



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, Dhanketi, Shillong-793001

E: msrls2011@gmail.com

E: msrls.nlc.in

E: 0364-2502130

MSRLS/MMU/SARAS FAIR/PANDAL & VM/2483/26-27/2 | 5595

Dated: 5th October, 2026

REQUEST FOR QUOTATIONS

Quotations are hereby invited from interested local firms/Parties for engaging in work to do "Pandal and Venue Management" 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 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/bider(s) will be informed and award the order for supply.



MSRLS/MMU/SARAS FAIR/PANDAL & VM/2483/26-27/2 | 5595 -A

[Signature]
Secretary, C&RD Deptt, GoM,
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society

Dated: 5th October, 2026

Copy to:

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

[Signature]

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

Chief Executive Officer
Meghalaya State Rural Livelihoods Society
Shillong



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MSRLS/SMMU/SARAS FAIR/PANDAL & VM/2483/26-27/15 **595-B** Dated: 5th October, 2026

Annexure-A

SN	SCOPE OF WORK – PANDAL & VENUE MANAGEMENT	per	Cost per UOM	Gst	Total cost (Inclusive of Gst)
1	Dome Hanger	Sq. ft.			
2	Platforms	Sq. ft.			
3	Carpeting (entire venue)	Sq. ft.			
4	Pandal with ceilings (rain proofing)	Sq. ft.			
5	Thach roof stalls	Each			
6	Stalls complete (with 2 chairs & 1 table)	Each			
7	Photobooth (24*6ft)	L/s			
8	Green Rooms / Changing Rooms (partitioned with furniture)	L/s			
9	Stage with Masking, Carpet and Ramp of appropriate width having slope/ steps on either side of stage	Sq. ft.			
10	Chairs with cushion for distinguished senate members at stage	L/s			
11	Podium -Acrylic/Digital	Day			
12	400 participant and Entrepreneurs seating area (rain proofing)	Sq. ft.			
13	10*20 ft Musical Stage for Band Performances	L/s			
14	Pandal only	Sq. ft.			
15	Side wall covers	Sq. ft.			
16	Pagoda Tent (complete full side cover)	day			
17	Children's Play Zone (Rain proofing, Adequate lighting & Soft flooring / carpet mat for safety with Play equipments).	Sq. ft.			
18	1 VIP dining area with Buffet service space	Sq. ft.			
19	VIP Lounge	Sq. ft.			
20	Chairs with cushion with white cover for VIP area	Per no			
21	VIP two -seated sofa with cover	Day			
22	Business Lounge	Sq. ft.			
23	Christmas Tree with Decorations	Sq. ft.			
24	Participant Dining Area	Sq. ft.			
25	Master Class Area	Sq. ft.			
26	Rain proof Cooking Shed (with 3 Sides fire resistant material Cover)	Sq. ft.			
27	Main Gate	Sq. ft.			
28	Plastic Chairs	Day			
29	Deluxe chairs	Day			
30	Tables with covers(wooden)	Day			
31	Long tables with covers	Day			
32	Bamboo benches and Tables	Each			
33	Round Tables	Day			
34	Centre tables	Per day			
35	Electrification -Cabling and distribution, main panel and sub panel erection, Internal Lighting, etc. with suitable devices. (Halogen, LED focus, etc.) Electricity for the event shall be through DG sets only.	L/s			
36	DG Set of 63KV	Day			
37	Fuel for DG Set of 63KV	Day			
38	DG Set of 30KV	Day			
39	Fuel for DG Set of 30KV	Day			
40	LED halogens	Day			
41	Par light	Day			
42	Hoarding Light	L/s			
43	Decoration Lights	L/s			
44	Power Plug (for stalls)	per stall			
45	2 LED Lights (for stalls)	per stall			
46	Decoration	Per sqft			
47	Bouquet	Per no			



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48	Flower Pots with live plant/flower for venue	no/day							
49	Sintex water storage	Per Day							
50	Cooking and Cleaning Water Supply for 5000 litres daily	Per trip							
51	Dispenser	Per day							
52	20 ltr Jar Mineral Drinking Water	Per Jar							
53	Disposable cups (pack of 100, 250ml size)	Per pack							
54	Premises Cleaning & Sweeping Service (including toilet cleaning) (with consumables- water and cleaning agents (Lizol/Cross/ Handwash) on a Daily Basis	Per Person/Day							
55	Dustbin - (Bamboo)	Day							
56	Garbage Bags	Per pack							
57	Garbage collection and disposal on daily basis	Person/Day							
58	Fire Safety Arrangements (extinguishers, sand buckets, etc.)	L/s							
59	Security Barricading	R/tt							
60	Bulb	Per no							
61	Socket	Per no							
62	Washbasin	Per day							
63	LED stand	Per sqft							
64	Canopy	Per no							
65	Induction Heater	Per no							
66	Heater	Per no							
67	Halogen	Per no							
68	Gas Cylinder	Per day							
69	Chawla	Per day							
70	Gas Burner	Per day							
71	Wood	L/S							
72	Bio Toilet Trailer	Per unit							

gpr

Secretary, C&RD Deptt, GoM.
& Chief Executive Officer,

Meghalaya State Rural Livelihoods Society

Chief Executive Officer

Meghalaya State Rural Livelihoods Society
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