



**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, 2<sup>nd</sup> Floor, Dhankheti, Shillong-793001

✉: msrslslivelihoodpromotion@gmail.com

🌐: www.msrls.org

☎: 0364-2502130

MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 |1374

Dated Shillong the 30<sup>th</sup> October 2024

**REQUEST FOR QUOTATIONS**

Quotations are hereby invited from interested local firms/Parties for engaging in work for the 5<sup>th</sup> Meghalaya Saras Aajeevika Fair (MSAF) to do " Design, Venue Branding" 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	30 <sup>th</sup> October 2024
2	Last date for submission of queries	14 <sup>th</sup> November 2024
3	Pre-proposal meeting via VC/ face to face	13 <sup>th</sup> November 2024
4	Meghalaya State Rural Livelihood Society (MSRLS)'s response to queries	
5	Last Date for Submission of Bids	11:00 A.M 14 <sup>th</sup> November 2024
6	Date for opening of Bids & Bid	2:00 P.M 14 <sup>th</sup> November 2024

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.



*Ork*  
Ch. Ramakrishna (IAS)  
Jt. Secretary C&RD GoM and  
Chief Executive Officer  
Meghalaya State Rural Livelihood Society  
Shillong



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MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 | 1374-A

Dated Shillong the 30<sup>th</sup> October 2024

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- IT, SMMU for uploading in the office website.

Ch. Ramakrishna (IAS)

Jt. Secretary & Chief Executive Officer  
Meghalaya State Rural Livelihoods Society

Chief Executive Officer  
Meghalaya State Rural Livelihood Society  
Shillong



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MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 | 1374 - B

Dated Shillong the 30<sup>th</sup> October 2024

Annexure-A

SN	ITEMS	Particulars	Cost Per Unit/Day/Item
1	Logo	Logo Design for Saras Aajeevika	
2	Letterhead	Letterhead with Saras Aajeevika	
3	Envelope	Envelope with Saras Aajeevika	
4	Letters	Various Letters with Saras Aajeevika	
5	Brochure Booklet	8X8inch Booklet Design for Saras Aajeevika	
6	e-Brochure (Design only)	e-brochure for website	
7	Pamphlets	A4 Pamphlet Design	
8	Folders	Folder Kit for Notepads and Letters	
9	Schedule Card	Schedule Card for Participants to be placed inside folders	
10	Notepad	Notepads for Participants to be placed inside folders	
11	Branded Pens	Branded Pens for Participants to be placed inside folders	
12	Inauguration Invitation Card	Inauguration Invitation Card printed in Textured Paper - 5X7in	
13	Event Invitation Card	Event Invitation Card printed in Textured Paper - 5X7in	
14	Newspaper Advertisements	Multiple Advertisement Designs for Newspaper for Saras Aajeevika (Design only)	
15	Posters	Publicity Poster for Saras Aajeevika - 12X18in	
16	Tent Cards	Tent Cards for Publicity in Hotels, Restaurants and other eateries	
17	Event Ground Layout	Design & Layout of Ground	
18	Flyer	Flyer for Pre-Event Publicity	
19	Billboards	Billboards for Pre-Event Publicity	
20	Social Media Poster (Design only)	Social Media Posters for Saras Aajeevika	
21	Certificates	Certificates for Participants in Competitions	
22	Cash Memos	Cash Memos to be used for stalls	
23	Food Coupons	Food Coupons to be used for participants	
24	Tickets	Tickets for People entering Saras Aajeevika	
25	Mementos	Mementos and awards for Participants	
26	Nameplates	Nameplates for placing on table	
27	Stalls Names	Stall Names for Participant	



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28	Roll Up Standees	Roll Up Standees for Event Venue Branding	
29	Backdrops	Backdrops for Event Venue Branding	
30	Signage	Signage for Parking, Toilets, etc.	
31	Reception Counter	Counter Signage	
32	Banners	Different Banners for Placement at Venue	
33	Photo Booth	Photo Booth for taking photographs	
34	Pillars Drop-downs	Pillars Drop-downs for Event Branding	
35	Flag Poles	Flag Poles for Event Branding	
36	LED Backdrop (Design only)	LED Backdrop Design	
37	ID Badge and Lanyard	Printed Lanyards with ID Pouch for Participants	
38	Dummy Cheque	Dummy Cheque for Participants in Competitions	
39	Car Passes	Car Passes for Participants, officials, etc.	
40	Stage	Stage Design with Traditional Theme and Event Branding	
41	Gate	Gate Design with Traditional Theme and Event Branding	
42	Art Installation	Ethnic & Traditional Art Installation	
43	Pillars	Pillars for Event Venue Branding	

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