

**North Eastern Handicrafts and Handlooms Development Corporation Limited**

(A Government of India Enterprise)

Ministry of Development of North Eastern Region, Govt. of India

Website: www.nehhdc.com

Phone No. 0361-2910002; +91-9707096875

File No: NEHHDC/DEPTT. of Advocacy, Consultancy & Projects/2022-23/01

Date: 02-05-2022

**EXPRESSION OF INTEREST**  
**FOR**  
**“EMPANELMENT OF PROFESSIONAL FIRMS FOR FORMATION OF**  
**PRODUCER COMPANIES AND COMPLIANCE SERVICES IN HANDICRAFTS**  
**AND HANDLOOM SECTOR IN NORTH EASTERN STATES”**

**1. Introduction**

Incorporated in 1977, the North Eastern Handicrafts and Handloom Development Corporation (NEHHDC), as the name suggests, is an organization that aims to develop and promote the indigenous crafts of the region. It connects craftsmen to prospective markets and consumers, generating economic, cultural, and social opportunities for creators, while adding cultural value for consumers. NEHHDC acts as the Regional Apex Handicrafts and Handlooms Development & Promotion Organization of the North Eastern States. It acts as a catalyst for the growth of sustainable livelihoods, entrepreneurship, industrialization, and employment generation. The salient features of NEHHDC's activities are as follows:

- i. Promotion of livelihood and industries
- ii. Development of industries' infrastructure and logistics facilities
- iii. Financial support to entrepreneurs, artisans, and weavers
- iv. Promotion and development of the craft economy
- v. Training, capacity building, financial literacy, and skill development
- vi. Business development, associations, and collaborations
- vii. Joint ventures and partnerships, including public-private partnerships
- viii. Provision of all kinds of consultancy support services and consulting partners

**2. Purpose**

The purpose of this EOI is to shortlist and register reputed professional firms with NEHHDC who are willing to provide their professional services to NEHHDC for "FORMATION OF PRODUCER COMPANIES AND COMPLIANCE SERVICES IN HANDICRAFTS AND HANDLOOM SECTOR IN NORTH EASTERN STATES" to enhance, solidify, and

strengthen the Quality, Efficiency, Capacity, Monitoring & Management, Knowledge Base, Compliance and Delivery Mechanism.

Departments seeking services:

- a) Department of Advocacy, Consultancy & Projects
- b) Department of Business Development
- c) Department of Livelihood & Entrepreneurship
- d) Department of HR & Admin
- e) Department of Accounts

### **3. Scope of Work**

NEHHDC would like to join hands, associate, partner, and work with professional firms of Chartered Accountants and Company Secretaries for the following purposes. Initially, the registration would be done for a period of 3 (Three) years, which may be extended by the Managing Director, NEHHDC for a further period on application on a yearly and case-to-case basis, based on performance and willingness of the partner(s) -

1. Incorporation of Producer Companies in the handloom and handicraft sector in the North Eastern region.
2. Post the incorporation of the company, hand-holding and assistance for compliances under Company law.
3. Identification of the need for registration under Goods and Services Tax, and registration and compliance under GST Act if required.
4. Filing of Income tax returns and availing benefits of exemptions under the Income Tax Act.
5. Feasibility Studies, including Techno-Economic Feasibility and Project Viability Studies, for availing credit facilities.
6. Development of Detailed Project Reports (DPRs) for bank loans and subsidies
7. Trainings and seminars related to Income tax, Goods and Services Tax, and Company Law compliances for producer companies, benefits and exemptions under the various tax laws, and government schemes and subsidies.
8. As deemed necessary from time to time, the selected agencies shall provide technical assistance in design, development, suggestions, and way forward in wider terms of Professional Ethics.

#### 4. Sector(s) and Category(s)

A. Sectors – Sericulture, Handlooms and Handicrafts

B. Category

Category	Area / Field
I	Incorporation of Producer Companies in handloom and handicraft sector
II	Trainings and Seminars on Taxation, Financial Literacy, Entrepreneurship, MSME, Financing, etc.
III	Compliances services under various tax laws such as Income tax, Goods and Services tax and Companies Act.

Note:

1. The applicants/entities are requested to carefully go through the terms and conditions of this EOI document and submit their applications.
2. The firm must have relevant experience in the North East Region
3. Application submitted should be accompanied with the non-refundable application fee of Rs 5,000/- in all the cases.
4. The firms can apply in all the above 3 categories.
5. The Managing Director, NEHHDC may at his sole discretion reserves the right to consider and approve the capable and eligible applicants / entities and such applicants/entities shall be known as reputed Chartered Accountancy Firms or Company Secretary Firms empaneled with NEHHDC.
6. Such registered applicants / entities with NEHHDC shall prima facie be eligible for consideration for providing their Consulting Services to NEHHDC as “FORMATION OF PRODUCER COMPANIES AND COMPLIANCE SERVICES IN HANDICRAFTS AND HANDLOOM SECTOR IN NORTH EASTERN STATES” through limited tender enquiry.
7. The above stated applicants / entities are liable to be removed from the registered list in case of their false documents, misleading information or they are blacklisted by any agency / department of State and Central Government.

## **5. Procedure for the Selection of Vendor/Agency from the List of NEHHDC Empaneled vendors/agencies for award/assignment of work:**

Case-I : (Name of vendor/agency selected directly)

In case the client/User-Department clearly and specifically recommends in writing the name of a particular vendor/agency from the list of NEHHDC Empaneled vendors/agencies, then competent authority may assign the work to that vendor/agency.

Case-II : (Name of vendor/agency selected through committee)

I. In case the Client/User-Department does not indicate any particular vendor/agency from the list of NEHHDC empaneled vendors/agencies, the work would be awarded as per the recommendations of a committee to be set up by the client/user-department. The Committee would be headed by a chairperson nominated from the client/user-department concerned.

II. All the empaneled vendors/Agencies would be invited by the Committee to make their presentations regarding the proposed work/project under consideration. The presentations shall be evaluated objectively and on the recommendation of the Committee, the most suitable vendor/agency shall be assigned the work by NEHHDC.

III. There should be full participation and involvement of the client/User-Department in the process of selection of vendor/agency for award/assignment of work.

## **6. Documents to be submitted**

1. The interested firms are required to submit the following documents:
2. Letter on their organization's letterhead from the Head or Chief Executive Officer or any officer duly authorized clearly stating the interest / willingness for the same and mentioning the EOI advertisement number and date addressing to the Managing Director, NEHHDC, Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati – 781035
3. A detailed profile of the professional firm, highlighting the relevant skills, qualifications, and experience, justifying its suitability in providing services to NEHHDC for "FORMATION OF PRODUCER COMPANIES AND COMPLIANCE SERVICES IN HANDICRAFTS AND HANDLOOM SECTOR IN NORTH EASTERN STATES"
4. Copy of Membership certificate and firm registration certificate, GST certificate (if applicable).
5. Present list of the proprietor / partners of the firm with a brief profile.

6. Experience in incorporating Producer Companies in Handloom and Handicraft sector along with proof.
7. Income Tax returns and financial statements for the last three financial years.
8. Separate Undertaking that the organization is not blacklisted by any State and Central Government authorities and also not convicted.
9. An application fee of Rs 5,000/- (Rupees Five Thousand) only is must to be submitted along with the application for this EOI in the form of Bank Demand Draft only issued from any scheduled bank in favor of the Managing Director, NEHHDC, Guwahati, please note that the application fee is Non-Refundable. Applications received without the application fee shall not be considered in any case and liable to be summarily rejected.

Organizations willing to submit online have to attach the receipt of online transaction.

Account name - AC&P DEPARTMENT NEHHDC

Account No - 50100500765215

IFSC code - HDFC0002282

Branch name - Maligaon Branch

10. All the above documents duly filled-in along with self-attested copies of supporting papers/documents, in a sealed cover duly superscripted and written on the top of envelope the EOI No. File No: NEHHDC/DEPTT. of Advocacy, Consultancy & Projects/2022-23/01; Dated 03.05.2023 must be submitted in HARD COPY ONLY which must reach the office of the Managing Director, North Eastern Handicrafts and Handlooms Development Corporation (NEHHDC), Guwahati on or before 3.00PM on 15<sup>th</sup> of June, 2023.

NB: 1. A list of documents attached should also be submitted along with the application. 2. Please attach Agreement / Letter of Association (LOA). 2. NEHHDC reserves the right to accept or reject any of the applications received without assigning any reasons thereof. 2. In addition to the above, before signing the formal Memorandum of Understanding (MOU) with NEHHDC, the successful applicants/entities, if felt necessary, may have to give a Power Point Presentation on their Vision, Plans, Suggestions and Views with regard to their Applied Category vis-a-vis Industrial & Financial Development of the State and its prospects inside and outside the State at the time and venue at the discretion of the Managing Director, NEHHDC.

## 7. Application format:

<b>I</b>	<b>Institutional Structure / Registration Details</b>		
A	Name of the Firm		
B	Constitution of Firm		
C	Date of Establishment		
D	PAN		
E	Registered Office Address		
F	Registration No. of Firm with ICAI		
G	Details of Bank Demand Draft/transaction receipt of Rs 5,000/- only as non-refundable application fee.		
H	Please mention the Category against which this application is to be considered for empanelment	Category	Area/field
<b>II</b>	<b>Governance Structure</b>		
A	Proprietor/ Partners details with Membership No. and Qualification		
B	Staff Strength of the firm		
<b>III</b>	<b>Operational Profile</b>		
A	Vision & Mission		
B	Focus areas of operation		
C	Experience in Company Incorporation		
D	Provide details of Producer Companies incorporated along with proof		
E	Any other relevant experience		
<b>IV</b>	<b>Contact Details</b>		
A	Name of Contact Person		
B	Designation of Contact Person		
C	Correspondence Address		
D	Contact Number		
E	Email Address		
F	Name of alternate Contact Person with Designation and contact details.		

## **8. Eligibility Criteria for Registration**

- a) The professional firm should be a firm of Chartered Accountants or Company Secretaries, having been in existence for at least 5 (five) years.
- b) The average annual turnover of the firm should not be less than Rs 10 (ten) lacs for the latest three financial years.
- c) The firm should have experience of incorporating at least one Producer Company in the handloom and handicraft sector in the Companies Act, 2013.

N.B.: Please attach copies of Agreement/Letter of Association (LOA) for the relevant experience as listed in the application format.

-sd/-

**Managing Director**  
**North Eastern Handicrafts & Handlooms Development Corporation Ltd.**  
(Ministry of DoNER, Govt. of India)  
Crafts Promotion & Experience Center,  
Garchuk, Pamohi Road, Guwahati - 781035  
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