



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, 2<sup>nd</sup> Floor, Dhanketi, Shillong-793001  
☎: msrls.nic.in ☎: 0364-2502130



MSRLS/SMMU/SARAS FAIR/2213/25-26/2)1569 Dated: Shillong the 8<sup>th</sup> October, 2025

REQUEST FOR QUOTATIONS

Quotations are hereby invited from interested local firms/Parties for engaging in work for the 6<sup>th</sup> Meghalaya Saras Aajeevika Fair (MSAF) to do "Pandal and Venu Management" 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	8 <sup>th</sup> October, 2025
2	Last date for submission of queries	14 <sup>th</sup> October, 2025
3	Pre-proposal meeting via VC/Face to face	16 <sup>th</sup> October, 2025
4	Meghalaya State Rural Livelihood Society (MSRLS)'s response to queries	17 <sup>th</sup> October, 2025
5	Last date for Submission of Bids	23 <sup>rd</sup> October 2025 (up to 2:00 PM)
6	Date of opening of Bids	23 <sup>rd</sup> October 2025 (3:00 PM)

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.



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

MSRLS/SMMU/SARAS FAIR/2213/25-26/2)1569-A Dated: Shillong the 8<sup>th</sup> October, 2025

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, SMMU for uploading in the office website.

Addl. Secretary, C&RD Deptt, GoM.  
& Chief Executive Officer,  
Meghalaya State Rural Livelihoods Society  
Chief Executive Officer  
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MSRSL/SMMU/SARAS FAIR/2213/25-26/2 | 1569-75 Dated: Shillong the ....October, 2025  
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)	Sq. ft.			
17	Children's Play Zone (Rain proofing, Adequate lighting & Soft flooring / carpet mat for safety with Play equipments).	day			
		Sq. ft.			
18	1 VIP dining area with Buffet service space	L/s			
19	VIP Lounge	Sq. ft.			
20	Chairs with cushion with white cover for VIP area	L/s			
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)	L/s			
27	Main Gate	L/s			
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	L/s			







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	· Flower decoration of stage · Bouquet – 10 Nos				
47	Flower Pots with live plant/flower for venue	no/day			
48	Sintex water storage	Day			
49	Cooking and Cleaning Water Supply for 5000 litres daily	Per trip			
50	20 lt Mineral Drinking Water with Dispenser	Jar			
51	Disposable cups (pack of 100, 250ml size)	Per pack			
52	Premises Cleaning & Sweeping Service (including toilet cleaning) (with consumables- water and cleaning agents (Lizol/Cross/ Handwash) on a Daily Basis	Per Person/Day			
53	Dustbin - (Bamboo)	Day			
54	Garbage Bags	L/s			
55	Garbage collection and disposal on daily basis	Person/Day			
56	Fire Safety Arrangements (extinguishers, sand buckets, etc.)	L/s			
57	Security Barricading	Rft			



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