

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026



REQUEST FOR QUOTATION
FOR
APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR STATE LEVEL INTER SCHOOL ATHLETIC
MEET 2026

**LIMITED TENDER ENQUIRY
(EMPANELLED EVENT MANAGEMENT AGENCIES – CATEGORY B
VIDE NO. DSYA/ Sports.60/2025/128 DT. 8TH JANUARY 2026)**

DIRECTORATE OF SPORTS AND YOUTH AFFAIRS
GOVERNMENT OF MEGHALAYA

**Reference No.: DSYA/ Sports.17/2026/Pt./1
Dated: 28th April 2026**

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Contents

Request for Quotation (RFQ)..... 3

Disclaimer 4

1. Introduction and Background..... 6

2. Data Sheet 7

3. Scope of work 9

4. Submission of Quotation 12

5. Selection Process..... 12

6. Other Terms and Conditions 13

Annexures 14

Annexure A - Quotation Submission Letter 15

Annexure B - Format for Pre-Bid Queries 17

Annexure C - Price Schedule Form..... 18

Annexure D - List of Empaneled Event Management Agencies 29

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Request for Quotation (RFQ)

Quotations are invited from Event Management agencies empaneled under “**Category B**” Event Management Agencies of Directorate of Sports and Youth Affairs vide no. DSYA/Sports.60/2025/128 dt. 8th January 2026 for management of State Level Inter School Athletic Meet 2026.

The RFQ document containing the details of qualification criteria, submission requirement, brief objective & scope of work can be downloaded from the website <https://megsports.gov.in/>. Event Management Agencies empaneled under Category B may submit their responses in the prescribed format to the Directorate of Sports and Youth Affairs, Shillong as per date and time mentioned in the data sheet.

Directorate of Sports and Youth Affairs reserves the right to reject or accept all or any of the bids or to hold, modify, withdraw or cancel the process or terminate the RFQ process without assigning any reasons whatsoever. Directorate of Sports and Youth Affairs makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFQ does not constitute an offer by Directorate of Sports and Youth Affairs.



Director,
Directorate of
Sports and Youth
Affairs, Meghalaya

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Disclaimer

The information contained in this Request for Quotation document (“RFQ ”) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Directorate of Sports & Youth Affairs, Government of Meghalaya (hereby referred to as ‘Authority or ‘Client’) or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not a Contract and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their Quotations pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements, and information contained in this RFQ, may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Directorate of Sports & Youth Affairs, Government of Meghalaya, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFQ. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ. The issue of this RFQ does not imply that the Authority is bound to select a Bidder or to

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

appoint the Selected Bidder, as the case may be, for the assignment and the Authority reserves the right to reject all or any of the Quotations without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Quotation including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Quotation. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Quotation, regardless of the conduct or outcome of the Selection Process.



**Director,
Directorate of Sports & Youth Affairs
Government of Meghalaya
J.N.S Complex. Polo Grounds, Shillong - 793001**

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

1. Introduction and Background

The Directorate of Sports and Youth Affairs (DSYA) is the apex body in Meghalaya that governs the policies, administration, and activities of sports development and youth centric activities in the State. Directorate of Sports and Youth Affairs promotes and develops sports activities in line with the Sports Policy and Sports Action Plan of the state and has hosted various events such as the Meghalaya Games, Megha Kayak Fest, 133rd Durand Cup, Sohra International Half Marathon (3 editions), ICF World Cup National Qualifiers. , AFC Cup Qualifier – India vs Bangladesh, 83rd National Table Tennis Championship 2022, NTPC Archery National Ranking Tournament, 7th National Elite Men’s Boxing Championships, Indian Super League matches, 2nd North East Olympic Games, Senior Nationals North East Zonal Basketball Championship etc

As part of the continued effort towards sports development in the State, Directorate of Sports and Youth Affairs intends to appoint event management agencies from such empaneled agencies under “**Category B**” event management agencies of Directorate of Sports and Youth Affairs vide no. DSYA/ Sports.60/2025/128 dt. 8th January 2026 for management of State Level Inter School Athletic Meet 2026.

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

2. Data Sheet

S. No.	Activity	Description
1.	Assignment Name	Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026
2.	Client Name	Directorate of Sports and Youth Affairs, Government of Meghalaya
3.	Nodal Officer Contact Details	Shri. Dikki D. Shira, Director, Directorate of Sports and Youth Affairs e-mail: dsyamegh@gmail.com Address: Office of the Director, Directorate of Sports and Youth Affairs, J.N. Stadium Complex, Shillong - 793001
4.	Language	All Quotations shall be submitted in English. All related correspondence shall be in English.
5.	Tender Processing Fee	Rs. 10,000/- (Rupees Ten Thousand Only), drawn in the form of a demand draft (DD) from a Scheduled Commercial Bank in India in favour of "Director of Sports and Youth Affairs, Government of Meghalaya" payable at Shillong. The original DD must be sent by post/courier/in person to Office of the Director, Directorate of Sports and Youth Affairs, J.N. Stadium Complex, Shillong – 793001
6.	Validity of the Quotation	180 Days (maybe extended upon mutual consent)
7.	Clarifications	Clarifications may be requested up to 24 hrs after the date of Pre-Bid Meeting in writing by email only. All Clarifications must be requested on mail to: dsyamegh@gmail.com (as per attached format).
8.	Date of RFQ Publication	28 th April 2026

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

S. No.	Activity	Description
9.	Submission	<p>The Bidder must submit in One sealed Envelope of Financial Quotation along with Tender Processing Fee and other required document(s) clearly citing the,</p> <ol style="list-style-type: none"> Name of the Company Heading: Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026 <p>The Submission must be provided in Hard Copy at Office of the Director, Directorate of Sports and Youth Affairs, J.N. Stadium Complex, Shillong – 793001, by 4th May, 2026, 13:00PM</p> <p>Note:</p> <ol style="list-style-type: none"> Bidders are NOT to submit Financial Quotation/Cost in email. Submission of such financial details in email shall be considered a material deviation and will result in immediate disqualification of the tendering process. Submission of more than one bid by the same bidder shall entail the bidder for disqualification from participating in the bid process. Bids submitted without Tender Processing Fee shall be summarily rejected.
10.	Date and Details of Pre bid Meeting	<p>Pre Bid Meeting for Appointment of EMA - State Level Inter School Athletic Meet 2026 Thursday, April 30 · 1:30 – 2:00pm Time zone: Asia/Kolkata Google Meet joining info Video call link: https://meet.google.com/mzd-jreq-wrx</p>
11.	Quotation Due Date and time	4th May, 2026, 13:00PM
12.	Opening of Financial Quotation Date and Time	To be decided
13.	Letter of Award	<p>The successful bidder will be notified via email.</p> <p>Please ensure all details are prepared in advance, as the bidder may be asked to commence work at very short notice.</p>
14.	Mode of Selection	Least Cost Based (L1)

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

S. No.	Activity	Description
15.	Eligible Agencies	Empaneled event management agencies under “ Category B ” event management agencies of Directorate of Sports and Youth Affairs vide no. DSYA/ Sports.60/2025/128 dt. 8 th January 2026 (copy annexed).

3. Scope of work

1. DSYA intends to appoint event management agencies from such empaneled agencies under “**Category B**” event management agencies of Directorate of Sports and Youth Affairs vide no. DSYA/ Sports.60/2025/128 dt. 8th January 2026 who shall be responsible for organizing and managing the **State Level Inter School Athletic Meet 2026**.
2. The State has planned to host the State Level Inter School Athletic Meet 2026 at **SAI, STC Shillong NEHU Campus** commencing from **19th May 2026 to 21st May 2026 tentatively**. Details as follows:

Date	Particular
19 th May	Team Arrival (12 teams)
20 th to 22 nd May	Competition Days
23 rd May	Team Departure

3. Please note certain tasks may be required to be completed by T-2 days (kitchen and dining area related tasks, competition area) and may reach up to T+2 days (Housekeeping related tasks, Winding up of all overlays).
4. The selected Event Management Agency is expected to cater to approximately **1300** participants including sportspersons and officials.
5. The scale of the events would be similar to but not exactly as follows:
 - i. Approximate Participation: 1300 participants including sportspersons and officials from Meghalaya.
 - ii. Conceptualization, planning, and implementation of theme, logistics, and activities for event/activation, opening/closing ceremonies, if any.
 - iii. Sourcing, appointing, directing, and management of staff for technical, logistical, and creative elements of the event/activation, including deployment of Emcee(s), if required.
 - iv. Liaison with relevant authorities for effective venue management, permissions, planning, coordination, and execution.
 - v. Liaison with State police and other relevant authorities for all verifications, and compliance with security and other protocols.

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

- vi. Planning, provisioning and management of security, and media for the event/activation.
- vii. Management protocols for officials and coordination with the Directorate to ensure smooth hosting of the event/activation.
- viii. Supply of felicitation gifts/flowers, etc. where relevant, as well as miscellaneous material for the event/activation.
- ix. Designing, printing, and installation of branding of the venue and the surrounding area (as assigned by the Directorate , depending on the event/activation)
- x. Designing, printing, and distribution of relevant material for promotions, invites, Booklets, etc.
- xi. Provision, management and installation and set-up of technical/creative/infrastructural elements where relevant such as overlays, lighting, sound setup, TV screens, gensets/power backup, and stage/trusses etc.
- xii. Post event Clean up and venue handover.
- xiii. Documentation of event/activation with pictures, videos, from the event.
- xiv. Maintenance of delivery receipts, inventory records, movement of equipment, furniture fittings and equipment (FFE), and any other item for the successful delivery of the event/activation, to record all operations and activities with relevant photo/documentary evidence for validation of works, goods, and services by the nodal officer appointed/nominated by the Directorate.
- xv. Creation and submission of post project report highlighting the activities conducted along with Pictures/Videos of the event/activation.
- xvi. Mobilisation and deployment of workforce as per the requirement of the event(s)/activation(s)
- xvii. The successful agency shall have to provide the original artwork/ pendrives /Positives, etc. in relation to the event(s). The same would be considered to be the property of DSYA. Further, the material developed by the agency will not be utilized by the agency without obtaining written permission of DSYA.
- xviii. DSYA would not be responsible in any way for violation of copyright/ trademark/ intellectual property rights for the materials used by the agency from their stock/ sources.
- xix. **Detailed description is provided in the Price Schedule Form (Annexure C).**
- xx. **Any other related services on mutually agreed terms.**

Note:

1. While the above-mentioned activities are to give an idea on the nature and type of work involved however, there can be any additional activities of similar nature, which the appointed agency would be required to undertake, based on the requirements from time to time.

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

2. The agency must be capable of undertaking such responsibilities at short notice.
3. The quality of the services is extremely critical and as part of the quotation the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

4. Submission of Quotation

1. Eligible Bidders are required to submit the following documents as per instructions provided in the data sheet above,

S. No.	Criteria	Required Documentation
1	Tender submission letter on letter head of bidder	As per Annexure A
2	Financial Quotation	As per Price Schedule Form (Annexure C)
3	Tender Processing Fee	Original Demand Draft as per instructions given in Data Sheet above.

2. All documents should carry the stamp of the respective company and signature of the authorized person so as to certify that all enclosed document and information provided by agency stands corrected to the best of the knowledge of the agency.
3. All contents of the submissions should be clearly numbered, indexed and organized in logical sequence. It is important to ensure that the documents are securely hard/spiral bound.
4. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
5. DSYA reserves the right to accept or reject any quotation, without assigning any reasons thereof.
6. Bids submitted without Tender Processing Fee shall be summarily rejected.
7. **Physical inspection of the local office/ workshop should be undertaken by the agency if deemed necessary for preparation of quotation.**
8. Failure to comply with the terms and conditions mentioned in this document and that mentioned in the contract of empanelment may lead to disqualification.

5. Selection Process

1. **Empanelled (Category B) Event Management Agency quoting the least cost (L1) as per the attached Price Schedule Form shall be awarded the contract. The list of empanelled EMA under “Category B” are (copy enclosed),**

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

- i. M/s MP Singhania & CO. and M/s Gobananas – JV/ Consortium
 - ii. M/s Rockski Events & Media Group – Single Entity
 - iii. M/s The Circus Entertainment and M/s SGlobal Acumen Pvt. Ltd. – JV/ Consortium
 - iv. M/s JJ Technologies & Trading Agencies and M/s Doppelt – JV/ Consortium
 - v. M/s Print Xpress and M/s Cherry Tree Solution Pvt. Ltd. – JV/ Consortium
2. **In case of tie, agency with the higher average annual turnover would be considered for Award of Contract.** The decision regarding the same is at the sole discretion of DSYA.
 3. DSYA reserves the right to reject any/all quotations without assigning any reasons thereof.
 4. DSYA would not be responsible for the non-receipt of the offers within the stipulated time due to transit delays including delays in postal and courier agencies/ Directorate . Claims for acceptance of the offer after the stipulated time will be subject to the decision of the Commissioner and Secretary, Directorate of Sports, Meghalaya.
 5. **The Letter of Award (LoA) shall be subject to immediate termination if at any given point in time, the information provided by the agency is found contradicting, violating, or misleading the facts, the firm (or member firm in case of JV/Consortium) gets dissolved/bankrupt or any other reason as deemed fit by DSYA.**

6. Other Terms and Conditions

1. The Directorate shall endeavour to respond to all queries deemed relevant by the Directorate authorities.
2. The Directorate reserves the right to not respond to any queries or provide any clarifications at its sole discretion. Nothing in this clause (or in this document) shall be construed as obliging the Directorate to respond to any queries/clarifications.
3. To assist in the process of evaluation of the quotations, the Directorate (or the Tender Evaluation Committee), at its sole discretion, may ask any bidder for clarification on their quotation.
4. If an amended document/corrigendum is released after the submission of the quotation by a bidder, the bidder may submit a request to withdraw their original quotation and re-submit a fresh quotation before the date of opening of quotations.
5. **The complete quotation shall be submitted to the Directorate by courier/speed post/hand delivery only at Directorate of Sports and Youth Affairs, Polo-Lawmali, Golf Links, Shillong, Meghalaya 793001.**
6. **Bids received after the closing time for submission of quotations shall be rejected and returned unopened.**

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Annexures

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Annexure A - Quotation Submission Letter

To,
Director,
Sports and Youth Affairs
Government of Meghalaya
J.N.S Complex. Polo Grounds, Shillong – 793001

Sub: Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Sir,

1. With reference to the RFQ dated _____ for the above captioned project, and clarification issued by Directorate of Sports and Youth Affairs, Government of Meghalaya thereof, We _____, having examined all relevant documents and understood their contents, hereby submit our quotation for selection as Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026. This quotation is unconditional.
2. All information provided in the Quotation and in the Appendices are true and correct and all documents accompanying such Quotation are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. We shall make available to the Directorate any additional information it may deem necessary or require for supplementing or authenticating the Quotation
5. We acknowledge the right of the Directorate to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part

We declare that:

- a. We have examined and have no reservations to the RFQ Documents, including any Addendums issued by the Government of Meghalaya.
- b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for quotation issued by or any agreement entered into with the Government of Meghalaya or any other public sector enterprise or any government, Central or State; and
- c. We hereby certify that we have taken steps to ensure that, no person acting for us

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. We understand that you may cancel the entire Process at any time and that you are neither bound to accept any Quotation that you may receive nor to select the Agency, without incurring any liability to the Bidders.
8. The undersigned is authorized to sign the documents being submitted through this RFQ.
9. In the event our firm is empanelled as the Agency for this project we shall comply with all rules put out under this RFQ and any contract/work order assigned to us by the Directorate.
10. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory/ authorized signatory of Lead Member in case of Consortium)
(Name and seal of the Bidder)

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Annexure B - Format for Pre-Bid Queries

Sub: Pre-Bid queries - <Agency’s Name> <RFQ Name>

Sr. No.	Part No.	Clause No. and Page No	Original Clause in the RFP	Change Requested/ Clarification required
1				
2				
3				

Name and complete official address of prospective Bidder

Signature:


Name of the Authorized signatory:

Company seal:


Date:

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Annexure C - Price Schedule Form

BoQ/ Price Schedule Form for State Level Inter School Athletic Meet, 2026							
Sl. No	Particulars	Specifications	Days	Unit	Quantity (approx.)	Rate Per Day	Total Amount
			A	B	C	D	(A*D) = E
1	Main Stage & Team Area						
1.1	Pandal (Waterproof) & Ceiling	Total 15 nos. of such pandals required. 7500 sq. ft. including all 15 nos. of pandals and ceiling.	3	Sq. ft.	7500		
1.2	Platform for Team Rest Area	4 inch height (wooden and ply board)	3	Sq. ft.	7100		
1.3	Platform for Main Stage	wooden and ply board Colour should match the overall theme of the event Picture for Reference ONLY	3	Sq. ft.	400		
							
1.4	Carpet - Team Rest Area	Standard (Green colour)	3	Sq. ft.	7100		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

1.5	Carpet - Main Stage	Standard (Blue colour)	3	Sq. ft.	400		
1.6	Pandal Masking	<p>Top and bottom fascia masking of the pandal so the construction/bamboo etc. is not visible. Colour should match the overall theme of the event Picture for Reference ONLY</p> 	3	Sq. ft.	2480 (top) 2480 (bottom)		
1.7	Camera Stand (Standard)	<p>with cover 8 (L) x 8 (B) x 4 (H) Picture for Reference ONLY</p>	3	Nos.	5		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026



1.8	Side wall Cover	Festoon	3	Sq. ft.	7350		
1.9	Deluxe Chair	Metal frame with cushion	3	Nos.	20		
1.10	Sofa (2-seater)	White colour, leatherette finish	3	Nos.	4		
1.11	Podium/Lectern	Picture for Reference ONLY	3	Nos.	1		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026




1.12	Centre Table	Wooden with Glass	3	Nos.	4		
1.13	Plastic Chairs	Standard without handle	3	Nos.	100		
	Sound Set Up with PA system	<p>Front of House (FOH) i.e. speaker facing the audience: -</p> <p>1. Jbl Srx 725 – 2 Nos</p> <p>2. Jbl Srx 728S – 2 Nos</p> <p>Delays: -</p> <p>1. Jbl Prx 715 – 2 nos on tripod stand</p> <p>2. Ahuja SUH 40XT horn – 4 nos</p> <p>3. Ahuja SSA-5000 EM amplifier – 1 no</p> <p>Monitors: -</p> <p>1. Jbl Prx 715 – 2 Nos</p> <p>Processor: -</p> <p>1. Dbx drive rack venu 360 – 2 nos</p> <p>Mixing Console: -</p> <p>1. Midas M32 – 1 No + Midas DL32 Stage box – 1 no</p> <p>Microphones: -</p> <p>Shure SM58- 6 Nos</p> <p>MX D66 – 2 Nos</p> <p>Sennheiser ew 500 G4 cordless mic – 4 nos</p> <p>Sennheiser ADP UHF Antenna – 2 nos</p> <p>Sennheiser EWD ASA Splitter – 1 no</p> <p>DI Box: - BSS AR 133 - 4 Nos</p>	3	Lumpsum	1		
1.14	Steps	for Main Stage 2 x 2	3	Nos.	4		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

1.15	Steps	for Camera Stand 6x4	3	Nos.	5		
2	Medical Ground						
2.1	Pagoda (15' x 15')	Standard Waterproof	3	Nos.	1		
2.2	Side wall Cover	Festoon (Side Cover Partition)	3	Sq. ft.	450		
2.3	Platform	1 ft height (wooden and Ply Board)	3	Sq. ft.	225		
2.4	Carpet	Standard (Green colour)	3	Sq. ft.	225		
2.5	62 KV Generator with fuel	Silent Generator	4	Nos.	1		
2.6	Canopy (10' x 10')	Waterproof	3	Nos.	10		
3	Media						
3.1	Pagoda (15' x 15')	Standard Waterproof	3	Nos.	1		
3.2	Side wall Cover	Festoon	3	Sq. ft.	450		
3.3	Platform	1 ft height (wooden and Ply Board)	3	Sq. ft.	225		
3.4	Carpet	Standard (Green colour)	3	Sq. ft.	225		
4	Finishing Line						
4.1	Pandal (waterproof) with Ceiling (10' B x 15' L x 12' H)	Standard Waterproof	3	Nos.	1		
4.2	Side wall Cover	Festoon	3	Sq. ft.	1200		
4.3	Platform	1 ft height (wooden and Ply board)	3	Sq. ft.	160		
4.4	Platform	6 ft height (wooden and Ply board)	3	Sq. ft.	32		
4.5	Carpet	Standard (Green colour)	3	Sq. ft.	225		
5	Call Room						
5.1	Pandal (Waterproof) & Ceiling		3	Sq. ft.	1200		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

	(60' L x 20' B x 12' H)						
5.2	Platform	6 inch height (wooden and ply board)	3	Sq. ft.	1200		
5.3	Carpet	Standard (Green colour)	3	Sq. ft.	1200		
5.4	Side wall Cover	Festoon (Side Cover Partition)	3	Sq. ft.	1400		
5.5	Pandal Front Approach (65 L' x 30' B x 12' H)		3	Sq. ft.	1950		
5.6	Platform	4 inch height (wooden and ply board)	3	Sq. ft.	1950		
5.7	Pandal Masking	<p>Top and bottom facia masking of the pandal so the construction/bamboo etc. is not visible. Colour should match the overall theme of the event Picture for Reference ONLY</p> 	3	Sq. ft.	300 (top) 180 (bottom)		
5.8	Welcome Gate Entrance Ground	Gate Arch as per Gate size Main Entrance Gate to SAI Track & Field ground (site inspection may be done by bidder)	3	Nos.	1		
5.9	Sound Set Up with PA system	<p>F.O.H: - 1. Jbl Prx 715 – 2 nos on tripod stand Mixing Console: - 1. Soundcraft Ui 24R – 1 no Switch boards, speaker wires, cables & mic stands as per requirements.</p>	3	Lumpsum	1		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

5.10	TV Screen	55 inches - for call room (1 no.) and TIC (1 no.)	3	Nos.	2		
5.11	Bio-Toilets with Water Supply		3	Nos.	2		
6	Miscellaneous						
6.1	Tables with Cover (Fibre)	Call Room & Technical Information Centre (TIC) - 15 nos. (1.5 ft x 6 ft) Ceremony Area - 4 nos. (1.5 ft x 6 ft) Finishing Area - 3 nos. (1.5 ft x 6 ft) Media Area - 6 nos. (1.5 ft x 6 ft) Medical Area - 2 nos. (1.5 ft x 6 ft)	3	Nos.	30		
6.2	30 KV Generator with fuel	Silent Generator	4	Nos.	1		
6.3	7 KV Generator with fuel	Silent Generator	4	Nos.	1		
6.4	LED Bulb	50 watt	3	Nos.	8		
6.5	LED Flood light	200 watt	3	Nos.	4		
6.6	Bio-Toilets with water supply		3	Trailers	4		
6.7	Folding Bed		4	Nos.	4		
6.8	Flowerpot	For all relevant areas for decorative purpose	3	Nos.	16		
6.9	Dustbin 50ltr with Garbage Bags as per requirement		3	Nos.	10		
6.10	Internet	300 Mbps Fibre Connection for live streaming per day at SAI STC Shillong with Router and other accessories	4	Lumpsum/day	N/A		
6.11	Private Security in uniform	At least 6 personnel in the Morning At least 6 personnel in the Evening At least 6 personnel at Night to ensure safety and security	5	Lumpsum/day	N/A		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

6.12	House keeping	Cleaning & Waste Management of all areas	5	Lumpsum/ day	N/A		
6.14	Mojo Barricade		3	Nos.	25		
7	Dining Area						
7.1	Pandal (Waterproof) & Ceiling	120' x 60' ft	5	Sq. ft.	7200		
7.2	Side wall Cover	360' x 12'	5	Sq. ft.	4320		
7.3	Carpet	Garden Shade Net (Green)	5	Sq. ft.	7200		
7.4	Platform Passage/ Front		5	Sq. ft.	800		
7.5	Side Cover Partition		5	Sq. ft.	1100		
7.6	Table with Cover	Standard Fibre tables (2.5 ft x 4 ft)	5	Sets	20		
7.7	Plastic Chairs	Standard without handle	5	Nos.	700		
7.8	Round Table with Cover	(Fibre)	5	Nos.	8		
7.9	Dust Bin (50 l) with Garbage Bags as per requirement		5	Nos.	6		
8	Kitchen Area						
8.1	Pandal (Waterproof) & Ceiling		5	Sq. ft.	5000		
8.2	Platform	6 inch height (wooden and ply board)	5	Sq. ft.	1600		
8.3	Sintex	500 litres	5	Nos.	12		
8.4	Side wall Cover	Festoon	5	Sq. ft.	1000		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

8.5	Carpet	Garden Shade Net (Green)	5	Sq. ft.	3000		
8.6	LED Bulb	50 watt	5	Nos.	10		
8.7	LED Flood light	200 watt	5	Nos.	30		
8.8	Socket Plug		5	Nos.	10		
8.9	30 KV Generator with fuel	Silent Generator	6	Nos.	1		
9	Branding						
9.1.1	Design and Creative	Designing of all banners, backdops, invitation cards, signages, gate arch, booklet etc.	One Time Cost	Lumpsum	N/A		
9.1.2	NEHU Entrance Flex and Frame	8' x 4'	One Time Cost	Nos.	2		
9.2	Athletic Ground						
9.2.1	VIP Pandal Stage Skirting	24' x 6'	One Time Cost	Nos.	1		
9.2.2	VIP Dias Backdrop	24' x 4'	One Time Cost	Nos.	1		
9.2.3	Gate Header Flex on Frame	20' x 3'	One Time Cost	Nos.	1		
9.2.4	Gate Sides Flex	10' x 3'	One Time Cost	Nos.	2		
9.2.5	Flex on Frame – Starting Point	10' x 8'	One Time Cost	Nos.	3		
9.2.6	Standee	6' x 3'	One Time Cost	Nos.	2		
9.2.7	A-Boards Flex	6' x 3' Only (Discipline): Shot Put, Javelin Throw, Discus Throw, Long Jump, High Jump, Medical	One Time Cost	Nos.	6		
9.2.8	A-Boards (Flex Only)	12' x 3'	One Time Cost	Nos.	20		
9.2.9	Athlete Tents – Team Colour Flex	6' x 4'	One Time Cost	Nos.	12		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

9.2.11	Athlete Tents – Team Colour Flex	9' x 6'	One Time Cost	Nos.	12		
9.2.12	Victory Podium Backdrop	24' x 10'	One Time Cost	Nos.	1		
9.3	OUTSIDE ATHLETIC GROUND						
9.3.1	Call Room	12' x 4'	One Time Cost	Nos.	1		
9.3.2	Technical Information Center	8' x 4'	One Time Cost	Nos.	1		
9.3.3	Vinyl Sunboard: 1 Way to Boys Toilet & 2 Way to Girls Toilet	2' x 1'	One Time Cost	Nos.	2		
9.4	VICTORY STAND						
9.4.1	1st – Vinyl on Sunboard (Front)	6' x 2'	One Time Cost	Nos.	1		
9.4.2	2nd – Vinyl on Sunboard (Front)	6' x 1.5'	One Time Cost	Nos.	1		
9.4.3	3rd – Vinyl on Sunboard (Front)	6' x 1'	One Time Cost	Nos.	1		
9.5	ACCOMMODATION						
9.5.2	Welcome Standee	8' x 4'	One Time Cost	Nos.	15		
9.6	CEREMONY						
9.6.1	Invitation Cards – Opening		One Time Cost	Nos.	100		
9.6.2	Invitation Cards – Closing		One Time Cost	Nos.	100		
9.6.3	Certificates – Merit		One Time Cost	Nos.	350		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

9.6.4	Certificate – Participation		One Time Cost	Nos.	1000			
9.6.5	Safety Pins		One Time Cost	Nos.	8000			
9.6.6	Dedicated Photographers for covering the entire event		3	Lumpsum	1			
9.6.7	Post Event Booklet	Designing, collating and Printing	One Time Cost	Nos.	30			
9.6.8	Bib Numbers		One Time Cost	Pairs	1000			
I	TOTAL (=Sum 1.1:9.6.8)							
II	AMOUNT OF TAX (@ ____%)							
III	GRAND TOTAL (I+II) in Figures							
	GRAND TOTAL IN WORDS							

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category B) for State Level Inter School Athletic Meet 2026

Annexure D - List of Empaneled Event Management Agencies

**DIRERCTORATE OF SPORTS AND YOUTH AFFAIRS
GOVERNMENT OF MEGHALAYA
JAWAHARLAL NEHRU STADIUM COMPLEX,
POLO GROUNDS SHILLONG-793001**

No. DSYA/Sports.60/2025/128

Dated: Shillong, the 8th January 2026

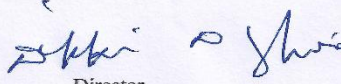
Notice

Empanelment of Event Management Agencies (EMA)

1. In reference to EOI floated by Directorate of Sports and Youth Affairs, Government of Meghalaya for the Empanelment of Event Management Agencies (EMA) dated 16th May 2025; the following agencies have been shortlisted for empanelment as per relevant clauses of the EOI:

S.N.	Category A	Category B
1.	1. M/s MP Singhania & CO. 2. M/s Gobananas	1. M/s MP Singhania & CO. 2. M/s Gobananas
2.	1. M/s The Circus Entertainment 2. M/s SGlobal Acumen Pvt. Ltd.	M/s Rockski Events & Media Group
3.	M/s Opus Productions	1. M/s The Circus Entertainment 2. M/s SGlobal Acumen Pvt. Ltd.
4.	1. M/s JJ Technologies & Trading Agencies 2. M/s Doppelt	1. M/s JJ Technologies & Trading Agencies 2. M/s Doppelt
5.	M/s Rockski Events & Media Group	1. M/s Print Xpress 2. M/s Cherry Tree Solution Pvt. Ltd.

2. Further processes regarding empanelment process shall be intimated shortly.


Director,
Sports and Youth Affairs,
Meghalaya, Shillong.

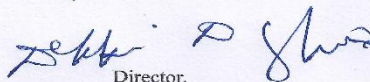
Memo No. DSYA/Sports.60/2025/128

(A)

Dated: Shillong, the 8th January 2026

Copy to:

1. The Under Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department for information.
2. The Deputy Director General, National Informatics Centre, Shillong, with a request to upload the document in the www.megsports.gov.in website.


Director,
Sports and Youth Affairs,
Meghalaya, Shillong.