



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, Dhanketi, Shillong-793001
☎: msrls.nlc.in ☎: 0364-2502130

MSRLS/SMMU/SARAS FAIR/DSMP & P/2480/26-27/6/5393 Dated: Shillong the 5th October, 2026

REQUEST FOR QUOTATIONS

Quotations are hereby invited from interested local firms/Parties for engaging in work to do "Documentation, Social Media, Promotion & Publicity" for the buyer seller meet scheduled to be organised from the 9th to 19th December, 2026 at the lewrynghep Ground, Nongrimbal, 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 Montfort Building, Dhanketi, 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	3:00 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.



Secretary, C&RD Deptt, Galleway
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society
Meghalaya State Shillong

MSRLS/SMMU/SARAS FAIR/DSMP & P/2480/26-27/6/5393 -A Dated: Shillong the 5th October, 2026

Copy to:

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

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)
Monfort Building, 2nd Floor, Dhankeit, Shillong-793001
✉: msrls2011@gmail.com 🌐: msrls.nic.in ☎: 0364-2502130

MSRLS/SMMU/SARAS FAIRDSMP & P/2480/26-27/15 *153913-1b* **Dated: Shillong the 5th October, 2026**
Annexure-A

SN.	Items	Quantity	Cost (Entire package)
1	PHOTOGRAPHY COVERAGE OF THE EVENT	For 3 Days (Inauguration, Middle & Closing of Event Days). Maximum 2 Photographers	
2	VIDEOGRAPHY COVERAGE FOR THE EVENT	For 3 Days (Inauguration, Middle & Closing of Event Days) Maximum 2 Videographers	
3	EVENT PROMO VIDEOS	1 Video	
4	EVENT HIGHLIGHTS VIDEO	3 Videos	
5	CONTENT CREATION FOR SOCIAL MEDIA POSTS – (PHOTO & VIDEO)	3 Posts per Day for ten days	
6	INFLUENCER MARKETING (FOR SOCIAL MEDIA INFLUENCERS/CONTENT CREATORS)	3 Collaborations with SM Influencers, (1 Khasi-Jaintia, 1 Garo, 1 English)	

Q&V
Secretary, C&RD Deptt, GoM.
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society
Chief Executive Officer
Meghalaya State Rural Livelihood Society
Shillong