



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

Email: msrslslivelihoodpromotion@gmail.com

Website: www.msrls.org

Phone: 0364-2502130

MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 | 1379

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 " Documentation, Social Media, Promotion & Publicity" as indicated at Annexure – A to the office of the Meghalaya State Rural Livelihoods Society (MSRLS) at Montfort Building, Dhankheti, 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 Firm
  - 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.



Ch. Ramakrishna (IAS)

Jt. Secretary C&RD, GoM and

Chief Executive Officer

Chief Executive Officer

Meghalaya State Rural Livelihood Society, Shillong



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MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 11373-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 C&PD, GoM and  
Chief Executive Officer  
Chief Executive Officer  
Meghalaya State Rural Livelihoods Society  
Shillong



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MSRLS/ SMMU/Farm Agri/ Horti/1143/22-23 | 1373-B

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

Annexure-A

SN	ITEMS	Cost Per Unit/Day/Item
1	PHOTOGRAPHY COVERAGE OF THE EVENT	
2	EVENT PROMO VIDEOS	
3	VIDEOGRAPHY COVERAGE FOR 10 DAYS	
4	EVENT HIGHLIGHTS VIDEO	
5	EVENT TESTIMONIAL VIDEOS	
6	CONTENT CREATION FOR POSTS/STORIES/POLLS ETC	
7	GRAPHIC DESIGN FOR POSTS	
8	VIDEO EDITING FOR SOCIAL MEDIA POSTS	
9	ADVERTISING BUDGET	
10	INFLUENCER MARKETING	

*ORL*

Ch. Ramakrishna (IAS)

Jt. Secretary, C&RD, B&M and  
Chief Executive Officer

Meghalaya State Rural Livelihoods Society  
Shillong

Meghalaya State Rural Livelihood Society