

## **ADVERTISEMENT**

The office of the Meghalaya State Skill Development Society (MSSDS), Department of Labour, Employment & Skill Development, Government of Meghalaya, requests for quotations from firms to manage the upcoming **Job Fair for Overseas Placement**, scheduled to be held on the **17th of September 2024** at **State Convention Centre, Shillong**.

Interested firms/agencies are requested to submit quotation on or before the **2nd of September 2024** in the prescribed format available at <http://www.mssds.nic.in>

**sd/-**  
Executive Director,  
Meghalaya State Skill Development Society,  
Department of Labour, Employment & Skill Development,  
Government of Meghalaya, Shillong.

## QUOTATION FOR EVENT MANAGEMENT

Event: **Job Fair for Overseas Placement**

Date: **17<sup>th</sup> September 2024**

Venue: **State Convention Centre, Shillong.**

(Make Tabular Format for the deliverable indicated below)

<b>SN</b>	<b>Deliverable</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate</b>
<b>1</b>	Event & City branding	a. Hosting the Event – To engage an experienced and vibrant Emcee/Master of Ceremonies. b. Designing Charges (Size wise rates to be provided) c. Printing of Banners per sq.ft. d. Printing of Standees e. Strategic location Branding (provide location wise rates)		
<b>2</b>	Stage Arrangements	a. LED Display including installation, etc b. Lightings. c. Floral decorations.		
<b>3</b>	Canopies	a. Canopies size – 10 x 10 Ft (White) b. Chairs c. Tables d. Plug Points e. Signage - Sunboard.		
<b>4</b>	Generator/Back-up for LED, Lights & Sound	a. 25 KVA b. 40 KVA		
<b>5</b>	Photography & Videography	a. Stills b. Video: Recording, Streaming and Editing		
<b>6</b>	Multi rooms camera feed	For the inauguration program	3	
<b>7</b>	Display Television	55 inches TV		
<b>8</b>	Volunteer/Manpower	Proposed number of Volunteers		

Please indicate the Total Cost (inclusive of Tax)