

Expression of Interest (EOI) Notice

EOI No: NEHHDC/BD/SM/CP/2025-2026/183/6849

NEHHDC (North Eastern Handicrafts and Handlooms Development Corporation Limited) is inviting a EOI for “**EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT**” for a period of two years (extendable upto one more year) and has uploaded the following Bid documents on <https://www.nehhdc.com> and <https://etenders.gov.in/e procure/app> to be used for submission of the Bid.

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Your offer complete in all respects must be submitted through CPP portal only (<https://etenders.gov.in/e procure/app>).

The EOI shall be opened at **15:30 Hrs. on 23/01/2026**. The representatives of the Bidders who wish to be present during Bid opening may kindly make it convenient to attend the same through VC, the link of which will be provided in our official website (www.nehhdc.com) before opening of the bid.

Sd/-
Managing Director
North Eastern Handicrafts and Handlooms Corporation Ltd



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GLOSSARY/DEFINITIONS/ABBREVIATIONS

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

ABBREVIATIONS	DETAILS
NEHHDC	North Eastern Handicrafts and Handlooms Development Corporation Limited
Addendum /Corrigendum	Any changes in Bid document in response to pre-Bid meeting duly approved by the Competent Authority of NEHHDC
Assignment	Assignment/ Job mean the work to be performed by the channel partners pursuant to the Contract.
Bidder	Bidder means the Individual firm who participate in this EOI and submits it's Bid and their subagents/representatives who help in delivery of obligations under this EOI and related agreements etc. for purposes of submitting declarations related to this EOI.
Commissioning	"Commissioning" means successful completion of all deliverables related to the scope of work as defined in the EOI documents.
Competent Authority	Managing Director, NEHHDC
Terms of Reference (TOR)	Terms of Reference (TOR) means the document included in the EOI which explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Project Authority and the agencies, and expected results and deliverables of the Assignment/Job.



DISCLAIMER

1. The information contained in this Expression of Interest document (the "EOI") or subsequently provided to Bidder(s), whether in documentary or any other form by or on behalf of NEHHDC, is provided to Bidder(s) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information provided.
2. Information provided in this EOI to the participating agencies is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NEHHDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
3. NEHHDC makes no representation or warranty and shall have no liability to any person, including any applicant or 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 EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way for participation in this BID Stage.
4. NEHHDC accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this EOI. NEHHDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
5. Issuance of this EOI does not imply that NEHHDC is bound to select a bidder or to appoint the selected agency or bidder, as the case may be, for the Project and it reserves the right any stage to stop/scrap the EOI process, at its sole discretion, without assigning any reason. Furthermore, this EOI confers neither the right nor an expectation on any company to participate in the proposed assignment. NEHHDC may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI Document.
6. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage,



delivery fees, expenses associated with any demonstrations or presentations which may be required by NEHHDC or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the bidder and NEHHDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the bids, regardless of the conduct or outcome of the Bidding Process.

7. This EOI Document may not be appropriate for all persons, and it is not possible for NEHHDC to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI Document and where necessary obtain independent advice from appropriate sources. NEHHDC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI Document. It must be noted that while all the information and data regarding this project, to the best of NEHHDC's knowledge, accurate within the considerations of scoping the proposed contract, has been provided in this document and NEHHDC holds no responsibility for the accuracy of this information and it is the responsibility of the Bidders to check the validity of data included in this document. Each Bidder must make independent evaluations of the scope of work. No Bidder can hold the Competent Authority responsible for non-understanding of the scope of work. The process is fully in public domain and no separate information shall be given to any Bidder by the Competent Authority on this account.
8. The prospective Bidders are advised to acquaint themselves and are presumed to be fully aware of the local conditions of NEHHDC in general. No dispute regarding the local and surrounding conditions, geographical or political shall be entertained by the Competent Authority. The Competent Authority shall only endeavor to make the conditions as congenial and favorable for carrying out the Project as possible within its power and day to day affairs shall be managed by the selected Bidder at their own cost and risk.
9. It is incumbent upon the bidder to visit at his own cost, and examine it and its surroundings to himself collect all information that is considered necessary for proper assessment. It is expected that while bidding, the Agency will take utmost care and diligence by visiting the sites and collecting the required parameters. In case of any discrepancies later, NEHHDC will not be held responsible.
10. It would be deemed that prior to the submission of Proposal, the Bidder has:



- 10.1 Made a detailed examination of the terms and conditions of the EOI documents;
- 10.2 Received all related information as NEHHDC deems fit to provide;
- 10.3 Satisfied itself about all matters, things and information including matters hereinabove necessary and required for submitting the proposal and execution of the project in accordance with the Bid documents and performance of all its obligations there under;
- 10.4 All other matters that might affect the Bidder's performance under the terms of this EOI Document;
- 10.5 NEHHDC shall not be liable for any mistake/error/neglect by Bidder in respect of the above.



SECTION – I
DATA SHEET FOR EOI

EOI No: NEHHDC/BD/SM/CP/2025-2026/183/6849

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) invite “Expression of Interest (EOI)” for **EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT**, details of which are elaborated as below:

Sl. No.	Particulars	Details
1.	Name of Work	EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT
2.	EOI Document	Can be Downloaded from the website 1. www.nehhdc.com 2. https://etenders.gov.in/eprocure/app
3.	Office of issue:	The Managing Director, NEHHDC, Craft Promotion Center, Garchuk, Pamohi Road, Guwahati, Assam-781035
4.	EOI Document available from	10:00 Hrs: 02.01.2026
5.	Feedback/suggestions in written from Bidders up to	12:00 Hrs: 09.01.2026
6.	Pre-Bid Conference	The pre-bid meeting shall be held in virtual mode only on 09/01/2026 (Link will be available on www.nehhdc.com) or queries will be responded through email.
7.	Bid submission start date	10:00 Hrs from 02/01/2026
8.	Last Date & Time of Submission of EOI	12:00 Hrs: 22/01/2026
9.	Date & Time of opening of EOI	15:30 Hrs: 23/01/2026
10.	Period of validity of bids	180 (one eighty) days from the date of opening of technical bids.
11.	Empanelment Period	2 Years (extendable upto one more year)



12.	Queries	In case of any query, the bidders should send such queries through email on md.nehdcl@gmail.com , mgr.hradmin@nehhdcl.com and hr@nehhdcl.com .
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NEHDC reserves the right to change the above dates at its discretion.



SECTION – II

GENERAL INSTRUCTIONS TO BIDDERS

1. INSTRUCTION TO BIDDERS

1.1. Bid Submission: Procedure for Bid Submission: EOI Documents along with the Response to Pre-Qualification Criterion on CPP portal <https://etenders.gov.in/eprocure/app>.

1.2. Instruction for online submission:

1.2.1. EOI bid document shall be submitted online on <https://etenders.gov.in/eprocure/app> as detailed below.

1.2.2. The participating bidders in the EOI should register themselves on e-procurement portal in the website <https://etenders.gov.in/eprocure/app>

1.2.3. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.

1.2.4. The bidders should scan and upload the respective documentation as specified in the CPP portal.

1.2.5. Please note that all the formats given has to be duly filled up and submitted in the bid failing which the bid submitted shall be summarily rejected.

1.3. Instruction for Soft Copy Submission:

1.3.1. The bidders should submit the soft copies of the following only in CPP portal:

1.3.2. Signed copy (all pages) of bid document as a token of acceptance of the clauses and terms & conditions of the EOI as well as applicable Tender Document Fees.

1.3.3. Board Resolution for the authorized signatory. This is only for Private Bidders. This is not applicable to Academic Institution be it a State / Central University or Centrally Funded Technical Institution or Autonomous Institution or an Institute of National Importance where any person can sign the bid documents.

1.3.4. All the required Annexures as indicated in the Cover Letter as per format in **Annexure II**.

1.3.5. Printed, Signed & Sealed supporting documents as mentioned in the bid documents.

1.3.6. The bid cover prepared should also indicate clearly the name, address, telephone number and E-mail ID of the bidder

1.3.7. Only soft copy is required to be submitted.

1.4. Other Conditions of bid submission:

1.4.1. NEHHDC will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents. If documents are not visible, the same may not be evaluated at the risk of the bidder.

1.4.2. The Documents that are uploaded online on CPP portal will only be considered for Bid Evaluation.

1.4.3. The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of



the bid. NEHHDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

1.4.4. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and NEHHDC, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

1.4.5. It shall be deemed that the bidders have done careful study and examination of the EOI document and has fully understood the implications.

1.4.6. The response to the EOI should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the EOI document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the Bid Security.

1.4.7. All materials submitted by the bidder will become the property of NEHHDC and may be returned at its sole discretion.

1.4.8. Failure to furnish any of the uploaded documents, certificates, will entail rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.

1.4.9. The copies submitted should be properly indexed / flagged / tagged and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

1.4.10. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the bid.

1.4.11. The EOI should be signed on all the pages by the Bidder or his authorized representative and should be affixed with the bidder's Seal.

1.4.12. In all the annexures submitted with Technical Bid, please mention the EOI no. and date.

2. Categories of Products/Materials/ Items to be supplied:

Sl No.	Category I: Institutional Textiles & Linen
1	Table linen (table cloths, runners, napkins)
2	Chair covers and banquet covers
3	Mattress covers and pillow protectors
4	Quilts and comforters
5	Bath mats and floor mats
6	Dusters and cotton cleaning cloths
7	Mosquito nets (fabric-based)
8	Upholstery fabrics



9	Cushion inserts
10	Fabric blinds and shades
11	Sofa throws
12	Blankets
13	Durries
14	Carpets
15	Handkerchief
16	Socks
	Category II: Medical & Healthcare Textiles
1	Surgeon gowns (reusable)
2	Scrub suits (top and bottom)
3	Hospital pillow covers
4	Infant / neonatal linen
5	Patient privacy curtains
6	Fabric laundry bags
7	Reusable isolation gowns
8	Reusable protective textile kits
	Category III: Uniforms, Work-wear & Occupational Safety Apparel
1	Security staff uniforms
2	Industrial worker uniforms
3	Hospitality uniforms (kitchen, housekeeping, front office)
4	Anganwadi / ASHA worker uniforms
5	Delivery staff uniforms
6	School Uniforms
7	Fabric-based protective workwear (aprons, coveralls)
	Category IV: Occupational Ergonomic Aids for Weavers (Textile-Based, Non-Medical)
1	Ergonomic back support belts and lumbar wraps
2	Shoulder posture straps (non-orthopaedic)
3	Wrist, elbow, and knee support sleeves (fabric-based)
4	Padded loom seating cushions and seat covers
5	Footrest pads and anti-fatigue textile mats
6	Padded arm rests / loom arm support pads
7	Neck support wraps and head covers
8	Palm protection gloves and finger sleeves
9	Dust-resistant cloth masks
10	Tool-holding waist belts and padded aprons
	Category V: Utility, Carry & Institutional Fabric Products
1	File covers (cloth / jute / canvas-based)
2	Document folders and fabric pouches
3	School bags (fabric / canvas / jute-based)



4	Backpacks, carry bags, and utility bags (non-leather)
5	Plastic-free packaging textile products
Category VI: Ceremonial & Cultural Textiles	
1	Shawls and traditional wraps
2	Scarves and mufflers
3	Stage backdrops and fabric panels
4	Institutional wall hangings
5	Gift textiles for official and ceremonial functions
6	National Flag
Category VII: Eco-Friendly & Sustainable Textile Products	
1	Eri silk products
2	Organic cotton textiles
3	Naturally dyed fabrics
4	Recycled textile products
5	Jute and other sustainable fibre-based textile items
Category VIII: Skill-Intensive & Artisan Value-Added Textile Products	
1	Hand-embroidered institutional textiles
2	Handloom-based customised fabrics
3	Logo-branded ceremonial and institutional textiles
4	Custom-designed textile panels
Category IX: Handicraft items	
1	All items related to handicraft (Cane, Bamboo, Wood etc)

The items listed above are indicative and may be expanded or modified by NEHHDC as per requirement during the empanelment period.

3. Eligibility Criteria:

A. Legal Entity Status

- a) The applicant must be a **legally constituted organization**, such as:
 - i. Cooperative Societies/SHG who has sufficient prior experience of minimum three (03) years in weaving sector and with a minimum Cluster based strength of twenty (20) numbers.
 - ii. Proprietorship Firm
 - iii. Partnership Firm
 - iv. Limited Company / Corporate Body.
- b) The entity must possess valid registration documents with a minimum validity of **12 months** from the date of proposal submission. (Start-ups operational for less than 12 months are exempted but must submit proof of incorporation/registration).



B. OEM / Manufacturer Eligibility:

- a) The Bidder shall be an Original Equipment Manufacturer (OEM) / Original Manufacturer of the goods proposed to be supplied. In case of SHGs, Cooperatives, Producer Groups, or Weaver Societies, the Bidder shall be treated as OEM if the goods are manufactured by their own members or affiliated production units. Such bidders shall submit a self-declaration and supporting documents evidencing in-house or member-based manufacturing capability.

C. Valid Trade License

- a) The bidder must hold a **up to date and relevant valid Trade License (Trade license should be in accordance with the products they intend to supply/participate in the bidding process through empanelment). SHGs and Cooperative societies are exempted from submission of Trade License.**

D. Statutory Registrations

The bidder must possess:

- i. **GST Registration Certificate, if applicable.**
- ii. **PAN Card** (in the name of the firm/ proprietor/ partners/ Society/ Company/ Corporate body etc)

E. Mandatory Organisational Documents

- a) The bidder must submit:
- i. Certificate of Incorporation / Registration certificates of the organization
 - ii. Memorandum & Articles of Association or Partnership Deed
 - iii. Proprietorship declaration (if applicable)

F. Non-Blacklisting Status

- a) The bidder must submit a **Non-Blacklisting Declaration** (Annexure III) confirming that:
- i. They are **not blacklisted** by any Central/State Government, PSU, or regulatory authority.
 - ii. They are **not involved in any fraud, criminal case, or disciplinary proceedings.**
- b) **Non-Blacklisting Undertaking:** Either of the bidders or partners should not have been blacklisted by any State/UT Government or Central Government/Department/ Government Agency in India. Such entities shall not be eligible to submit proposals, either individually, if such a bar subsists as on the submission due date.

G. Authorization Letter

- a) If the bid is signed by an authorized representative, an **Authorization Letter** (Annexure II) must be submitted on the organization's letterhead. In case, the Single Bidder is a private entity, then the authorization letter must be accompanied by a Board Resolution authorizing the bidder to sign or execute the proposal as a binding



document.

H. Clean Legal and Financial Record

- a) The bidder must have:
 - i. **No pending or ongoing cases** with Police, Court, or regulatory bodies.
 - ii. **No history of financial fraud** or malpractice.

I. Turnover:

- a) All participating bidders must have an average annual turnover of Rs 01 (one) Crore in the last 3 financial years. A CA Certificate has to be provided to that effect along with copy of ITR of last three audited financial years. **However, SHGs and DPIIT recognised startups having a valid Startup India recognition certificate are exempted from the clause of “having an average annual turnover of Rs 01 Crore in the last 3 financial years”**

J. Acceptance of EOI Terms

- a) Every page of the EOI document and the bid must be:
 - i. **Signed and sealed** by the authorised signatory.
 - ii. Free from overwriting, tampering, or omissions.

4. Participation of bidders:

All bidders are free to apply in any specific / all categories, provided they possess the specific trade license for the category in which they will be participating along-with other requisite documents. However, they have to clearly specify the category in which they will be participating for empanelment. Empanelment parties will be listed separately for each category.

5. **Amendment or Supplementation of EOI Document:** At any time before the deadline for submission of bids, NEHHDC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by issuing an addendum or corrigendum. All the amendments/ Corrigendum made in the document would be published in the CPP portal. All such amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned portal on regular basis for checking necessary updates. NEHHDC reserves the rights to amend the dates mentioned in Notice Inviting EOI.
6. **Termination of bidding process:** NEHHDC may terminate the EOI process at any time and without assigning any reason. NEHHDC makes no commitments; either express or implied that this process will result in a business transaction with any bidder.
7. **Cost of bidding:** The Bidder shall be responsible for all the costs associated with the preparation of its Proposal and its participation in the Bidding process. NEHHDC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of Bidding. NEHHDC shall have no liability in any manner in this regard if it decides to terminate the EOI for any reason whatsoever.



8. PERIOD OF VALIDITY OF BIDS:

8.1. The Proposal shall indicate that it will remain valid for a period for 180 (One Hundred Eighty) days from the date of opening of the EOI. A Bid valid for a shorter period shall be rejected by the NEHHDC as non-responsive.

8.2. NEHHDC shall make its best effort to complete within a period of 180 (One Hundred Eighty) days from the date of submission of opening of technical bid. Should the need arise, however, NEHHDC may request the participating bidders to extend the validity period of their proposals. In such circumstances, NEHHDC may request in writing the Bidder's unqualified/unequivocal consent for extension(s) to the period of Bid validity.

8.3. A Bidder may refuse the request without forfeiting its Bid Security.

9. **EOI DOCUMENT FEE:** EOI document can be downloaded from the <https://www.nehhdc.com/> <https://etenders.gov.in/eprocure/app> and a non-refundable fee of **Rs. 10,000/- (Rupees Ten Thousand only)** payable in the form of Demand Draft / Pay Order in favour of **Managing Director, NEHHDC Guwahati**. Scanned copy of the document in lieu of depositing the EOI document fee must be accompanied with EOI documents. **However, SHGs, MSME's and Startups are exempted from submission/depositing of EOI Document fees.**

10. EARNEST MONEY DEPOSIT(EMD):

10.1. **EMD will have to deposit by the concerned parties on case-to-case basis at the time of awarding "work orders".**

11. **UNCONDITIONAL BIDS:** Bidders may note that NEHHDC will not entertain any deviations to the EOI Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and the Bidders would be deemed to have accepted the terms and conditions of the EOI Document in all aspects with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

12. CLARIFICATION OF BID DOCUMENTS:

12.1. The bidders are free to send any bid related queries to NEHHDC by email or post. The queries will be responded through a pre-bid virtual meeting or via email.

12.2. A prospective Bidder, requiring any clarification on the Bid Documents shall notify the NEHHDC in writing on the letterhead or by email (in excel file) as mentioned in **point No. 5 under Section I**. The format of submission should be as under:



Sl. No.	EOI Document Reference(s) (Section & Page Number(s))	Content of EOI requiring Clarification(s)	Points of clarification

12.3. NEHHDC shall give replies only to those questions raised which were submitted by interested Bidders in writing on letterhead and then email to NEHHDC in the email ID provided in the EOI and raised before the date prescribed as the last date of pre-bid queries in the EOI.

12.4. All correspondence/ enquiries should be submitted via e-mail: md.nehhdc@gmail.com, mgr.hradmin@nehhdc.com and hr@nehhdc.com

12.5. Replies to the pre-bid questions shall be made in the pre-bid meeting or published as clarification/corrigendum on the website **www.nehhdc.com** and <https://etenders.gov.in/eprocure/app> and interested Bidders must keep track of the same. NEHHDC will endeavor to provide timely response to all queries. However, NEHHDC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NEHHDC undertake to answer all the queries that have been posed by the Bidders.

12.6. No interpretation, revision or other communication from NEHHDC regarding this solicitation is valid unless in writing and is signed by the Competent Authority of NEHHDC.

12.7. Any clarification issued by NEHHDC in response to query raised by prospective Bidder shall form an integral part of Bid documents and it may amount to an amendment of relevant clauses of the Bid documents. NEHHDC reserves the right for rejection of Bids if the Bids are submitted without taking into account these amendments/clarifications. Further, the Bidder will be fully responsible for downloading of the EOI document and amendments for their completeness.

13. CONFLICT OF INTEREST:

13.1. The Vendor shall disclose to NEHHDC in writing all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

13.2. For purposes of this EOI, the conflict of interest would be reflected as under:

13.2.1. The Bidder that has a business or family relationship with any staff of NEHHDC who is directly or indirectly involved in any part with NEHHDC:

13.2.1.1. Preparation of the Terms of Reference of the Assignment/Job,

13.2.1.2. The selection process for such Assignment/Job, or

13.2.2. The Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of NEHHDC, or that may



- 15.6. Completed proposal with annexure with proof of payment of EOI Documents fees should be enclosed.
- 15.7. Any material deviation/variation in the terms and conditions in the Bids submitted by the Bidders will make their Bid liable for rejection.
- 16. VENUE OF EOI OPENING:** Bid will be opened online (CPP portal) at Office of the **MD NEHHDC, CPC, Garchuk, Pamohi Road, Guwahati-781023** on the date and time as indicated in the Bid documents in the presence of Bidders or their representatives who wish to attend the Bid opening through VC, the link of which will be provided in NEHHDCs website.
- 17. MODIFICATION AND WITHDRAWAL OF BIDS:**
- 17.1. Once the bid is uploaded and digitally signed by the bidder, no modification of any kind shall be allowed post that. Hence, the bidder must be careful and conduct all due diligence before uploading the bid documents.
- 17.2. No Bid can be withdrawn in the interval between the deadline for submission of the Bid and the expiry of period of Bid validity specified by the Bidder on the Bid form.
- 18. REJECTION OF ANY OR ALL BIDS/ANNULMENT OF EOI PROCESS:**
- 18.1. NEHHDC reserves the right to reject any/all responses to EOI without assigning any reason thereof and without incurring any liability to the affected Bidder(s).
- 18.2. While all the conditions specified in the Bid documents are critical and are to be complied, special attention of Bidder is invited to the following clauses of the Bid documents and NEHHDC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:
- 18.3. Not submitted the response in the printable format.
- 18.4. If the eligibility / mandatory criteria condition is not met and/or documents prescribed to establish the eligibility are not enclosed.
- 18.5. Failed to provide clarifications related thereto, when sought;
- 18.6. Any conditional Bid, other than what has been specified in the EOI.
- 18.7. Any Bidder found indulging in malicious campaign or disinformation campaign against any official of the NEHHDC or any other Bidders either directly or through third parties, at any time during the post EOI publishing date, shall be liable for rejection of Bids and other legal actions as per law. Such Bidders may also be blacklisted by NEHHDC.
- 18.8. During the EOI process, sudden appearance of complaints/media reports against any Official / Participating Bidders shall result in rejection of Bid if any entity or any person or outside associate of a Bidder is prima facie found to be involved in such activities to hamper prospects of other competing Bidders.



- 18.9. Canvassing by the Participating Agency in any form, unsolicited letter and post-EOI correction may invoke summarily rejection of bid.
- 18.10. NEHHDC's right to accept any Bid and to reject any or all Bids: NEHHDC reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders on the grounds of the NEHHDC's action.

19. FRAUD AND CORRUPT PRACTICE:

- 19.1. The Bidders shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this EOI, the NEHHDC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has engaged in corrupt practice, fraudulent practice, coercive practice (collectively the "Prohibited Practices") in the Selection Process.
- 19.2. In such an event, NEHHDC shall:
- 19.2.1. Forfeit and appropriate the Bid Security or Performance Security.
- 19.2.2. Debar it from participating in any EOI issued by NEHHDC during a period of 5 years from the date, if such Bidder is found by the NEHHDC to have engaged or indulged in such practice.
- 19.3. **Corrupt Practice** – It implies offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any Official/Consultant of the NEHHDC who is or has been associated in any manner, directly or indirectly with the Selection Process or has dealt with matters concerning the Agreement;
- 19.4. **"Fraudulent Practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 19.5. **"Coercive or property to influence any person's participation or action in the Selection Process; practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons.

20. BID OPENING BY NEHHDC:

- 20.1. The date fixed for opening of Bids, if subsequently declared as holiday by NEHHDC, the Bids will be opened on next working day, time and venue remaining unaltered.
- 20.2. NEHHDC will open the EOI offers, in the presence of authorized Bidder's representatives who choose to attend, at the date and time specified in EOI.
- 20.3. Authority letter to this effect shall be submitted by the Bidder/representative before they are allowed to participate in Bid opening and the representatives who



choose to be present shall be required to sign and record their attendance.

20.4. A maximum of two representatives for any Bidder shall be authorized and permitted to attend the Bid opening.

20.5. The Bidder's name, modifications, bid withdrawal and the presence or absence of the requisite EOI fee and such other details as NEHHDC, at its discretion, may consider appropriate will be announced and recorded at the time of Bid opening.

21. CONTACTING NEHHDC:

21.1. Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. Disclosure to any such persons shall be made in confidence and shall extend only so far as it may be deemed necessary for the purposes of such a performance.

21.2. Any effort by a Bidder to modify his Bid or influence NEHHDC, in NEHHDC's Bid evaluation, bid comparison or contract award decisions, may result in the rejection of the Bid.

21.3. Subject to NEHHDC calling for clarifications from the Bidders, no Bidder shall try to influence NEHHDC on any matter relating to its Bid, from the time of the Bid opening till the time, the contract is awarded, or at any other time and in the event of its being established by NEHHDC, the Bidder's Bid may be cancelled.

22. CLARIFICATION ON SUBMITTED BIDS:

22.1. To assist in the examination, evaluation, and comparison of Bids, NEHHDC may, at its discretion ask the Bidder for any clarification(s). The request for clarification and the response shall be in writing and no change in the EOI offer shall be sought, offered or permitted.

22.2. However, no post Bid clarifications at the initiative of the Bidder shall be entertained.

23. EVALUATION TO RESPONSIVENESS:

23.1. NEHHDC will constitute a EOI Evaluation Committee to evaluate the responses of the Bidders.

23.2. Prior to the detailed evaluation, NEHHDC will determine the substantial responsiveness of each Bid to the EOI Document. A Proposal shall be considered responsive if it meets the eligibility and mandatory criteria.

23.3. It is received by the Proposal Due Date.

23.4. It is signed, sealed, and marked as stipulated in the EOI documents.

23.5. It contains the information and documents as requested in the EOI document.



23.6. There are no inconsistencies between the Proposal and the supporting documents.

23.7. The NEHHDC appointed Evaluation Committee reserves the right to reject any or all proposals based on any deviations. The decision of the Evaluation Committee in the evaluation of responses to the EOI shall be final.

24. **EOI EVALUATION CRITERIA:** Evaluation of Proposals shall be done as per the matrix below:

Sl. No.	COMPONENT	Remarks
1.	Company Registration Document (This has to be given for all participating bidders) a) Certificate of Incorporation / Registration certificates of the organization OR b) Memorandum & Articles of Association or Partnership Deed OR c) Proprietorship declaration (if applicable) OR d) Any other documents certifying the “legal registration” of the organization	Yes / No
2.	DPIIT registration certificate in case of “ Start Ups”	Yes / No
3.	MSME Certificate/Udyam Registration Certificate in case of MSME’s	Yes / No
4.	Relevant Valid Trade License, if applicable	Yes / No
5.	GST Registration Certificate, if applicable	Yes / No
6.	PAN Card (in the name of the firm/ proprietor/ partners/ NGO/ Society/ Company/ Corporate body etc)	Yes / No
7.	Cover Letter as per Annexure I	Yes / No
8.	Authorization to sign EOI document as per ANNEXURE - II	Yes / No
9.	Non-blacklisting undertaking as per ANNEXURE – III	Yes / No
10.	Turnover Declaration as ANNEXURE IV and related documents	Yes / No
11.	OEM Declaration as per ANNEXURE V	Yes / No
12.	CA Certificate of the CA along with UDIN certifying the Turnover Certificate	Yes / No
13.	Copy of signed EOI documents with addenda, if any	Yes / No
14.	Any other documents	Optional

24.1. All bids which pass the matrix above shall be issued a Letter of Empanelment.

24.2. The Empaneled bidders will provide products / services / solutions to NEHHDC as per the terms and conditions in the Scope of Work of this EOI.



25. **NOTIFICATION OF AWARD:** The Letter of Empanelment (LoE) would be duly signed by the Competent Officer of NEHHDC and sent to the selected Bidder through email. The selected Bidder is also eligible to collect a copy of the same by sending a duly authorized representative to NEHHDC office. Within a maximum of 7 days from the date of issue of the LoE, the selected Bidder shall acknowledge the receipt through LOA (Letter of Acceptance) on email followed by original letter of acceptance either sent by hand or India Post/Courier.

26. **AGREEMENT:**

26.1. Within 7 days of receipt of the LOA (Letter of Acceptance) as mentioned above, an agreement would be ideally executed simultaneously to ensure successful working of the system between the NEHHDC and the Bidder selected to implement the system that would also define the terms and conditions for completion of the project in a time-bound manner. In the event that any provision of the agreement is rendered invalid or unenforceable by any law or regulation or declared null and void by any Court of Competent Jurisdiction, that shall be reformed, if possible, to conform to law and if reformation is not possible, that part of the Agreement shall be amended/deleted, the remainder of the provisions of the agreement shall remain in full force and effect. That this contract and the agreement shall endure irrespective of change of constitution of the implementing agency or any amendment to the act/rule/regulations/bye laws hereafter made and shall have an arbitration clause in the agreement. That the EOI document and outcomes of all negotiations with the selected Bidder shall form a part of the agreement.

26.2. The Successful Bidder shall purchase Stamp Paper (related registration charges) for execution of the Contract Agreement and submit the same in two copies duly stamped and executed for countersignature by NEHHDC nominee. NEHHDC will return one copy duly signed and sealed as a token of acceptance of the Contract Agreement.

27. **LEGAL JURISDICTION:** The agreement shall be subject to exclusive jurisdiction of courts at **Guwahati** only.

28. **TERM AND TENURE:**

28.1. The Bidder shall be empanelled for 2 Years, This period may be extended for another one year based upon mutual discussions.

28.2. For any active project under execution, if there is any default by the Executing Agency during the validity of the contract, NEHHDC reserves the right to:

28.2.1. Cancel the remainder work to be executed by the defaulting entity and engage with any other empanelled agency(ies) selected through this EOI for the completion of the work for the balance period of contract on the same terms and conditions as the original execution agency.



29. **PERFORMANCE GUARANTEE:** As NEHHDC is getting the work order from end clients, any bank guarantee for the same shall be provided by NEHHDC, if required.

30. **FORCE MAJEURE:**

30.1. If at any time, during the continuance of this contract, the performance in whole or in part by either party or any obligations under this contract gets affected by an event which is beyond the reasonable control of a Party and is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances shall be prevented or delayed by reason of war, or hostility, acts of the public enemy, civil commotion, riots, civil disorder, sabotage, fires, earthquake/storm/flood or other extreme adverse weather conditions, explosions, epidemics, pandemics, quarantine restrictions, strikes, power blackout due to grid collapse, lockouts, confiscation or any other action by Government Agencies, Administrative Order, Court Order, Bankruptcy, espionage, cyber hacking, other industrial action, political unrest, civil unrest, or act of God (Hereinafter referred to as Force Majeure Events).

30.2. The affected Party shall provide to the other Party a notice of happenings, within 21 days from the date of occurrence thereof and in such event neither party shall by reason of such event be entitled to terminate this and performance shall be resumed as soon as practicable after such event may come to an end or cease to exist.

30.3. That no penalty shall be levied on the Bidder in case of force majeure event.

30.4. **Measures To Be Taken:**

30.4.1. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

30.4.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than 21 days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

30.4.3. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by NEHHDC, shall either:

30.4.3.1. Demobilize; or

30.4.3.2. Continue with the Services to the extent possible, in which case they shall continue to be paid proportionately and on pro rata basis, under the



terms of this Contract.

30.5. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled through Coordination Committee deliberations.

31. **NOTICES:** Notice or other communications given or required to be given under the EOI shall be in writing by Speed Post and shall be e-mail scanned copy hand-delivery with acknowledgement thereof. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by email scanned copy /Speed Post as per the data available.

32. DISPUTE REDRESSAL MECHANISM:

32.1. All the disputes, differences, controversies / differences of opinions, breaches and violation (“Dispute”) arising out of, or in relation to this project between parties shall be resolved by mutual discussions / reconciliations in good faith.

32.2. At the first instance, the matter should be resolved between the authorized representative of the empanelled agent and the Nodal Officer of the NEHHDC.

32.3. If the same is not resolved within 15 days, then the matter has to be taken to the Coordination Committee to resolve the matter within 15 days through reconciliation process.

32.4. If the dispute, difference, controversies / differences of opinion, breaches and violation arising from or related to the Agreement is not resolved through processes defined in **para 32.1, 32.2 and para 32.3**, then the matter shall be referred and resolved through the Arbitration as per the Arbitration and Conciliation Act 1996. MD NEHHDC shall be appointing authority of Arbitrator to resolve the Arbitration Case.

32.5. In case the disputes/differences controversies breaches or violation of contract agreement still not resolve through the arbitral process either of the PARTIES can approach Court of Law based at Guwahati for seeking applicable remedies under Laws of India.

33. TERMINATION:

33.1. Any of the following events shall constitute an event of default by the Bidder entitling the Competent Authority to terminate the concessions granted to the Bidder.

33.2. NEHHDC may, at any time, terminate the Contract (in whole or in part) by giving 90 calendar days written notice to the empaneled agent, without any compensation to the Bidder under the following circumstances:

33.2.1. The Bidder becomes unwilling, bankrupt or otherwise insolvent.



33.2.2. The Bidder being a company is wound up voluntarily or by the order of a court.

33.2.3. The Bidder fails to commence operations as per the EOI terms and conditions within the stipulated time frame except for Force Majeure reasons.

33.2.4. Failure to comply with scope, timelines, quality standards, or statutory obligations shall render the Channel Partner liable for suspension or termination of empanelment, without prejudice to other contractual remedies.

33.3. Upon Occurrence of any of the defaults, NEHHDC would follow the procedures of issuing time bound Notice/Show Cause before deciding on termination of the agreement. The decision of the NEHHDC shall be final and binding on the Bidder and give the Bidder a time of 90 calendar days (or extended period) to rectify the same. Failure to rectify the same shall result in termination of the contract.

33.4. The contract shall not be terminated for failure to discharge responsibilities due to force majeure situations.

33.5. **Consequences of Termination:** In the event of termination of the Contract due to the reasons specified above, NEHHDC reserves the right to engage services of some other agency (including those who participated in the bid) to take charge of operations on as is where is basis. Such party shall inherit the project with all liabilities incurred by the previous successful Bidder whose contract has been cancelled.

34. CONFIDENTIALITY:

34.1. Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidders shall not be disclosed to any person not officially concerned with the process. NEHHDC will treat all information submitted as part of Proposal in confidence and will ensure that all who have access to such material treat it in confidence, until the publication of the award of Contract. NEHHDC will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure.

34.2. Except upon mutual written agreement, or as may be required by law, no party shall in any way or in any form disclose the existence, discussions or negotiation leading to or any matter covered during EOI process till the stage of execution of agreement.

34.3. The undue use by any Agencies of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Project Authority's antifraud and corruption policy.

35. **LIQUIDATED DAMAGES:** This shall be as per the terms and condition of the work awarded on back-to-back basis.



SECTION – III
SCOPE OF WORK

About NEHHDC: The North East Handicrafts & Handlooms Development Corporation (NEHHDC), founded in 1977, is a Central Public Sector Enterprise under the Ministry of Development of North Eastern Region (DoNER). It aims to promote, preserve, and commercialize the rich cultural legacy of handicrafts and handlooms from the eight northeastern states of India. By supporting artisans and weavers with financial assistance, skill development programs, and market access—including emporia and online platforms, NEHHDC plays a crucial role in generating livelihood opportunities and enhancing product visibility across domestic and global markets. Recent initiatives include eco-friendly craft promotion, such as Eri Silk, which has received international certification for sustainable production. The corporation continues to be a vital force in empowering local communities while preserving traditional artistry. NEHHDC supports small and medium enterprises (SMEs) in the Northeast under Atmanirbhar Bharat, Vocal for Local, Make in India and overall objective of Viksit Bharat Mission by enhancing access to markets, finance, and skill development. It aligns with national schemes like the Self-Reliant India (SRI) Fund and Emergency Credit Line Guarantee Scheme (ECLGS) to help viable SMEs scale operations, adopt sustainable practices, and improve product competitiveness.

36. Purpose of Empanelment:

- i. North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) intends empanel eligible and competent Channel Partners including Proprietorship Firms, Partnership Firms, Companies, SHGs, Cooperatives, Producer Groups, Weaver Societies, and Consortia, having direct manufacturing capability as Original Equipment Manufacturers (OEMs) / Original Manufacturers or having established sourcing arrangements directly with OEMs, for ensuring quality, authenticity, traceability, and timely supply of materials/items/goods to NEHHDC and its client institutions Empanelment shall not confer any right to assured or minimum business.

37. Nature of Engagement:

- i. The empanelment is assignment-based.
- ii. Individual work orders shall be issued as and when required, specifying scope, quantity, specifications, delivery timelines, and commercial terms.
- iii. The Channel Partner shall execute assignments strictly as per the terms of the work order and this Agreement.

38. Scope of Supply:

- i. The Channel Partner shall supply materials/items/goods falling under approved categories as notified by NEHHDC from time to time, including but not limited to:
 - a) Institutional textiles and utility items
 - b) Medical and hospital linen
 - c) Surgical and healthcare protective textiles



- d) Uniforms and institutional work-wear
- e) Ceremonial and cultural textile products
- f) Handicraft items.

39. Obligations of the Channel Partner:

- i. The Channel Partner shall ensure that all materials/items/goods supplied to NEHHDC under this empanelment and subsequent work orders are sourced directly from the Original Equipment Manufacturer (OEM) / Original Manufacturer. Supply through unauthorized traders, stockists, or intermediaries not backed by OEM authorization shall not be permitted. The Channel Partner shall furnish OEM authorization/manufacturing declaration and traceability documents, as and when required by NEHHDC.
- ii. Source/manufacture and supply materials strictly as per approved specifications and samples.
- iii. Ensure compliance with quality, design, fabric composition, size, and durability requirements.
- iv. Use standardized, approved, and non-prohibited raw materials.
- v. Quality Control & Inspection
- vi. Adhere to applicable BIS/ISO/sectoral standards wherever prescribed.
- vii. Facilitate inspection by NEHHDC, end client, or third-party inspection agencies.
- viii. Replace rejected or defective supplies at own cost within prescribed timelines.
- ix. Packaging, Transportation & Delivery
 - x. Ensure proper packing, labeling, and handling to prevent damage.
 - xi. Arrange transportation up to the designated delivery location as per work order.
 - xii. Deliver within stipulated timelines; delays shall attract penalties as applicable.
- xiii. Documentation & Compliance
- xiv. Submit all statutory, commercial, and delivery documents including invoices, challans, inspection reports, and compliance certificates.
- xv. Maintain complete traceability records for audit and verification.
- xvi. Comply with GST, labour, environmental, and other statutory obligations.
- xvii. Coordination & Communication
- xviii. Coordinate with NEHHDC's designated Nodal Officer during execution.
- xix. Attend review meetings and provide clarifications as required.
- xx. Ensure prompt resolution of operational or quality-related issues.

40. Performance Standards:

- i. Only goods manufactured by the Original Manufacturer (OEM) shall be eligible for supply under this EOI. Counterfeit, refurbished, re-branded, or non-OEM sourced items are strictly prohibited. NEHHDC reserves the right to verify manufacturing origin, conduct factory inspections, and reject supplies not conforming to OEM sourcing requirements, without any financial liability
- ii. Timely delivery and strict adherence to specifications.
- iii. Zero tolerance towards counterfeit, sub-standard, or non-conforming goods.



- iv. Professional conduct and responsiveness during execution.
- v. NEHHDC reserves the right to review performance periodically.

41. Commercial & Payment Terms:

- i. All assignments shall be executed on a back-to-back basis.
- ii. Commercial terms including payments shall be communicated separately for each work order.
- iii. Payments shall be released after receipt of payment from the end client and after statutory deductions, as per Agreement terms.

42. Risk & Liability:

- i. All risks relating to procurement, production, storage, transit, and delivery shall rest with the Channel Partner until acceptance.
- ii. Any loss, damage, short supply, or non-compliance shall be rectified at the Channel Partner's cost.

43. Non-Exclusivity:

- i. Empanelment is non-exclusive. NEHHDC may engage multiple empanelled partners for the same category based on requirement, capacity, and performance.

44. Governing Framework:

- i. This Scope of Work shall be read in conjunction with:
 - a) EOI document
 - b) Letter of Empanelment
 - c) Work Orders issued from time to time
 - d) Executed Agreement



SECTION - IV

FORMATS OF DOCUMENTS & OTHER SPECIFICATIONS RELATED TO THIS EOI

ANNEXURE	SUBJECT	PAGE
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ANNEXURE – I

EOI COVER LETTER (ON THE LETTER HEAD OF THE BIDDER)

Ref:

Date:

To,

**The Managing Director,
NEHHDC, Craft Promotion Centre,
Garchuk, Pamohi Road,
Guwahati-781035**

SUB: COVER LETTER

REF: EOI FOR EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT

Sir,

1. I/We, the undersigned, having carefully examined the referred EOI offer to participate in the same, in full conformity with the said EOI and all the terms and conditions thereof.
2. I/We agree to abide by this Proposal, consisting of this letter and our EOI response Proposal, for a period of 180 (One hundred eighty) days from the date fixed for submission of Bids as stipulated in the EOI (including addenda / pre-Bid clarifications to the EOI and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We agree that if any day during the entire project duration, our act breaches the contract terms and conditions or we express our inability to execute the project, NEHHDC reserves all the rights to terminate the contract and appropriate penalty will be borne on us.
4. Unless and until a formal contract is prepared and executed, this Bid together with your written acceptance thereof shall constitute a binding agreement.
5. That the undersigned is hereby authorized to sign all EOI documents.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :



INFORMATION SHEET
PART A - GENERAL INFORMATION

S No.	COMPONENT	
1.	Name of the Company/Agency etc	
2.	Type of Incorporation	
3.	Address for communication	
4.	Name of Contact Person	
5.	Designation	
6.	Phone No./ Mobile No	
7.	Email address	

PART B - LIST OF DOCUMENTS ATTACHED

Sl. No.	COMPONENT	Remarks
1.	Company Registration Document (This has to be given for all participating bidders) e) Certificate of Incorporation / Registration certificates of the organization OR f) Memorandum & Articles of Association or Partnership Deed OR g) Proprietorship declaration (if applicable) OR h) Any other documents certifying the “legal registration” of the organization	Yes / No
2.	DPIIT registration certificate in case of “ Start Ups”	Yes / No
3.	MSME Certificate/Udyam Registration Certificate in case of MSME’s	Yes / No
4.	Relevant Valid Trade License, if applicable	Yes / No
5.	GST Registration Certificate, if applicable	Yes / No
6.	PAN Card (in the name of the firm/ proprietor/ partners/ Society/ Company/ Corporate body etc)	Yes / No
7.	Cover letter as per Annexure I	Yes / No
8.	Authorization to sign EOI document as per ANNEXURE - II	Yes / No
9.	Non-blacklisting undertaking as per ANNEXURE – III	Yes / No
10.	Turnover Declaration as ANNEXURE IV and related documents	Yes / No
11.	OEM Declaration as per ANNEXURE V	Yes / No
12.	CA Certificate of the CA along with UDIN certifying the Turnover Certificate	Yes / No



13.	Copy of signed EOI documents with addenda, if any	Yes / No
14.	Any other documents	Optional

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :



ANNEXURE - II

ON THE LETTER HEAD OF THE BIDDER

Ref:

Date:

To,

**The Managing Director,
NEHHDC Craft Promotion Center,
Garchuk, Pamohi Road,
Guwahati-781035**

SUB: AUTHORIZATION TO SIGN BID DOCUMENTS

REF: EOI FOR EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT

Sir,

This is to state that for the above said EOI, we have hereby authorized working in capacity of with M/s to execute all documents on our behalf for the above said EOI.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :

Designation :

Seal :



ANNEXURE-III

ON THE LETTER HEAD OF THE BIDDER

Ref:

Dated:

To,

The Managing Director,
NEHHDC Craft Promotion Center,
Garchuk, Pamohi Road,
Guwahati-781035

SUB: NON-BLACKLISTING UNDERTAKING

REF: EOI FOR EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT

Sir,

We confirm that our company have never been blacklisted in any manner whatsoever by any of the State/UT and/or Central Government in India in last three years on any ground.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :

Designation :

Seal :



ANNEXURE IV

TURNOVER UNDERTAKING BY CHARTERED ACCOUNTANT

(To Be Provided Only by The Bidder and this certificate must also have copies of balance sheet for the respective financial year).

SL. No.	Financial YEAR	TURN OVER
1	FY 2022-2023	
2	FY 2023-2024	
3	FY 2024-2025	
4	Average for 3 years	

Name and Signature of
Authorized Representative:

Name of the CA:
UDIN details of the CA:

Seal of Audit Firm:



ANNEXURE – V

DECLARATION REGARDING OEM / MANUFACTURER COMPLIANCE

(To be submitted on the Letterhead of the Bidder)

Ref:

Date:

To

The Managing Director

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC)

Craft Promotion Centre

Garchuk, Pamohi Road

Guwahati – 781035

Subject: Declaration regarding OEM / Original Manufacturer Compliance

Reference: EOI for Empanelment of Channel Partners for Supply of Materials / Items / Goods & Its Management

Sir,

I/We, _____ (Name of the Bidder) having our registered office at _____, do hereby solemnly declare and affirm as under:

1. I/We confirm that the materials/items/goods proposed to be supplied under this EOI and any subsequent work orders shall be:
 - a) Manufactured by us as an **Original Equipment Manufacturer (OEM) / Original Manufacturer; or**
 - b) Manufactured by our **member units / affiliated production units** (in case of SHGs, Cooperatives, Producer Groups, Weaver Societies); **or**
 - c) Sourced directly from the **Original Equipment Manufacturer (OEM)** against valid authorization, wherever applicable.
2. I/We undertake that the goods shall **not be sourced from unauthorized traders, stockists, or intermediaries**, and shall not include any **counterfeit, refurbished, re-branded, or sub-standard items**.
3. I/We agree to maintain complete **manufacturing and supply-chain traceability records** and shall provide, as and when required by NEHHDC:



- a) OEM authorization letters / manufacturing declarations
- b) Production or cluster details
- c) Batch-wise or lot-wise traceability documents
- d) Any other document required for audit, inspection, or verification

4. I/We acknowledge and accept NEHHDC's right to:

- a) Verify OEM/manufacturing credentials
- b) Conduct factory/cluster inspections, either directly or through third-party agencies
- c) Reject supplies not conforming to OEM or specification requirements, without any financial liability to NEHHDC

5. I/We understand that **any false declaration, misrepresentation, or deviation** from the above undertaking shall result in:

- a) Rejection of the bid and/or cancellation of empanelment
- b) Forfeiture of Bid Security / EMD, if applicable
- c) Termination of contract and initiation of appropriate legal and administrative action as per applicable rules

6. This declaration shall form an **integral part of the EOI, Letter of Empanelment, Agreement, and all Work Orders** issued thereunder and shall remain valid throughout the empanelment period.

Yours faithfully,

Signature:

Name of Authorized Signatory:

Designation:

Name of Organization:

Seal:



ANNEXURE VI

Format for Agreement

(To Be signed between NEHHDC and empaneled Agency or channel Partner).

AGREEMENT

This Agreement is made on/...../2026 between:

North Eastern Handloom & Handicrafts Development Corporation Limited (NEHHDC), a Central Public Sector Undertaking under the Ministry of Development of North Eastern Region, Government of India having office at (hereinafter referred to as "**NEHHDC**" which expression shall unless repugnant to the context include its successors, administrators, liquidators and its permitted assigns or legal representatives) of the 'FIRST PARTY'.

AND

..... having its office at(hereinafter referred to as "**XXXXXX**" which expression shall unless repugnant to the context include its Successors, administrators, liquidators and its permitted assigns or legal representatives) of the 'SECOND PARTY'.

Each of **NEHHDC** and **XXXXXX** being referred to individually as "PARTY", and jointly as "PARTIES".

WHEREAS

PART 1 - That the FIRST PARTY is an

PART 2 - That the SECOND PARTY has applied the EOI Number Dated: related to (Annexure)

PART 3 - The SECOND PARTY has been shortlisted for execution of project vide letter of Intent issued by the FIRST PARTY No: Dated:..... (**Annexure**).

PART 4 - The SECOND PARTY conveyed its acceptance to work with NEHHDC vide Letter of Consent no: Dated: (**Annexure**).

PART 5 - Based on the mutual discussions between the PARTIES, both the PARTIES are desirous of working together and are hereby recording their understanding, agreed terms and conditions by way of this Agreement.



NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND MUTUAL PROMISES AND COVENANTS HEREINAFTER SET FORTH, “NEHHDC” AND “XXXXXX” INTENDING TO BE LEGALLY BOUND HEREBY AGREE AS FOLLOWS:

1. **PROJECT DETAILS:**

1.1. Execution of Scope of work placed at para of the EOI placed at Annexure

2. **PAYMENTS:**

2.1. The payment shall be for each work order which is awarded by NEHHDC post empanelment of the SECOND PARTY through EOI placed at **Annexure**

2.2. That post award of work order, NEHHDC shall issue a written communication of the terms of payment given by it to the empaneled bidder.

2.3. The beneficiary will send an invoice to NEHHDC for release of applicable payments.

2.4. The payment to the SECOND PARTY shall be:

2.4.1. Released within 15 (Fifteen) working days of receipt of payments from the end client.

2.4.2. The Payment released shall be on pro-rata basis.

2.4.3. All payments shall be done after deduction of statutory taxes.

3. **COORDINATION**

3.1. That a Nodal Officer of the FIRST PARTY shall be responsible for all coordination with stakeholders during the project execution phase.

4. **SEVERABILITY**

4.1. In the event that any provision of this “Agreement” is rendered invalid or unenforceable by any law or regulation or declared null and void by any Court of Competent Jurisdiction, that provision shall be reformed, if possible, to conform to law and if reformation is not possible, then that part of the “Agreement” shall be amended/deleted, the remainder of the provisions of this MoU shall subject to this paragraph remain in full force and effect. Each of the provisions contained in this “Agreement” shall accordingly be severable, and the unenforceability of one shall not affect the enforceability of any others or of the remainder of this “Agreement”.

4.2. Any such addendum shall form a part of this “Agreement”.

5. **COMMUNICATIONS**



- 5.1. **Communications in Writing** - Any notice or other communication given or made under or in connection with the matters contemplated by this "Agreement" shall be in writing and in English and served through either speed post or email or facsimile transmission.
- 5.2. **Address for Notices** - That it shall be sent at the addresses mentioned in the "Agreement".
- 5.3. **Change of Address** - A Party may notify the other Party of a change to its addressee, provided that such notification shall only be effective on the date specified in the notification and its due intimation to the other PARTY.
6. **INDEMNITY CLAUSE:** That the both the PARTIES indemnify each other from any act of omission or commission due to their respective employees.
7. **SETTLEMENT OF DISPUTES:**
- 7.1. Save where expressly stated to the contrary in this "Agreement", any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this "Agreement" (the "Dispute") shall in the first instance be attempted to be resolved amicably through mutual discussions.
- 7.2. **Courts of Law:** If the Dispute is not amicably settled within 15 days of such meeting between the two, either Party may refer the Dispute resolution through Courts of Law at **Guwahati**.
- 7.3. **English Language** – All documentations shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.
8. **FORCE MAJEURE:**
- 8.1. If at any time, during the continuance of this contract, the performance in whole or in part by either party or any obligations under this contract gets affected by an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances shall be prevented or delayed by reason of war, or hostility, acts of the public enemy, civil commotion, riots, civil disorder, sabotage, fires, earthquake/storm/flood or other extreme adverse weather conditions, explosions, epidemics, pandemics, quarantine restrictions, strikes, power blackout due to grid collapse, lockouts, confiscation or any other action by Government Agencies



Administrative Order, Court Order, Bankruptcy, espionage, cyber hacking, other industrial action, political unrest, civil unrest, or act of God (Hereinafter referred to as Force Majeure Events).

- 8.2. That no penalty shall be levied on any of the affected PARTIES in case of force majeure event.
- 8.3. That if the performance in whole or part of any obligation under this contract is prevented or delayed because of any such event, the affected PARTY shall give extended time to complete the work affected due to force majeure conditions.
9. **COUNTERPARTS:** This "Agreement" shall be executed in English Language and may be executed in one or more counterparts each of which shall be deemed to be an original, but all such counterparts shall constitute one and the same instrument.
10. **GOVERNING LAW:** This "Agreement" shall be governed by and interpreted in accordance with the laws of the India and the courts at **Guwahati** shall have exclusive jurisdiction.
11. **AMENDMENTS:** That the PARTIES can amend / substitute / add any clause through mutual consent.
12. **ENTIRE AGREEMENT:** This "Agreement" constitutes the entire "Agreement" between the Parties hereto.

IN WITNESS WHERE OF THE PARTIES HERE TO HAVE THROUGH THEIR DULY AUTHORIZED REPRESENTATIVES PLACED THEIR RESPECTIVE HANDS AND SEALS HERE TO ON THE DAY AND YEAR FIRST HEREIN ABOVE MENTIONED:

For and on behalf of NEHHDC

For and on behalf of XXXXXX

Name:

Name:

Designation:

Designation:

