh Mishra (+91-022-66661442) or Ms Ashwini Agavne. You can also e-mail us at [yogesh@praja.org](mailto:yogesh@praja.org) or [ashwini@praja.org](mailto:ashwini@praja.org)