



MSRLS/SMMU/SARAS FAIR/DESIGN VENUE BRANDING/2481/26-27/19/5392 Dated: 5th October, 2026

REQUEST FOR QUOTATIONS

Quotations are hereby invited from interested local firms/Parties for engaging in work, for "Design, Venue Branding, Printing and Installation" for the buyer seller meet scheduled to be organised from the 9th to 19th December, 2026 at the lewrynghep Ground, Nongrimbah. Shillong as part of the 7th Meghalaya Saras Aajeevika Fair (MSAF) as indicated at Annexure — A, to the office of the Meghalaya State Rural Livelihoods Society (MSRLS) at Monfort Bulding, Dhankei, Shillong.

Any queries requiring clarification may be obtained from the office of the Society during office hours from the date of issue of this notice until the date of submission of the Quotation. Your quotation shall be attached, the cost estimates for the supply and delivery of the items mentioned in the quotation documents.

Terms and Conditions

1. Quotations should be in a sealed cover super scripting "Quotation of the items"
2. The rates are to be quoted in figures and words and should be included all taxes.
3. Schedule of Bidding Process: Meghalaya State Rural Livelihoods Society (MSRLS) would endeavour to adhere to the following schedule:

Sn	Activity Description	Date And Time
1	Issue of RFQ	5 th October, 2026
2	Last date for submission of queries	14 th October, 2026
3	Pre-proposal meeting via VC/face to face	15 October, 2026
4	Meghalaya State Rural Livelihood Society (MSRLS)'s response to queries	16 th October, 2026
5	Last date for Submission of Bids	11:00 AM, 22 nd October, 2026
6	Date of opening of Bids	2:00 PM 22 nd October, 2026

1. The Quotation shall be completed in all respect along with supporting documents such as:
 - a. Valid Trading licence for Non- ST Firms.
 - b. Registration.
 - c. Valid Certificate of GST registration.
 - d. PAN CARD.
 - e. Registered Address.
2. The Quotation shall be duly signed, otherwise the same will be rejected
3. Quotation received after the date-and time fixed at Sl. no 5 above will not be entertained.
4. Successful bidder/bidder(s) will be informed and award the order for supply.



Ch. Ramakrishna (IAS)
Secretary, C&RD Deptt, GoM.
Chief Executive Officer,
Meghalaya State Rural Livelihoods Society

MSRLS/SMMU/SARAS FAIR/DESIGN VENUE BRANDING/2481/26-27/19/5392-A Dated: 5th October, 2026

Copy to:

1. Alllocal firms identified firms/ contractors for ki,nd information and necessary action.
2. Office Notice Board for Display
3. The Project Manager- KMC, SMMU for uploading in the office website.

OK ✓

Ch. Ramakrishna (IAS)
Secretary, C&RD Deptt, GoM.
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society

Chief Executive Officer
Meghalaya State Rural Livelihood Society
Shillong



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY
(The Nodal Agency of Govt of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt of India)
Montfort Building, 2nd Floor, Dhankei, Shillong-793001
☎: msds2011@gmail.com ☎: msds2011@gmail.com

MSRLS/SMMU/SARAS FAIR/DESIGN VENUE BRANDING/2481/26-27/11/5392-10

Dated: 5th October, 2026

Annexure-A

Sl. No.	Deliverables	Description	Additional Remarks	Unit	Rate per Unit	Note
1	Stall Fascia	Name of stall to be printed on vinyl sun board	Printing& Installation	Names & Size TBD	100+ Nos	Rates should be inclusive of design print& installation (where applicable)
2	Hoarding	Flex Hoarding for Publicity	Printing& Installation	Size depending on Hoarding Availability. TBD	4-5 Nos	
3	Event Invitation Card& Programme Schedule	Invitational Card for VIPs and Invitees Two-sided printing	Printing	Size – 5x7" in 180 GSM Textured Paper with Envelopes	60 Nos	
4	Newspaper Advert	Horizontal Ad to be published in newspapers	Design only	Size – Horizontal orientation, banner style for newspaper	1 Nos	
5	Backdrop for Stage	Banner Flex mounted on square pipes	Printing& Installation	Size – 20x10 ft	1 Nos	
6	Art Installation	Ethnic & Traditional art installation for SARAS FAIR – Khasi-Jaintia & Garo	Design, printing& Installation	Size – 16x8 ft or as per vendor requirement	1 Nos	
7	Photobooth	Design with Illustrations cutout. Vinyl printing pasted on sun board	Design, printing& Installation	8x8 ft with 5x5 ft cutout of Mascot	1 Nos	
8	Car Passes	Two sets of Car Pass – Official & General (Colour coded)	Printing	6x4" Sticker paper	50 Nos (25+25)	
9	ID with pouch & printed lanyard	Size – 20mm 1. Official - 30 nos 2. Crew – 60 nos 3. Participant – 300 nos 4. Security – 10 nos 5. Media – 20 nos	Printing	B4 size for ID, pouch & printed lanyards	420 Nos	
10	Table Branding	Name of Stall to be printed on vinyl sun board	Printing& Installation	Names & Size TBD	100+ Nos	
11	Food Coupon	Food coupon to be used by participants	Printing	Size: 100x150mm	2000 Nos	
12	Reception Counter	Reception & Help Desk – Vinyl sun board	Printing& Installation	Size: 4x2 ft	1 Nos	



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY
(The Nodal Agency of Govt of Meghalaya for Implementing NRLM, Ministry of Rural Development Govt. of India)
Monfort Building, 2nd Floor, Dhankei, Shillong-793001
☎ : 0364-2502130 ✉ : msrls2013@gmail.com 📠 : msrls.nic.in

13	Venue Signages	Signages for: 1. Parking (with direction arrow) – 4 nos 2. Toilet – 3 nos 3. Wet Waste – 5 nos 4. Dry Waste – 5 nos 5. Food Court (one with direction arrow) – 2 nos 6. VIP Lounge – 1 nos 7. Green Room – 2 nos				Printing& Installation	Size: 3x2 ft. Vinyl printing pasted on sun board with installation	22 Nos		BASIC		STANDARD	PREMIUM	Post Board	Hoardings for the event at the venue	Flex printing mounted on square pipe	Flex printing mounted on square pipe	Promo Digital posters/banners of artists to perform at the event	A4 Certificate of Appreciation – details TBD	Design, printing	Size – A4	TBD										
		14	CUSTOMIZED	AWARDS- BASIC																												
		15	MEMENTOS	AWARDS- STANDARD																												
		16		AWARDS- PREMIUM																												
		17		Post Board for the Event mounted on wooden frames for road and highway publicity	Printing& Installation																				Size:4x2 ft	20 Nos						
		18	Venue Hoardings	Hoardings for the event at the venue	Printing& Installation																				Size – 20x10 ft	2 Nos						
		19	Venue Gate (Top)	Flex printing mounted on square pipe	Printing& Installation																				Size – 22x 3 ft	3 Nos						
		20	Venue Gate (Pillars)	Flex printing mounted on square pipe	Printing& Installation																				Size – 15x 3 ft	6 nos						
		21	Artists Posters	Promo Digital posters/banners of artists to perform at the event	Design only																				Size – 2000x2000 px	TBD						
		22	Certificates	A4 Certificate of Appreciation – details TBD	Design, printing																				Size – A4	TBD						
		23	Road Gate (Top)	Flex printing mounted on square pipe with bamboo installation as structure	Printing& Installation																				Size – TBD	2 nos						
		24	Road Gate (Pillars)	Flex printing mounted on square pipe with bamboo installation as structure	Printing& Installation																				Size – TBD	6 nos						
		25	Attendance Sheet	Standard Attendance sheet – Name, Designation, State/District/Block, Contact, Signature	Printing																				A4	200 nos						
		26	Podium Design	Vinyl sunboard	Printing& Installation																				Size – TBD							

88

Ch. Ramakrishna (IAS)
Secretary, C&RD Deptt, GOM,
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society
Chief Executive Officer
Meghalaya State Rural Livelihood Society
Shillong