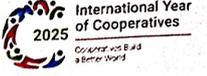




पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड  
(भारत सरकार का उद्यम)

North Eastern Handicrafts and Handlooms Development Corporation Limited  
(A Government of India Enterprise)

GSTIN: 18AABCN3014D1Z1



उ.पू. ह.ह.वि.नि.  
NEHDC

File No: HHDC/BD/SM/SALES AGENTS/2025/142 / 6552

Date: 21.08.2025

### PRE BID SUMMARY

**Subject: Pre-Bid Meeting Minutes - Request for Proposal (RFP) for Empanelment of Agency(ies) for Business Development Activities for NEHDC**

**Tender ID: 2025\_NEHHD\_244762\_1**

**Tender Ref. No.: HHDC/BD/SM/Sales Agents/2025/142/6518**

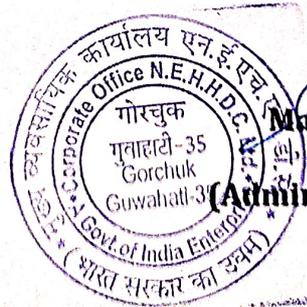
A pre-bid meeting was convened on **19th August 2025 at 02:30 PM** at the Corporate Office of **North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), Gorchuk, Guwahati**, in connection with the **Request for Proposal (RFP) for Empanelment of Agency(ies) for Business Development Activities for NEHDC** (Tender ID: 2025\_NEHHD\_244762\_1; Tender Ref. No: HHDC/BD/SM/Sales Agents/2025/142/6518). The meeting was attended by representatives of prospective bidders along with officials of NEHDC. The objective of the meeting was to provide clarifications on the provisions of the RFP document and to address queries raised by the participating bidders.

The queries raised by the bidders were discussed in detail and clarifications were provided accordingly. The summary of discussions, clarifications, and decisions are enclosed herewith as part of the **Minutes of Pre-Bid Meeting**.

It is hereby ordered that:

1. The clarifications/amendments recorded in the minutes shall form an integral part of the Bid Document/Agreement.
2. All other terms, conditions, and specifications of the Bid Document shall remain unchanged.
3. The above clarifications are issued for the information of all intending bidders.
4. Submission of bids by the firms shall be deemed to be in conformity with the original Bid Document along with the amendments/clarifications issued through these minutes.

This is issued with the approval of the Competent Authority.



**Manager Sr. Grade**

**(Admin & Procurement)**

**NEHDC Ltd.**

**Encl.: Minutes of Pre-Bid Meeting dated 19.08.2025**

CIN: U361010ML1977GOI001696 | website: www.nehdc.com | email: md@nehdc.com

शिल्प संवर्धन एवं अनुभव केंद्र, गरचुक, पमोही रोड, गुवाहाटी- ७८१०३५  
Crafts Promotion & Experience Center, Gorchuk, Pamohi Road, Guwahati- 781035

## Minutes of Pre-Bid Meeting

**Subject:** Request for Proposal (RFP) for Empanelment of Agency(ies) for Business Development Activities for NEHHDC

**Tender ID:** 2025\_NEHHD\_244762\_1

**Tender Ref. No:** HHDC/BD/SM/Sales Agents/2025/142/6518

**Date:** 19.08.2025

**Time:** 02:30 PM

**Venue:** NEHHDC, Gorchuk, Guwahati

**The following Bidders' Representatives attended the pre-bid meeting:**

Sl. No.	Representative Name	Name of Prospective Bidders/Firm
1	Mr. Lalit Kumar	Satyaraj Corporation
2	Mr. Rakesh Barman	Siques
3	Mr. Riju Ganguli	Prudent
4	Mr. Manmoth Bordoloi	Siques

**Name of NEHHDC officer's/official's:**

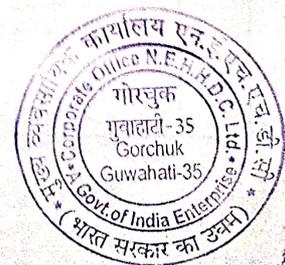
Sl. No.	Name of the Officials	Designation
1	Smt. Roushan Rahman	DGM (Finance)
2	Shri. Gyanendra Dwivedi	Sr. Manager (Marketing & Operations)
3	Shri. Nibir Barman	Manager Sr. Grade (Admin & Procurement)
4	Shri. Subharsish Hazarika	Manager (Business Development)
5	Shri. Rituparna Kalita	CS
6	Shri. Luit Rajbongshi	Asst. Manager (Admin & Procurement)
7	Shri. Nayan Kamal Kalita	Asst. Manager Sr. Grade (Admin & Procurement)

**Discussions and Clarifications:**

Sl. No.	Prospective Bidder Name	Query	Clarification
1	Mr. Lalit Kumar (Satyaraj Corporation)	Event/Trade Fair participation in Delhi (Nov). How many events can be executed and fund support?	The RFP primarily focuses on generating sales orders by pitching NEHHDC products to organisations. Other interests, like event participation, may be discussed separately post-empanelment. NEHHDC will provide backend support, product categories, and order fulfilment.
2	Mr. Lalit Kumar (Satyaraj Corporation)	Commission slabs and number of empanelled agencies.	There is no limit on the number of agencies. Multiple agencies may be empanelled after successfully qualifying the technical bid stage. The commission slab is clearly defined in point 25.1, Page 23 of the RFP document.



3	Mr. Lalit Kumar (Satyaraj Corporation)	Availability of past records/list of empanelled agencies.	This is the first such empanelment initiative by NEHHDC of this kind; hence, no previous records are available.
4	Mr. Rakesh Barman (Siques)	Explanation of RFP Clause Sl. No. 37.1 to 37.4 (Pg. 29 of RFP Document) regarding online marketing, i.e, bearing supplementary costs by NEHHDC.	All supplementary expenses, including those related to business development activities carried out through online platforms or any similar promotional channels for the products of NEHHDC, with the objective of generating institutional sales, securing bulk orders, etc., shall be borne entirely by the empanelled agency/agencies
5	Mr. Rakesh Barman (Siques)	Revenue generation model and reimbursement of expenses (e.g, digital marketing).	Sales agents will primarily earn through commission on bulk orders facilitated via NEHHDC. Expenses directly incurred by agents for their promotional activities will not be refunded by NEHHDC. The reimbursement of expenses will be under the Commission slabs as defined in point 25.1, Page 23 of the RFP document.
6	Mr. Rakesh Barman (Siques)	Current activities by NEHHDC under Vikshit Bharat schemes.	At present, no major activities have been undertaken by NEHHDC under the Viksit Bharat Scheme. However, NEHHDC has been actively implementing various employment generation initiatives, including skill development programmes, specialised training schemes, and the provision of market linkages to artisans and craftsmen, with the objective of promoting and enhancing the visibility of North Eastern handicrafts and handloom products.
7	Mr. Riju Ganguli (Prudent)	Request for space to display Handloom/Handicraft products.	As per the RFP, empanelled agencies will act as sales agents to generate orders. NEHHDC will provide backend support and fulfilment of orders. Space allocation is a separate matter and may be considered separately based on viable proposals.
8	Mr. Lalit Kumar (Satyaraj Corporation)	Timeframe for fulfilling orders.	Order fulfilment timelines will be discussed and finalised after signing the empanelment agreement.



## Summary

The pre-bid meeting was conducted successfully with participation from the prospective bidders. Clarifications were provided on scope, commission, empanelment process, and NEHHDC's role in order fulfilment. It was reiterated that the focus of this RFP is on sales generation rather than event participation or individual marketing initiatives. Bidders were encouraged to submit any further queries in writing/email for formal clarification.

### Officials of NEHHDC:

- Smt. Roushan Rahman, DGM (Finance) 
- Shri. Gyanendra Dwivedi, Sr. Manager (Marketing & Operations) 
- Shri. Nibir Barman, Manager Sr. Grade (Admin & Procurement) 
- Shri. Subharsish Hazarika, Manager (Business Development) 
- Shri. Rituparna Kalita, CS 
- Shri. Luit Rajbongshi, Asst. Manager (Admin & Procurement) 
- Shri. Nayan Kamal Kalita, Asst. Manager Sr. Grade (Admin & Procurement) 

