



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, Dhankheti, Shillong-793001
E-mail: msrls2011@gmail.com | Website: msrls.nic.in | Phone: 0364-2502130

MSRLS/SMMU/Stationeries/ Vol-3/2269/2025-26

Dated: 19th Dec, 2025

REQUEST FOR EMPANNELMENT

The Meghalaya State Rural Livelihoods Society (MSRLS) invites sealed tenders from registered, eligible and experienced printing firms for the Empanelment of Suppliers under Rate Contract for the Printing of Information, Education & Communication Materials for various programmes implemented by the Society across the State of Meghalaya.

Tender documents can be obtained from the office of the Meghalaya State Rural Livelihoods Society (MSRLS), 2nd Floor, Montfort Building, Dhankheti, Shillong- 793001 on all working days during working hours.

The last date for submission of Tender Document is **8th January 2026** at 3:00 pm.

Sd/-

Chief Executive Officer,
Meghalaya State Rural Livelihoods Society



1. BACKGROUND

The MSRLS is the nodal agency for implementing the Deendayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM) and other livelihood promotion initiatives of the Government of Meghalaya. As part of its community mobilisation and information dissemination activities, the Society requires high-quality printing of IEC materials, including leaflets, brochures and pamphlets.

2. SCOPE OF WORK

The selected Supplier will be empanelled under a Rate Contract for the printing and supply of IEC Materials as per MSRLS specifications.

Items include but are not limited to:

1. Publicity Materials-
 - a. Posters
 - b. Sunboard
 - c. Leaflets
 - d. Brochures
 - e. Pamphlets etc.

Quantities and specifications will be indicated in individual work orders issued from time to time during the validity of the rate contract.

3. ELIGIBILITY CRITERIA

1. Be a registered printing Supplier with valid GST Tax Registration Certificate and PAN.
2. Valid Trading Licence issued from Meghalaya.
3. Minimum 3 years of experience in printing similar materials for Government/PSU/NGO/Development agencies.
4. Proof of having completed at least three similar assignments in the last three years.
5. Must not be blacklisted by any Government Department/Agency.

4. RATE CONTRACT PERIOD

1. The Rate Contract will be valid for a period of two (2) years, extendable by an additional one (1) year based on satisfactory performance and mutual consent.
2. Approved rates will remain firm and fixed for the entire contract period, unless otherwise agreed in writing by both parties.
3. Orders will be placed as per requirement during the contract period, and payment will be made based on actual quantities supplied at the approved rates.



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5. TERMS & CONDITIONS

1. The Prices quoted and quantities offered for supply in the tender shall remain open for acceptance —2 years, extendable by an additional one (1) from the date of bid opening.
2. The compliance to the specification of the items mentioned in Annexure 1 will determine the technical eligibility of the Firm.
3. Price shall be quoted as mentioned in Annexure-2. Price will remain firm and fixed for all supply orders placed during the period of Rate contract i.e. of minimum 2 years.
4. The purchaser will notify the successful bidder in writing that its Bid has been accepted and issue purchase order (PO) to the successful post signing of contract. Within 7 days of receipt of such intimation, the successful bidder shall give its acceptance to the Office of MSRLS, Shillong.
5. Orders will be placed as per requirement during the contract period.
6. MSRLS reserves the right to accept or reject any tender without assigning reasons.
7. MSRLS has the right to decide on the allotment of work to more than one qualified bidder who has qualified in technical bid at L1 rates and allotment of work to the empanelled bidder will be at the sole discretion of the MSRLS.
8. The empanelled suppliers have to match the lowest rate put up by the L1 Bidder to get the supply order.
9. The supplier shall ensure timely delivery and maintain the quality of printed materials as per specifications.
10. In case of unsatisfactory work, MSRLS reserves the right to terminate the contract.

6. DOCUMENTS TO BE SUBMITTED

- i. Firm GST Registration Certificate.
- ii. Any other Tax related Registration Certificate.
- iii. PAN Card.
- iv. Trading Licence
- v. Proof of experience – Work orders / Completion certificates.
- vi. Samples of similar previous work.
- vii. Self-declaration of non-blacklisting.

7. OPENING OF TENDER & EVALUATION

1. Tender will be opened on **8th January 2026 at 4:00 pm** at the MSRLS office in the presence of bidders or their authorized representatives who wish to attend.
2. Evaluation will be based on eligibility criteria, compliance with tender requirements, quality of sample materials, and the rates quoted in Annexure-2.
3. The bidder offering the most competitive rates, while meeting the quality and eligibility requirements, will be considered for award of the Rate Contract.



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4. The decision of MSRLS shall be final and binding.

8. CLARIFICATIONS

For any clarification, please email:

Meghalaya State Rural Livelihoods Society

Email: msrls2011@gmail.com

Or visit

MSRLS Office
Monfort Building
Dhanketi
Shillong – 793001
Meghalaya

Chief Executive Officer,
Meghalaya State Rural Livelihoods Society



ANNEXURE 1- Technical Specification

Sl. No.	Item Description	Specifications	Unit / Size	Qty	Compliance	Remarks if any
1	Posters (Paper)	Paper -130gsm/170gsm art Printing type-Multicolour	17 x 22 inch or 18 x 24 inch	As and when Required by the Society		
2	Poster (Vinyl)	Vinyl thickness - 3mart/Matte Printing type -Multicolour	18 x 22 inch or 18 x 24 inch	As and when Required by the Society		
3	Sunboard Display	SunboardThickness-5mm Material -Print on Vinyl with lamination and pasting Suitable for - indoor/outdoor display	Rate per sq. ft.	As and when Required by the Society		
4	IEC Materials – Leaflets	Paper-54gsm/70 gsmcoloured paper (pink,green,blue,yellow,white) Printing type-Black & White	A4 or A5	As and when Required by the Society		
5	IEC Materials – Brochures	Paper-130 gsm/170 gsm art Printing type -Multi colour Binding -folding (3 fold)	A4 (3 Fold)	As and when Required by the Society		
6	IEC Materials – Pamphlets	Paper-54gsm/70 gsmcoloured paper (pink,green,blue,yellow,white) Printing type-Black & White	A5	As and when Required by the Society		
7	Training Modules & Materials – Cover Page	Cover paper -250 gsm art paper Printing types-Multi Colour, single side Inner Paper-130 gsm art Printing types-Black & White / Multi Colour , both side Binding-Perfect Bind	A4	As and when Required by the Society		



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ANNEXURE 2- FINANCIAL BID

Sl. No.	Item Description	Specifications	Unit / Size	Qty	Rates	GST	GST Amount	Total Amount
1	Posters (Paper)	Paper -130gsm/170gsm art Printing type-Multicolour	17 x 22 inch or 18 x 24 inch	Per Unit				
2	Poster (Vinyl)	Vinyl thickness -3m art/Matte Printing type -Multicolour	18 x 22 inch or 18 x 24 inch	Per Unit				
3	Sunboard Display	SunboardThickness-5 mm Material -Print on Vinyl with lamination and pasting Suitable for -indoor/outdoor display	Rate per sq. ft.	Per Unit				
4	IEC Materials – Leaflets	Paper-54 gsm/70 gsmcoloured paper (pink,green,blue,yellow,white) Printing type-Black & White	A4 or A5	Per Unit				
5	IEC Materials – Brochures	Paper-130 gsm/170 gsm art Printing type -Multi colour Binding -folding (3 fold)	A4 (3 Fold)	Per Unit				
6	IEC Materials – Pamphlets	Paper-54gsm/70 gsmcoloured paper (pink,green,blue,yellow,white) Printing type-Black & White	A5	Per Unit				
7	Training Modules & Materials – Cover Page	Cover paper -250 gsm art paper Printing types-Multi Colour, single side Inner Paper-130 gsm art Printing types-Black &White / Multi Colour , both side Binding-Perfect Bind	A4	Per Unit				

Note: Please signed and seal.