



**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, Dhankei, Shillong-793001
✉: msrls2011@gmail.com ✉: msrls.nlc.in ☎: 0364-2502130

MSRLS/SMMU/SARAS FAIR/2213/25-26/8 1617 Dated: Shillong the 13th October, 2025

REQUEST FOR QUOTATIONS

Quotations are hereby invited from interested local firms/Parties for engaging in work, to do "Design, Venue Branding, Printing and Installation" for the buyer seller meet scheduled to be organised from the 25th November to 10th December, 2025 at State Central Library, Shillong as part of the 6th Meghalaya Saras Aajeevika Fair (MSAF) as indicated at Annexure — A, to the office of the Meghalaya State Rural Livelihoods Society (MSRLS) at Monfort Building, Dhankei, 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	13 th October, 2025
2	Last date for submission of queries	21 st October, 2025
3	Pre-proposal meeting via VC/face to face	22 nd October, 2025
4	Meghalaya State Rural Livelihood Society (MSRLS)'s response to queries	23 rd October, 2025
5	Last date for Submission of Bids	11:00 AM, 27 th October, 2025
6	Date of opening of Bids	2:00 PM 27 th October, 2025

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.



MSRLS/SMMU/SARAS FAIR/2213/25-26/8 1617-A Dated: Shillong the 13th October, 2025

Sd/-
Addl. Secretary, C&RD Deptt, GoM.
& Chief Executive Officer,
Meghalaya State Rural Livelihoods Society

- Copy to:
1. All local firms identified firms/ contractors for ki,nd information and necessary action.
 2. Office Notice Board for Display
 3. The Project Manager- KMC, SMMU for uploading in the office website.

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Annexure-A

Sl. No.	Particulars	Description			Unit	Rate per Unit	Remarks
1	Letterhead	Letterhead with Saras Aajeevika 2025 Branding	Design, printing	A4 Size	Nos		Rate should be inclusive of design & printing
2	Envelope	Envelope with Saras Aajeevika 2025 Branding	Design, printing	For A4 Size, good quality paper	Nos		
3	Letters	Various Letters with Saras Aajeevika 2025 Branding	Design, printing	A4 Size	Nos		
4	Car Passes	Car Passes stickers for Participants, officials, etc.	Design, printing	Size – 6x4 in	Nos		
5	Brochure Booklet	Booklet Design for Saras Aajeevika 2025	Design, printing	Size – 8X8	Nos		
6	Pamphlets	A4 Pamphlet Design	Design, printing	A4 Size	Nos		
7	Folders	Folder Kit for Notepads and Letters	Design, printing	legal size	Nos		
8	Notepad	Notepads for Participants to be placed inside folders	Design, printing	standard size, 5x7 in	Nos		
9	Branded Pens Saras Aajeevika 2025	Branded Pens for Participants to be placed inside folders	Design, printing	good quality pens	Nos		
10	Inauguration Invitation Card	Inauguration Invitation Card for the Event	Design, printing	Textured Paper – 5X7in	Nos		
11	Event invitation Card	Event invitation Card for the Event	Design, printing	Textured paper- 5*7in	Nos		
12	Cash Memos	Cash Memos to be used for stalls	Design, printing	standard size	Nos		
13	Nameplates	Nameplates for placing on table	Design, printing	size: A5	Nos		
14	Dummy Cheques	Dummy Cheques for Participants in Competitions	Design, printing	size: 4x2 ft	Nos		



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15	Badges with Lanyards	Printed Lanyards with ID Pouch for Participants	Design, printing	Size – B4, Badges for Officials, Crew, Participants, Security, Media	Nos		Rate should be inclusive of design & printing
16	Entry Card/Tickets	Tickets for People entering Saras Aajeevika 2025	Design, printing	Size – 70x70 mm, Digital paper-170gsm	Nos		
17	Food Coupons	Food Coupons to be used for participants	Design, printing	Size – 100x150 mm	nos		
18	Undertaking Slips	Undertaking Slips for the event	Design, printing	Size – 148x210 mm, Digital paper-170gsm	Nos		
19	Main Event Programme Schedule	Main Event Programme Schedule for Saras Aajeevika 2025	Design, printing	Size – 5x7 in, printed on textured paper	Nos		
20	Programme Schedule	Schedule Card for Participants to be placed inside folders	Design, printing	Size – 5x7 in printed on textured paper	Nos		
21	Participant Certificates	Certificates for Participants in Competitions	Design, printing	Size – A4	Nos		
22	e-Brochure	e-brochure for website	(Design only)	A4 Size	Nos		Rate for Design Only
23	Social Media Poster	Social Media Posters for Saras Aajeevika 2025	(Design only)	For Instagram and Facebook	Nos		
24	Newspaper Advertisements	Multiple Advertisement Designs for Newspaper for Saras Aajeevika 2025	(Design only)	Front page, coloured Ad , Half page	Nos		
25	LED Backdrop	LED Backdrop	(Design only)	size:7x5 ft	Nos		
26	Event Ground Layout	Design & Layout of Ground	Design, printing & Installation		Lump sum		Rate should be inclusive of design, printing & installation.
27	Billboards	Billboards for Pre -Event Publicity (High-resolution printing and installation for event branding)	Design, printing & Installation		Per sq. ft		
28	Backdrops	Backdrops for Event Venue Branding	Design, printing & Installation		sq.ft		
29	Reception Counter	Counter Signages	Design, printing & Installation	Size – 8x4 ft	Nos		



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30	Banners	Different Banners for Placement at Venue	Design, printing & Installation		sq.ft		Rate should be inclusive of design, printing & installation.
31	Pillars Dropdowns	Pillars Dropdowns for Event Branding	Design, printing & Installation		sq.ft		
32	Pillars	Pillars for Event Venue Branding	Design, printing & Installation		sq.ft		
33	Posters	Publicity Poster for Saras Aajeevika 2025	Design, printing & Installation	Size – 12x18 in, digital paper-130gsm	Nos		
34	Tent Cards	Tent Cards for Publicity in Hotels, Restaurants and other eateries	Design, printing & Installation	Size – A5	Nos		
35	Entrance Gate	Gate Design with Traditional Theme and Event Branding	Design, printing & Installation		sq.ft		
36	VIP Gate	Gate Design with Traditional Theme and Event Branding	Design, printing & Installation		sq.ft		
37	Post Board	Post Board for the Event (mounted on wooden frames)	Design, printing & Installation	Size – 2x4 ft	Nos		
38	Hoardings	Hoardings for the Event at Multiple locations	Design, printing & Installation		sq.ft		
39	Venue Hoardings	Hoardings for the Event at Venue	Design, printing & Installation		sq.ft		
40	Flyers	Flyers for Pre -Event Publicity	Design, printing & Distribution around City	Size – A5	Nos		
41	Runners	Runners Design for Venue Branding	Design, printing & Installation		sq.ft		
42	Stall Names	Stall Names for Participant	Design, printing & Installation	Size – 4x1 ft	Nos		
43	Roll Up Standees	Roll Up Standees for Event Venue Branding	Design, printing & Installation	Size – 3x6 ft,	Nos		



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44	Venue Signages	Signages for Parking, Toilets, etc	Design, printing & Installation	Size – 3*2 ft	Nos		Rate should be inclusive of design, printing & installation.
45	Stage	Stage Design with Traditional Theme and Event Branding	Design, printing & Installation		sq.ft		
46	Flag poles	Flag Poles for Event Branding	Design, printing & Installation	Size – 2x5 ft	Nos		
47	Photo Booth	Photo Booth for taking photographs (near the gate)	Design, printing & Installation		sq.ft		
48	Art installation	Ethnic & Traditional Art Installation for Saras Aajeevika 2025 (Garo &Khasi)	Design, printing & Installation	Art installation on entrance	sq.ft		