



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

msrls2011@gmail.com

msrls.nic.in

:0364-2502130

MSRLS/SMMU/SARAS FAIR/SOUND & IT MISC/2487/26-27/15389

Dated: Shillong, the 05th October, 2026

REQUEST FOR QUOTATIONS

Sealed quotations are hereby invited by the Meghalaya State Rural Livelihoods Society (MSRLS) from interested and eligible local firms/parties for engagement in work for the **7th Meghalaya Saras Aajeevika Fair (MSAF)**, to be held from **9th Dec 2026 to 19th Dec 2026**. The work comprises the hiring of an LED Screen, Sound System, Walkie-Talkies, Generator and CCTV Surveillance System. The selected firm/party shall supply, install, operate and dismantle the equipment at the Fair venue for the period specified in Annexure-A.

Scope of Work

The selected agency shall be responsible for the following:

- Supply, transportation, installation; testing and dismantling of all equipment listed in Annexure-A.
- Deployment of qualified technical personnel and operators to run the equipment wherever required.
- Ensuring the uninterrupted and proper functioning of all equipment for the entire duration specified in Annexure-A.
- Providing standby equipment and on-site support personnel to resolve technical issues promptly during the Fair.
- Bearing all transportation, installation, operation and incidental costs, which shall be clearly reflected in the quotation.

Submission of Quotation

Quotations shall be submitted in the prescribed format at Annexure-A and shall:

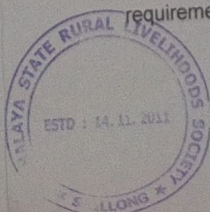
- Be enclosed in a sealed envelope superscribed "**QUOTATION FOR LED SCREEN, SOUND SYSTEM, WALKIE-TALKIE, GENERATOR & CCTV**" and addressed to the Chief Executive Officer, MSRLS, at the address above.
- Clearly state the rate per unit / per day / per item, as applicable, inclusive of all applicable taxes and charges.
- Be duly signed and stamped by the authorised representative of the firm/agency on every page.
- Be accompanied by self-attested copies of the following documents: (i) valid Trading Licence, wherever applicable; (ii) Firm/Company Registration Certificate; (iii) valid GST Registration Certificate; (iv) PAN Card; (v) proof of registered/correspondence address; and (vi) any other document considered relevant by MSRLS.

Schedule of the Bidding Process

Sl. No.	Activity	Date & Time
1	Issue of RFQ	08 th October, 2026
2	Last date for submission of queries	16 th October, 2026
3	Pre-proposal meeting (if required)	21 th October, 2026
4	Response to queries	22 th October, 2026
5	Last date and time for submission of quotations	30th October, 2026, up to 2:00 PM
6	Opening of quotations	30 th October, 2026, at 3:00 PM

General Terms and Conditions

1. Quotations received after the prescribed date and time, or incomplete in any respect, shall not be entertained.
2. Rates shall be quoted in Indian Rupees, both in figures and in words, inclusive of all applicable taxes. In case of discrepancy, the amount in words shall prevail.
3. The quotation shall be duly signed and stamped by the authorised representative of the firm/agency.
4. MSRLS reserves the right to accept or reject any or all quotations, wholly or in part, without assigning any reason thereof.
5. The successful bidder shall be informed accordingly and issued a Work/Supply Order by MSRLS.
6. The selected agency shall ensure timely deployment, installation and removal of all equipment in accordance with the requirements of the Fair.



Shri. **Ch. Ramakrishna, IAS**
Secretary, C&RD Deptt. GoM & CEO
Meghalaya State Rural Livelihood Society
MSRLS, Shillong



1(b)

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

✉: msrls2011@gmail.com

💻: msrls.nic.in

☎: 0364-2502130

MSRLS/SMMU/SARAS FAIR/SOUND & IT MISC/2487/26-27 /S389-A

Dated: Shillong, the 05th October, 2026

Copy to:

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

Shri. Ch. Ramakrishna, IAS
Secretary C&RD Deptt, GoM & CEO
MSRLS, Shillong

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, Dhankheti, Shillong-793001

☎: msrls2011@gmail.com

☎: msrls.nic.in

☎: 0364-2502130

MSRLS/SMMU/SARAS FAIR/SOUND & IT MISC/2487/26-27/5389-13
ANNEXURE – A

Dated: Shillong, the 05th October, 2026

TECHNICAL & FINANCIAL QUOTATION SCHEDULE
(Reference: RFQ No. MSRLS/SMMU/_____/2026-27)

A. Item-wise Requirement and Rates

Sl. No.	Item	Required Specification / Scope	Qty.	Duration	Rate (₹)	Amount (₹)
1	LED Screen	Main LED screen at stage, size 10 ft × 15 ft	1 No.	10 Days		
2	Stage Sound System	Sound system for performing artists, VIP programme and panel discussions	1 Set	10 Days		
3	Venue Sound System	Loudspeakers / public address system for venue-wide announcements	1 Set	10 Days		
4	Walkie-Talkies	Walkie-talkie communication sets with chargers and accessories	10 Nos.	10 Days		
5	Generator	Generator set of adequate capacity to power the LED Screen, Stage & Venue Sound Systems and CCTV Surveillance System, with operator and technical support	1 Set	As required		
6	CCTV Surveillance System	CCTV cameras with control / monitoring centre	20 Nos.	12 Days		

B. Financial Summary

Particulars	Amount (₹)
Sub-Total (Items 1–6)	
GST @ ____ %	
Other Applicable Charges (if any, please specify)	
GRAND TOTAL	
Grand Total (in words): Rupees _____ only	

C. Vendor Declaration

I/We hereby certify that the rates quoted above are inclusive of all costs required for the successful supply, transportation, installation, operation and dismantling of the equipment and services specified in this RFQ, except where separately indicated. I/We have read and accept all the terms and conditions of this RFQ.

Name of Firm/Agency:	_____	Name of Authorised Representative:	_____
Mobile No.:	_____	E-mail:	_____
GST No.:	_____	PAN:	_____
Address:	_____		
Date:	_____	Place:	_____

Shri C. Ramakrishna, IAS
Secretary, C&RD Dept. GoM & CEO
Meghalaya MSRLS, Shillong