



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  
☎: msrls2011@gmail.com ☎: msrls.nlc.in ☎: 0364-2502130

MSRLS/SMMU/SARAS FAIR/2213/25-26/5 11565 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 "Documentation, Social Media, Promotion & Publicity" 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.



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

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Copy to:

1. Allocal 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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Annexure-A

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



  
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