

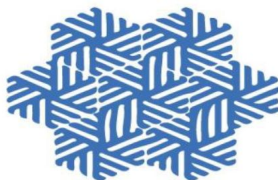
EXPRESSION OF INTEREST (EOI)
FOR
FOR EMPANELMENT OF CBOs/MSMEs/SOCIETIES/ENTERPRISES
for assisting NEHHDC in identification of artisans & clusters, capacity
building, DPR preparation, market linkages, design intervention,
business development and social auditing

Coverage Area: North Eastern Region

Empanelment Period: 36 Months (03 Years), extendable by up to 01 year

EOI No.: NEHHDC/CO/SKILLS/CEP/2025-26/209/Pt-I/7480

Date of Issue: 09/09/2026



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NEHHDC

**North Eastern
Handicrafts and Handlooms
Development Corporation**

(A Government of India Enterprise)

Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati – 781035,

Assam

Website: www.nehhdc.com



1. DISCLAIMER

The information contained in this Expression of Interest document ("EOI") or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of the North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), is provided to applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is issued for the purpose of inviting applications for empanelment and does not constitute an agreement, offer, promise or commitment by NEHHDC to award any work or enter into any contract with any applicant. Empanelment shall not confer any right on an empanelled agency to receive any work, assignment, purchase order or financial commitment from NEHHDC.

The information contained in this EOI is intended to provide a general framework and background for applicants. Applicants shall independently satisfy themselves regarding the requirements, statutory provisions and conditions applicable to the services covered by this EOI. NEHHDC does not accept responsibility for any loss, cost or expense incurred by an applicant in relying upon any information contained in this EOI, except to the extent expressly provided in the final contract or work order, if any.

NEHHDC reserves the right to amend, modify, clarify, supplement, withdraw or cancel this EOI, in whole or in part, through an appropriate corrigendum/addendum/notice, without assigning any reason. Applicants shall be responsible for monitoring the official NEHHDC website for such communications.

2. EXPRESSION OF INTEREST

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), under the administrative control of the Ministry of Development of North Eastern Region (DoNER), Government of India, invites Expressions of Interest from eligible CBOs/MSMEs/Societies/Enterprises and other legally constituted organisations for empanelment to assist NEHHDC in the activities specified in this EOI.

The empanelment is intended to create a panel of eligible agencies that may be considered for individual assignments according to NEHHDC's requirements. Empanelment shall ordinarily be for a period of three (03) years, with provision for extension by up to one (01) additional year, subject to satisfactory performance and approval of the Competent Authority.



3. EOI SCHEDULE

Sl. No.	Particulars	Details
1	EOI No.	NEHHDC/CO/SKILLS/CEP/2025-26/209/Pt-I/7480
2	Description of Service	For assisting NEHHDC in the identification of artisans & clusters, capacity building, DPR preparation, market linkages, design intervention, business development and social auditing under NEHHDC.
3	Date of Issue of EOI/ download of EOI	09.09.2026
4	Date of Pre-Bid/Clarification Meeting	15.09.2026
5	Venue/Mode of Pre-Bid Meeting	Offline and Online Mode (Through VC). Offline mode: North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Craft Promotion Center, Garchuk Campus, Pamohi Road, Guwahati, Assam-781035 Online Mode: VC link will be provided on the official website of NEHHDC (www.nehhdc.com).
6	Last Date and Time for Submission	29.09.2026 (05:00 PM)
7	Date and Time of Opening/Scrutiny	After Completion of Scrutiny.
8	Date and Time of Result	After completion of scrutiny and approval by the Competent Authority.
9	Website	www.nehhdc.com
10	Empanelment Period	36 months (03 years), extendable by up to 01 year subject to satisfactory performance and approval.
11	EOI Document Fee	Rs. 5,000/- (Rupees Five Thousand only), non-refundable, if applicable. Eligible exemptions shall be governed by this EOI and applicable Government policy.



12	EOI Document Fee Mode (To be Submitted along with EOI document)	DD in favour of: NEHHDC Ltd. Payable at: Guwahati, Assam
13	Subject Line of Submission	“EOI For Empanelment of CBOs/MSMEs/Societies/Enterprises For Assisting NEHHDC In Identification Of Artisans & Clusters, Capacity Building, DPR Preparation, Market Linkages, Design Intervention, Business Development And Social Auditing”
14	Mode of Submission	Offline Mode: <u>The BID document is to be dropped in the Tender Box, in sealed envelopes, at the following address on or before 29.09.2026 (05:00 PM):</u> To, The MD, NEHHDC Ltd. North Eastern Handicrafts and Handlooms Development Corporation Limited. Pamohi Road, Garchuk, Guwahati, Assam – 781035
15	Queries	As specified in Section 4.

“Corrigendum/Addendum, if any, would appear only on the official website of NEHHDC (www.nehhdc.com) and not to be published in any newspaper”.

Sd/-
Managing Director
NEHHDC Ltd.



4. QUERIES AND CLARIFICATIONS

Queries, if any, may be submitted in the format prescribed below to the e-mail addresses notified in the EOI Notice:

md.nehhdc@gmail.com; mgr.hradmin@nehhdc.com; skilldevp@nehhdc.com; hr@nehhdc.com

Sl. No.	EOI Document Reference (Section/Page)	Content requiring Clarification	Point of Clarification
1			

Corrigendum/Addendum/Clarification, if any, shall be published only on the official NEHHDC website (www.nehhdc.com). Applicants shall be responsible for regularly checking the website and taking note of such communications.

5. ABOUT NEHHDC

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), incorporated in 1977, works for development and promotion of indigenous crafts of the North Eastern Region by connecting artisans and craft producers with markets and consumers and facilitating economic, cultural and social opportunities. NEHHDC is under the administrative control of the Ministry of Development of North Eastern Region (DoNER), Government of India.

6. SCOPE OF WORK

The broad scope of services to be undertaken by empanelled agencies may include, but shall not be limited to, the following:

1. Proper identification of artisans, weavers, SHGs, firms, cooperative societies, producer companies and other relevant entities engaged in handloom and handicraft activities, where NEHHDC can support them within its mandate.
2. Conducting need-based and scoping studies, surveys and field assessments as and when required.
3. Identification of potential cluster pockets based on availability of raw materials, weavers, artisans, existing activities and market potential.
4. Identification and mobilisation of potential beneficiaries/artisans for cluster development activities including awareness, training, capacity building and marketing.
5. Assisting NEHHDC in establishing linkages with buyers, exporters, vendors, shops, marketing organisations and online/e-commerce platforms for suitable products.
6. Assisting in preparation of comprehensive DPRs/project proposals for relevant Government schemes and programmes, including schemes such as SFURTI and MSP, CDP, as applicable.

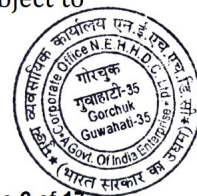


7. Assisting in engagement/coordination with designers/design houses for design, product development, processing, packaging, standardisation and related interventions.
8. Assisting NEHHDC in Business Development Services, improvement of tools and equipment, credit linkage strategies and other cluster-level interventions.
9. Advising on procurement/planning of raw materials, tools, machinery and other requirements identified for cluster development.
10. Assisting in product development, packaging, pricing, product positioning and promotion, product diversification, dealer/distributor networks, e-commerce, supply chain and logistics, quality assurance and export potential.
11. Assisting clusters in business development strategies, buyer-seller meets, branding, e-marketing, new media marketing, innovation, research and development and related interventions.
12. Facilitating linkages between artisans/weavers and Government organisations, buyers, financial institutions and other stakeholders.
13. Assessing training requirements and assisting NEHHDC in developing training proposals, identifying suitable training institutions and defining courses, duration, fees and related requirements.
14. Assisting NEHHDC in social auditing and related field verification, documentation and reporting.

The above scope is indicative and may be expanded, modified or refined by NEHHDC according to the requirements of a particular project/assignment, subject to applicable approvals and contractual arrangements.

7. TERMS AND CONDITIONS

1. EOI documents shall be downloaded from the official website of NEHHDC and/or the designated e-procurement portal, as applicable.
2. Submission shall be made only through the mode specified in the EOI Schedule/Notice. If physical submission is prescribed, the proposal shall be submitted in a properly sealed cover addressed to the Managing Director, NEHHDC, at the notified address. If electronic submission is prescribed, the applicant shall follow the portal requirements.
3. Each page of the proposal and supporting documents shall be properly numbered. The EOI document and required declarations shall be signed by the authorised signatory and stamped/sealed wherever applicable.
4. Where a proposal is signed by an authorised representative, a valid authorization/Power of Attorney/Board resolution or equivalent authority document shall be enclosed, as applicable.
5. Conditional proposals may be rejected.
6. Proposals received after the prescribed date and time shall not be considered, subject to applicable procurement rules and the mode of submission specified in the EOI.



7. Falsification, concealment or suppression of material information may result in rejection of the proposal and/or cancellation of empanelment, if discovered subsequently.
8. Applicants shall not seek or obtain any unfair advantage over other applicants. Any such practice may result in rejection/disqualification in accordance with applicable rules.
9. The empanelled agency shall obtain all licences, permits, registrations and statutory approvals required for performance of any assignment at its own cost, unless otherwise specifically provided in the assignment.
10. The empanelled agency shall remain responsible for its personnel and shall ensure proper conduct, discipline and compliance with applicable laws at all locations where services are performed.
11. NEHHDC may require removal/replacement of any personnel whose conduct or performance is considered unsuitable for the assignment, subject to applicable contractual provisions.
12. The empanelled agency shall not assign or sublet an assignment or any part thereof to another agency without prior written approval of NEHHDC, where such approval is required under the individual assignment.
13. All information, data, field records, reports and materials collected or generated for an NEHHDC assignment shall be used only for the authorised purpose. Ownership and permitted use of such material shall be governed by the individual assignment/work order.
14. Any dispute arising out of an individual contract/work order shall be subject to the jurisdiction specified therein; in the absence of a different written stipulation, courts at Guwahati shall have jurisdiction.
15. NEHHDC reserves the right to accept or reject any or all applications, in whole or in part, in accordance with applicable rules and without being liable for costs incurred by applicants in preparation or submission of their proposals.
16. NEHHDC may verify any information/documents submitted by an applicant from the issuing authority or other reliable sources.

8. MANDATORY ELIGIBILITY CRITERIA

For the purpose of this EOI, Community Based Organisation (CBO) means a community-level organisation/group duly constituted or recognised by a competent Government authority, Government programme, local authority or other legally/administratively recognised mechanism and engaged in activities relevant to the scope of this EOI.

The following are mandatory eligibility conditions. An applicant shall be considered eligible for empanelment only if it satisfies all applicable mandatory criteria and submits the documentary evidence prescribed in Section 9.



The eligibility scrutiny shall be undertaken on a pass/fail basis against the mandatory eligibility criteria specified in this EOI. Applicants meeting all applicable mandatory eligibility criteria and furnishing the prescribed documentary evidence shall be considered eligible for empanelment. Applicants failing to satisfy any mandatory eligibility criterion may be treated as ineligible/non-responsive.

Criterion	Mandatory Requirement
Legal status/constitution	The applicant must be legally constituted/registered in India as a Section 8 company, Society, Co-operative Society, Producer Company, Private Limited Company, Trust, Registered Firm, LLP, MSME having valid Udyam Registration, or other legally constituted entity permitted under applicable law and suitable for the scope of work. Self Help Groups (SHGs) and Community Based Organisations (CBOs) may also participate where they are duly constituted or recognised by a competent Government authority, Government programme, local authority or other legally/administratively recognised mechanism and are engaged in activities relevant to the scope of this EOI.
Relevant NER experience	The applicant must have at least two (02) years of demonstrable experience in the handloom and/or handicraft sector in the North Eastern Region (NER), as on the last date of submission of the EOI. The experience shall be established through verifiable documentary evidence such as work orders, agreements, completion/acceptance certificates, project sanction/engagement documents, Government scheme implementation records, buyer/exporter linkage records, project reports or other equivalent documents acceptable to NEHHDC.
Financial capacity	The applicant should have a minimum average annual turnover of ₹10,00,000 (Rupees Ten Lakh only) during FY 2023-24 and FY 2024-25, supported by CA-certified financial documents. DPIIT-recognised Start-ups shall be exempted from this minimum turnover criterion, subject to submission of a valid DPIIT Recognition Certificate. Such exemption shall be limited to the minimum turnover criterion and shall not, by itself, exempt the Start-up from the mandatory two-year relevant handloom/handicraft experience requirement. SHGs may be exempted from the turnover criterion where specifically permitted by NEHHDC, subject to submission of valid documentary evidence of their status and relevant activity. No other relaxation from the mandatory eligibility criteria shall be available merely on account of Start-up, MSME or SHG status unless specifically provided in this EOI or under an applicable Government policy.



Debarment / blacklisting	The applicant must not have been blacklisted, debarred, suspended or declared ineligible by any Central Government/State Government Department, Central/State Government organisation, Public Sector Undertaking or other competent authority for corrupt, fraudulent or similar practices, as on the date of submission.
Statutory compliance	The applicant shall possess and maintain all registrations, licences and permissions applicable to its constitution and the services to be undertaken, and shall comply with all applicable statutory requirements.
Conflict of interest	The applicant shall disclose any actual or potential conflict of interest relevant to the proposed empanelment/assignment and shall comply with NEHHDC directions in this regard.

9. REQUISITE ELIGIBILITY DOCUMENTS

The applicant shall furnish the following documents along with the proposal. Where a document is not applicable, the applicant shall clearly state “Not Applicable” and provide the reason.

1. Name, registered/postal address and contact details of the applicant.
2. Forwarding Letter on the letterhead of the applicant as per Annexure A.
3. Certificate of Incorporation/Registration or other legally valid constitution document.
4. Memorandum and Articles of Association, partnership deed, trust deed, registration certificate or equivalent constitutional document, as applicable.
5. Valid Udyam Registration Certificate, wherever the applicant is claiming MSME status or any applicable exemption/relaxation.
6. **Valid DPIIT Recognition Certificate, where exemption from the minimum turnover criterion is claimed.**
7. GST Registration Certificate, if applicable.
8. PAN card in the name of the firm/company/organisation/proprietor, as applicable.
9. Documentary evidence demonstrating at least two (02) years of relevant handloom/handicraft experience in NER, such as work orders, agreements, completion/acceptance certificates, engagement letters, project reports or other verifiable records.
10. CA-certified turnover statement/audited financial statements for FY 2023-24 and FY 2024-25, wherever the turnover criterion is applicable.
11. Non-Blacklisting/Non-Debarment Undertaking as per Annexure B.
12. Authorization to sign the EOI documents as per Annexure C, wherever applicable.
13. Completed Information Form and Checklist as per Annexure D.
14. Copy of the complete EOI document duly signed and sealed by the authorised signatory including corrigenda/addenda, if any.



15. Any other document specifically requested through a corrigendum/addendum or clarification issued by NEHHDC.

10. SCRUTINY AND EMPANELMENT

NEHHDC shall scrutinise the proposals for compliance with the mandatory eligibility criteria and requisite documentary requirements specified in Sections 8 and 9.

Applicants satisfying all applicable mandatory eligibility criteria and furnishing the required supporting documents shall be considered eligible for empanelment. Applicants not satisfying any mandatory eligibility criterion or failing to furnish material documentary evidence may be treated as ineligible/non-responsive.

The scrutiny committee/competent authority may seek clarification or additional documentary evidence where considered necessary, provided such clarification does not permit a bidder to alter or improve the substance of its proposal or cure a material deficiency contrary to applicable procurement rules.

Empanelment shall not create any right or guarantee for allocation of work. Individual assignments shall be entrusted separately based on NEHHDC's requirement, the nature and complexity of the assignment, availability of funds, the procurement/selection mechanism applicable to the particular assignment in accordance with applicable rules, and approval of the Competent Authority. The terms, deliverables, fees/remuneration and other conditions for an individual assignment shall be specified separately.

11. EOI DOCUMENT FEE

The EOI document fee, where applicable, shall be **Rs. 5,000/- (Rupees Five Thousand only)**, non-refundable, payable in the manner specified in the EOI Notice. **MSEs (Micro and Small Enterprises) having valid Udyam Registration, MSEs (Micro and Small Enterprises) having valid Udyam Registration, DPIIT-recognised Start-ups and SHGs, where specifically permitted by NEHHDC, shall be exempted from payment of the EOI document fee, subject to submission of valid documentary proof of the claimed status.**

The exemption from EOI document fee shall not, by itself, constitute exemption from any mandatory eligibility criterion, including turnover or experience requirements, unless such relaxation is expressly provided in this EOI or under an applicable Government policy. In particular, DPIIT recognition as a Start-up shall provide relaxation only from the minimum turnover criterion under this EOI and shall not, by itself, exempt the Start-up from the mandatory two-year relevant handloom/handicraft experience requirement. Registration as an MSME, by itself, shall not confer any relaxation from the mandatory eligibility criteria unless specifically provided.



12. NO ASSURANCE OF WORK

Empanelment is only an eligibility/roster arrangement and does not constitute a contract or commitment for any minimum quantity, value or number of assignments. No empanelled agency shall have any claim or vested right to receive any work, assignment, purchase order or financial commitment merely by virtue of empanelment. Individual assignments shall be governed by the procurement/selection procedure applicable to the particular assignment and by separate work orders/contracts, as applicable.

13. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

Information, field data, beneficiary records, reports, photographs, designs, studies and other materials collected or generated for NEHHDC assignments shall be treated as confidential and used only for authorised purposes. Ownership, intellectual property rights and permitted use shall be governed by the individual work order/contract and applicable law.

14. RIGHTS OF NEHHDC

- NEHHDC may amend, clarify, extend, suspend, cancel or withdraw the EOI in whole or in part, subject to applicable rules and approval of the Competent Authority, wherever required.
- NEHHDC may verify documents and information submitted by applicants.
- NEHHDC may reject an application for material non-compliance, false information, suppression of material facts, conflict of interest or other grounds permissible under applicable rules.
- NEHHDC may modify the scope of work for future assignments according to project requirements.
- NEHHDC shall not be liable for costs incurred by applicants in preparing or submitting proposals.



16. ACCEPTANCE

By submitting a proposal, the applicant shall be deemed to have read, understood and accepted the applicable terms and conditions of this EOI, subject to any specific qualification expressly permitted by NEHHDC.

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Organisation/Firm: _____

Date: _____

Place: _____



ANNEXURE – A

FORWARDING LETTER

No.: _____

Date: _____

To

The Managing Director

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC)

Craft Promotion Center, Garchuk Campus

Pamohi Road, Guwahati, Assam – 781035

Subject: Submission of Proposal in response to EOI for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NEHHDC in identification of artisans & clusters, capacity building, DPR preparation, market linkages, design intervention, business development and social auditing.

Sir/Madam,

1. With reference to the above EOI, we have examined the EOI document and understood the scope of work, eligibility requirements, submission requirements and terms and conditions contained therein.
2. We hereby submit our proposal for empanelment and undertake to provide the services in conformity with the scope of work and the terms and conditions of the EOI and any corrigendum/addendum/clarification issued by NEHHDC.
3. We confirm that the information and documents furnished with this proposal are true, complete and correct to the best of our knowledge and belief, and we authorize NEHHDC to verify the same from the concerned authorities, wherever considered necessary.
4. We declare that we are not blacklisted/debarred/suspended by any Central Government/State Government Department, Government organisation, Public Sector Undertaking or competent authority for corrupt or fraudulent practices, except as specifically disclosed in our proposal.
5. We understand that empanelment does not create any right or guarantee for award of work, purchase order or financial commitment from NEHHDC and that individual assignments, if any, shall be governed by separate requirements, approvals and contractual arrangements.
6. We agree to abide by the decision of NEHHDC regarding scrutiny and empanelment, subject to applicable rules.

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Name of Organisation: _____

Seal: _____



ANNEXURE - B

DECLARATION - NON-BLACKLISTING / NON-DEBARMENT

DECLARATION - NON-BLACKLISTING / NON-DEBARMENT

To be furnished on the letterhead of the applicant.

I/We, _____, on behalf of
M/s/Organisation _____, hereby declare that the
applicant has not been blacklisted, debarred, suspended or declared ineligible by any
Central Government/State Government Department, Government organisation, Public
Sector Undertaking or competent authority for corrupt, fraudulent or similar practices as
on the date of submission of this EOI.

I/We further declare that no material fact relevant to the above declaration has been
concealed. I/We understand that any false statement or suppression of material
information may lead to rejection of the proposal and/or cancellation of empanelment, if
granted.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Organisation/Firm: _____

Seal:



ANNEXURE – C

AUTHORIZATION TO SIGN EOI DOCUMENTS

AUTHORIZATION TO SIGN EOI DOCUMENTS

(To be furnished on the letterhead of the applicant)

Ref.: _____

Date: _____

To

The Managing Director

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC)

Craft Promotion Center, Garchuk Campus

Pamohi Road, Guwahati – 781035

Subject: Authorization to sign EOI documents

We hereby authorize Shri/Smt./Ms. _____,

Designation _____, working with

M/s/Organisation _____,

to sign, submit and execute the EOI documents, declarations and related correspondence on behalf of the applicant for the above EOI.

This authorization shall remain valid for the purpose of the present EOI and related scrutiny/empanelment process, unless withdrawn in writing.

Signature of competent/authorized signatory of the applicant: _____

Name: _____

Designation: _____

Seal:



ANNEXURE - D

INFORMATION FORM AND CHECKLIST

PART A - GENERAL INFORMATION

1. Name of Firm/Company/Agency/LLP/CBO/Organisation:
2. Type of constitution/incorporation:
3. Registered/Correspondence Address:
4. Name of Contact Person:
5. Designation:
6. Telephone/Mobile:
7. E-mail:
8. GSTIN, if applicable:
9. PAN:
10. Udyam Registration No., if applicable:
11. DPIIT Start-up Recognition No., if applicable:

PART B - ELIGIBILITY CONFIRMATION

Sl. No.	Mandatory Criterion	Yes/No	Supporting Document / Page No.
1	Legal constitution/registration		
2	Minimum two years' relevant handloom/handicraft experience in NER		
3	Minimum average annual turnover of ₹10 lakh for FY 2023-24 & FY 2024-25, where applicable		
4	Not blacklisted/debarred		
5	Applicable statutory registrations/compliances		
6	Conflict of interest disclosure		

PART C - DOCUMENT CHECKLIST

1. Registration/Incorporation/Constitution document.
2. MoA/AoA/Partnership Deed/Trust Deed or equivalent, as applicable.
3. Udyam Registration Certificate, if claiming MSME status/relaxation.
4. Valid DPIIT Recognition Certificate, if claiming exemption from the minimum turnover criterion.
5. GST Registration Certificate, if applicable.



6. PAN.
7. Relevant experience documents for at least two years in NER.
8. CA-certified turnover statement/audited financial statements for FY 2023-24 and FY 2024-25, if applicable.
9. Annexure A – Forwarding Letter.
10. Annexure B – Non-Blacklisting/Non-Debarment Undertaking.
11. Annexure C – Authorization to Sign.
12. Signed EOI document and corrigenda/addenda, if any.
13. Any other supporting document.

Declaration: I/We confirm that the above information is complete and correct and that the documents indicated above are enclosed at the page numbers mentioned.

Signature: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Seal:

