

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya



REQUEST FOR QUOTATION
FOR
APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR DURAND CUP 2026 at Shillong, Meghalaya.

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

DIRECTORATE OF SPORTS AND YOUTH AFFAIRS
GOVERNMENT OF MEGHALAYA

Reference No.: DSYA/Sports.31/2026/13

Dated: 23rd June 2026

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Request for Quotation (RFQ)

Quotations are invited from Event Management agencies empaneled under “**CATEGORY A**” Event Management Agencies of Directorate of Sports and Youth Affairs vide no. DSYA/ Sports.60/2025/128 dt. 8th January 2026 for management of Durand Cup 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 A may submit their responses in the prescribed format to the Directorate of Sports and Youth Affairs, Shillong as per instructions 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

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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 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

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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 A) for Durand Cup 2026 at Shillong, Meghalaya

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, 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 A**” event management agencies of Directorate of Sports and Youth Affairs vide no. DSYA/Sports.60/2025/128 dt. 8th January 2026 for management of few matches of Durand Cup 2026.

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2. Data Sheet

S. No.	Activity	Description
1.	Assignment Name	Request for Quotation for Appointment of Event Management Agency (Empaneled – CATEGORY A) for Durand Cup 2026 at Shillong, Meghalaya
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. Sports Complex, Shillong - 793001
4.	Language	All Quotations shall be submitted in English, clearly typed (not handwritten) and in formats provided herewith. All related correspondence shall be in English.
5.	Tender Processing Fee	Rs. 5,000/- (Rupees Five 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. Sports Complex, Shillong – 793001
6.	Validity of the Quotation	180 Days (maybe extended upon mutual consent)
7.	Clarifications	Clarifications may be requested no later than 24 hrs prior to 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	23 rd June 2026
9.	Submission	The Bidder must submit in One sealed Envelope of Financial Quotation along with Tender Processing Fee and other required document(s) clearly citing the, a. Name of the Company b. Heading: Request for Quotation for Appointment of Event Management Agency (Empaneled – CATEGORY A)

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S. No.	Activity	Description
		<p>for Durand Cup 2026 at Shillong, Meghalaya</p> <p>The Submission must be provided in Hard Copy at Office of the Director, Directorate of Sports and Youth Affairs, J.N. Sports Complex, Shillong – 793001 by 1st July, 2026, 13:00 hrs.</p> <p>Note:</p> <ol style="list-style-type: none"> Bidders are to quote prices for all items mentioned in the BoQ/ Price Schedule Form. Incomplete/ Partially filled Quotations submitted by the Bidder shall be summarily rejected. Bids must be clearly typed (not handwritten) on the letterhead of the bidder, signed and stamped by the authorized signatory. 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 from 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 - RFQ Durand Cup Friday, June 26 · 1:00 – 1:30pm Time zone: Asia/Kolkata Google Meet joining info Video call link: https://meet.google.com/xtn-dacv-ctr</p>
11.	Quotation Due Date and time	1st July, 2026, 13:00 hrs.
12.	Opening of Financial Quotation Date and Time	To be decided later
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)
15.	Eligible Agencies	Empaneled event management agencies under “CATEGORY A” 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

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1. DSYA intends to appoint event management agencies from such empaneled agencies under **“CATEGORY A”** 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 managing the **Durand Cup 2026** at Shillong, Meghalaya.
2. **The State shall be hosting Trophy Showcase (State Convention Centre Banquet Hall tentatively), Trophy Tour (Shillong, Jowai, Tura), Opening Ceremony and approximately 8 matches for the Durand Cup 2026 at J.N. Sports Complex, Shillong, Meghalaya, tentatively in the month of August (exact dates yet to be finalized).**
3. The scale of the events would be similar to but not exactly as follows:
 - i. The selected Event Management Agency is expected to cater to more than 10,000 participants including sportspersons, dignitaries, officials etc.
 - ii. Conceptualization, planning, and implementation of theme, logistics, and activities for event/activation, trophy showcase, trophy tour, opening ceremony.
 - iii. Sourcing, appointing, directing, and management of staff for technical, logistical, and creative elements of the event/activation, including deployment of Emcee(s).
 - iv. Liaison with relevant authorities for effective venue management, permissions, planning, coordination, and execution.
 - v. Liaison with State police and security authorities, ticketing agency and any other relevant stakeholder for all verifications, and compliance with security protocols.
 - vi. Planning, provisioning and management of the event/activation.
 - vii. VIP/VVIP management protocols and coordination with the Directorate to ensure smooth hosting of the participants during 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 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, and interviews/bytes from VIPs.
 - 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 pendrives/hard drives/ Positives, etc. in relation to the event(s). The same would be considered to be the property of DSYA. Further,

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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.
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.
4. **Physical inspection of the venue should be undertaken by the agency if deemed necessary for preparation of quotation.**
5. **Please note that DSYA shall provide meals and refreshments to the Departmental workforce at the venue EXCEPT for workforce appointed by EMA and Ticketing Agency or any other Agency. All such agencies are expected to provide meals and refreshments to their respective workforce, accordingly.**

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

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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. **Bidders are to quote prices for all items mentioned in the BoQ/ Price Schedule Form.** Incomplete/ Partially filled Quotations submitted by the Bidder shall be summarily rejected.
8. **Physical inspection of the venue should be undertaken by the agency if deemed necessary for preparation of quotation.**
9. 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 A) 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 A” are (copy enclosed),**
 - 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 Opus Productions – Single Entity
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 bids 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 Competent Authority of Government of 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

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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 **and only the confirmation of submission of bid to be e-mailed to dsyamegh@gmail.com.** Any quotation received after the closing time for submission of quotations shall be rejected and returned unopened.

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Annexures

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya

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 A) for Durand Cup 2026, Shillong Meghalaya

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 A) for Durand Cup 2026 at Shillong, Meghalaya. 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 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.

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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)

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Annexure B - Format for Pre-Bid Queries

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

Sr. No.	Clause No.	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:

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Annexure C - Price Schedule Form

S.No	Item Description	Quantity	Unit	Number of Days	Unit Rate in Figures Rs.	Total Rate in Figures Rs.
		A	B	C	D	(A*C*D) = E
1	Trophy Showcase (State Convention Centre Banquet Hall, Shillong tentatively)					
1.1	<p>Ideation and conceptualisation of entire trophy showcase including arrangements of the following:</p> <ul style="list-style-type: none"> - Artists during Trophy Showcase (local professional choir/ band or similar with relevant attire) - Installation of Digital Podium along with goose mic <ul style="list-style-type: none"> - Bouquet (approx. 20) - Approx. 6 ft x 4 ft. Executive table with Branding for trophy display - Flower pot decoration for stage and coffee tables <ul style="list-style-type: none"> - Light set up for stage - Cloth for curtain raiser of trophy - Drummers for welcome and flag off - 15 nos. -Any other necessary arrangement as required 	1	Lumpsum	1		

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1.2	<p>Set up of sound system: FOH Stacked PA Systems: - 3. Line Array – 4 units 4. Subwoofer – 2 units</p> <p>Monitors: – 6 units</p> <p>Mixing Console: - 1 Unit</p> <p>Wireless Microphones: - 15 nos. (For Choir & solo artist, as applicable)</p> <p>DI Box: - 6 units</p> <p>Accessories: - Power distribution, signal cables, and microphone stand as per requirement</p>	1	Lumpsum	1		
1.3	<p>Souvenirs Category 1 (including printing/ engraving etc.) (of value up to INR 5,000 per item) Any one item from the following: Ceramic Memento Plates with the Event Details/Acrylic Shields/ Any other souvenir idea suggested by the Bidder</p>	8	Nos	1		
1.4	Designing and Printing of Itinerary/ Program Flow in A5	100	Nos	1		
1.5	Designing and Printing of Invitation Cards in A5 along with envelopes	200	Nos	1		
1.6	Single Seater Sofa (white)	40	Nos	1		
1.7	Coffee Table	40	Nos	1		
1.8	Emcee	1	Nos	1		

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1.9	Ushers in traditional attire	5	Nos	1		
1.10	Branding (standees, sunboards, drop downs, flex, back drop for photo op, pillar gate branding)	3000	sq ft	1		
1.11	Professional Photography and Videography set up for covering the entire event	1	Lumpsum	1		
1.12	Setting up of Internet minimum 100 mbps (non dedicated)	1	Lumpsum	1		
1.13	Video Jockey	1	Nos	1		
1.14	Genset 63 KVA incl. fuel	1	Nos	2		
2	Trophy Tour (Shillong - Police Bazar, Jowai - exact area to be confirmed, and Tura Market)					
2.1	Car rental (Innova) including fuel	1	Nos	5		
2.2	Branding of Car	1	Lumpsum	1		
2.3	Car rental (Gypsy) including fuel	1	Nos	5		
2.4	Branding of Car	1	Lumpsum	1		
2.5	Sound Set Up in Gypsy of around 2000 watt output	1	Lumpsum	1		
2.6	Flag off Set up at Jowai and Tura -Backdrop 20' x 10' -Executive Tables with branding for Trophy Display -Chairs - 50 nos -Canopies - 5 nos. -Flags - 2 nos. -Adequate Sound set up of around 3000 watt -Genset (63 KVA) incl. fuel - 2 days	1	Lumpsum	2		
2.7	Professional Photography and Videography set up for covering the entire event (Shillong, Tura, Jowai)	1	Lumpsum	1		

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2.8	Plastic Chairs (Jowai and Tura)	70	Nos.	2		
2.9	Sofas (Jowai and Tura)	2	Nos.	2		
2.10	Fan (Jowai and Tura)	8	Nos.	2		
2.11	Coolers (Jowai and Tura)	2	Nos.	2		
2.12	Emcee (Shillong, Tura, Jowai)	1	Nos	3		
2.13	Ushers in traditional attire (Shillong, Tura, Jowai)	5	Nos	3		
2.14	Stage Pandal (40 ft x 30 ft) - Stage / Water Proof Cover / Steps/ Speaker Platforms) at Police Bazar, Shillong	1	Lumpsum	1		
2.15	Executive Table of approx. 6 ft x 4 ft for Trophy Display at Police Bazar, Shillong	1	Nos	1		
2.16	Sound System set of approx. 2000 watt at Police Bazar, Shillong	1	Nos	1		
2.17	Generator 63 KVA with fuel at Police Bazar, Shillong	1	Nos	1		
2.18	Supervisor for Bikers (Shillong, Tura, Jowai)	2	Nos	3		
2.19	Bikers incl. fuel, relevant attire (Shillong, Tura, Jowai)	15	Nos	3		
3	Opening Ceremony (J.N. Stadium, Shillong)					

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3.1	<p>Ideation and conceptualisation of entire Opening Ceremony including arrangements of the following:</p> <ul style="list-style-type: none"> - Artists during Opening Ceremony (local professional choir/ band or similar in relevant attire) - Event Director - 1 no. - Set up of Stage for sound console of approx. 8 ft x 16 ft -Any other necessary arrangement as required 	1	Lumpsum	1		
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3.2	<p align="center">Sound Set Up for Covering the Entire Football Stadium:</p> <p>1. FOH Stacked PA System – West Stand (VIP Main) -Passive System – 1 Set Per Position (6 Positions)</p> <p>2. FOH Stacked Active PA System – East Stands Active System – 1 Set Per Position (4 positions).</p> <p>3. FOH Stacked Active PA System – North Goal End Active System – 1 Set Per Position (2 positions)</p> <p>4. FOH Stacked Active PA System – South Goal End Active System – 1 Set Per Position (2 positions)</p> <p>5. Mixing Consoles 1st Console: -East Stand: For full band and choir 2nd Console -West Stand: For Emcee and additional wireless microphones</p>	1	Lumpsum	1		
3.3	<p>Designing and Printing of Invitation Cards A5 (Both side print) along with envelopes</p>	300	Nos	1		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya

3.4	Souvenirs Category 2 (incl. printing/ engraving etc.) (for dignitaries during opening ceremonies, matches etc.) (of value up to INR 10,000 per item) Any one item from the following: Ceramic Memento Plates with the Event Details/Acrylic Shields/ Any other souvenir idea suggested by the Bidder	15	Nos	1		
4	Matches (8 nos.) (JN Stadium, Shillong)					
4.1	Designing and Printing of Car Pass A5	5000	Nos	1		
4.2	Broadcast Control Room (BCR)- 2 Dedicated High Speed (300 MBPS) connection from 2 different service providers (approx. for 1 month)	1	Lumpsum	1		
4.3	BCR - Installation of 2 STD Line (approx. for 1 month)	1	Lumpsum	1		
4.4	Internet Connection behind the goal post both side for official photographer - (50 MBPS dedicated) + Media Photographers (100 MBPS non dedicated) (approx. for 1 month)	1	Lumpsum	1		
4.5	Internet for Medical Room, Match Commissioner Room, LOC Office, LOC Army office (100 mbps non dedicated) (approx. for 1 month)	1	Lumpsum	1		
4.6	Internet for Media Lounge (100 MBPS Dedicated) (approx. for 1 month)	1	Lumpsum	1		
4.7	50" LED TV with connection of Sony LIV HD	15	Nos.	8		

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4.8	Professional Photography and Videography set up for covering the entire event incl. opening ceremony	1	Lumpsum	8		
4.9	Printing, installation and uninstallation of 20,000 sqft Branding as per the requirement of the event	1	Nos	1		
4.10	Printing, installation and uninstallation of 6000 sqft sun board Branding as per the requirement of the event	1	Nos	1		
4.11	Plastic Chairs	350	Nos	8		
4.12	Banquet Chairs with covers	100	Nos	8		
4.13	Executive Tables (wooden with steel frame) with Cover (5 ft x 2.5 ft approx.)	160	Nos	8		
4.14	Single Seater Sofa (white)	20	Nos	8		
4.15	Single Seater Chairs	6	Nos	8		
4.16	VIP Chairs	50	Nos	8		
4.17	Coffee Table	10	Nos	8		
4.18	Grey Carpeting - 30' x 60' at VIP Area	1	Nos	8		
4.19	White Board with Non permanent Marker (Blue and Red) along with Duster and Eraser, Stand	2	Nos	8		
4.20	Spike Guard with surge protector	20	Nos	8		
4.21	Dustbins with Covers Large - 80 (for stands)	80	Nos	8		
4.22	Dustbins Small - 20 (for rooms)	20	Nos	8		
4.23	Umbrellas with the Event Branding	25	Nos	1		
4.24	Disposable Ponchos (one-size-fits-all) for workforce not more the value of INR 150	500	Nos	1		
4.25	Lockable Steel Cupboard for Office Use	5	Nos	8		

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4.26	Mojo Barricading	2574	Running ft	8		
4.27	Bamboo Barricading	1000	Running ft	1		
4.28	Masking (Lumpsum for entire event duration)	35,000	Sq Ft	1		
4.29	LED Platform with Scaffolding	40' X 24'	ft	1		
4.30	Chinese Tent/ Canopy 8' x 8'	40	Nos.	8		
4.31	Pagodah for Main Box office 20' x 20'	3	Nos	8		
4.32	Chemical Toilet installation, cleaning and uninstallation	10	Nos	8		
4.33	Camera Risers at FOP - 8' X 8' X 1'	1	Nos	8		
4.34	Camera Risers at West Stand - 8' X 8' x 4'	2	Nos	8		
4.35	Camera Risers with shade at South Stand - 8' X 8' x 6'	1	Nos	8		
4.36	Sound Console Riser - 16' x 8'	1	Nos	7		
4.37	Sound Stacks Riser - 4' X 8'	10	Nos	7		
4.38	Branded Gate A VIP, Gate D - 15' X 15'	2	Nos	1		
4.39	West Stand - (250 KVA) - 2 nos. one operational and one as backup	2	nos	8		
4.40	Fuel Cost for 250 KVA Genset incl. back up genset for 9 days	1	Lumpsum (for 9 days)	1		
4.41	Broadcast - (83 KVA) - 2 nos. one operational and one as backup	2	nos	9		
4.42	Fuel Cost for 83 KVA Genset incl. back up genset	1	Lumpsum (for 9 days)	1		
4.43	2 (63 KVA) Gensets for Periphery Lights -	2	nos.	8		
4.44	Fuel Cost for 63 KVA Genset	1	Lumpsum (for 9 days)	1		
4.45	3 (63 KVA) Gensets for Concession Stalls	3	nos	8		
4.46	Fuel Cost for 63 KVA Genset	1	Lumpsum (for 9 days)	1		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya

4.47	1 (125 KVA) Genset for Sound System	1	1	7		
4.48	Fuel Cost for 125 KVA Genset	1	Lumpsum (for 8 days)	1		
4.49	1 (83 KVA) Genset for LED Wall	1	1	7		
4.50	Fuel Cost for 83 KVA Genset	1	Lumpsum (for 8 days)	1		
4.51	DJ	1	Lumpsum	7		
4.52	EMCEE	1	Lumpsum	7		
4.53	<p>Sound Set Up for Covering the Entire Football Stadium:</p> <p>1. FOH Stacked PA System – Total 8 stacks</p> <p>2. Mixing Consoles 1st Console: -West Stand: For Emcee and additional wireless microphones</p>	1	Lumpsum	7		
4.54	Cordless Mic - Handheld	3	Nos.	8		
4.55	LED Screens 40' x 20', Adequate resolution to allow clear outdoor viewing	1	Nos.	8		
4.56	Volunteers	10	Nos	16		
4.57	Ushers	4	Nos	8		
4.58	Event Supervisors	2	Nos	16		
4.59	House Keeping Staff	70	Nos	20		
4.60	House Keeping Supervisors	6	Nos	20		
4.61	Que Managers	30	Nos	8		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya

4.62	Post Event Coffee Table Book - minimum 150 GSM Designing and printing of Coffee Table Books 13" x 11" picture books of at least 20 pages, hardcover, high quality print with gloss finish. The design should be high quality and finalised in consultation with Authority/appointed nodal officer/department	20	Nos	1		
4.63	Equipment and Perishable items for Housekeeping for entire duration of the event	1	Lumpsum	1		
4.64	LED light set up at Food Distribution area & Spectator movement area at Gate No B for entire duration of the event	1	Lumpsum	1		
5	Set Up at NEHU Ground for Practice Sessions					
5.1	Plastic Chairs	12	Nos	20		
5.2	Executive Tables (wooden with steel frame) with Cover (5 ft x 2.5 ft approx.)	4	Nos	20		
5.3	Stand Fan	2	Nos	20		
5.4	Masking for entire duration of the event	2400	Sq Ft	1		
6	Security					
6.1	Coordination and Deployment of Security personnel and security requirement for the successful conduct of 8 matches (including but not limited to deployment of both male and female security personnel to ensure safety and security).	1	Lumpsum	1		
I	TOTAL (=Sum 1.1:6.1)					

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II	AMOUNT OF TAX (@ _____%)		
III	MISCELLANEOUS/ CONTINGENCY (5% of the total rate without taxes i.e. I.E.)		
IV	GRAND TOTAL (I+II + III) IN FIGURES		
	GRAND TOTAL (I+II + III) IN WORDS		

Request for Quotation for Appointment of Event Management Agency (Empaneled – Category A) for Durand Cup 2026 at Shillong, Meghalaya

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

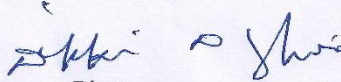
Notice

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.

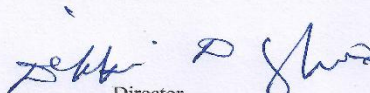
Memo No. DSYA/Sports.60/2025/128

(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.