



MSRLS/SMMU/ SARAS FAIR/2213/25-26 /3/1568

Dated: Shillong the 8th Oct, 2025

REQUEST FOR QUOTATION (RFQ)

For: Catering Services – 6th Meghalaya Saras Aajeevika Fair 2025

The Meghalaya State Rural Livelihoods Society (MSRLS) invites sealed quotations from reputed and experienced Catering Service providers for Supply of food and refreshments during the 6th Meghalaya Saras Aajeevika Fair 2025 from 25th November, 2025 to 10th Dec, 2025 at State Central Library, Shillong.

The items required are:

1. **Breakfast (General)**
2. **Hi Tea –Veg (VIP).**
3. **Hi Tea –Non-Veg (VIP)**
4. **Lunch –Veg (VIP).**
5. **Lunch –Non-Veg (VIP)**
6. **Lunch /Dinner- Veg (General)**
7. **Lunch /Dinner- Non-Veg (General).**

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 th October, 2025 |
| 2 | Last date for submission of queries | 14 th October, 2025 |
| 3 | Pre-proposal meeting via VC/face to face | 16 th October, 2025 |
| 4 | Meghalaya State Rural Livelihood Society (MSRLS)'s response to queries | 17 th October, 2025 |
| 5 | Last date for Submission of Bids | 23 rd October 2025 (up to 2:00 PM) |
| 6 | Date of opening of Bids | 24 th October 2025 (3:00 PM) |

Terms and Conditions

1. Quotations should be in a sealed cover super scripting "Quotation for supply of food and refreshments"
2. The rates are to be quoted in figures and words and should be included all taxes, transportation and delivery as per Financial Quotation Format (Annexure -1).
3. The Quotation shall be completed in all respect along with supporting documents such as:
 - a. Be a registered firm/entity with valid GST and FSSAI license
 - b. Have at least 2 years' experience in catering for events of 200+ people
 - c. Submit proof of past similar work (preferably Government/public events)
 - d. Maintain proper hygiene and food safety standards
4. The Quotation shall be duly signed, otherwise the same will be rejected
5. Quotation received after the date-and time fixed as schedule mentioned above will not be entertained.
6. Successful bidder/bidder(s) will be informed and award the order for supply.



MSRLS/SMMU/ SARAS FAIR/2213/25-26 /3/1568-A

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
Meghalaya State Shillong
Dated: Shillong the 8th Oct, 2025

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



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, 2nd Floor, Dhankei, Shillong-793001
☎: msrls2011@gmail.com ☎: msrls.nic.in ☎: 0364-2502130

MSRLS/SMMU/ SARAS FAIR/2213/25-26 /3 | 1568-13 Dated: Shillong the 8th Oct, 2025

Annexure- 1

| Sl. No. | Description of Service | Rate (₹) | GST Amount (₹) | Total Amount (₹) |
|---------|---|-----------|----------------|------------------|
| 1 | Breakfast Packet Breakfast | Per plate | | |
| 2 | Hi Tea –Veg (VIP) Buffet service. | Per plate | | |
| 3 | Hi Tea –Non-Veg (VIP) Buffet service. | Per plate | | |
| 4 | Lunch –Veg (VIP) Buffet service | Per plate | | |
| 5 | Lunch –Non-Veg (VIP) Buffet service | Per plate | | |
| 6 | Lunch /Dinner- Veg (General) Packet lunch | Per plate | | |
| 7 | Lunch /Dinner- Non-Veg (General) Packet lunch | Per plate | | |
| 8 | Mineral Water Bottle | Per no. | | |



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