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NEHDC

पूर्वोत्तर हस्तशिल्प एवं हस्तकरपा विकास निगम लिमिटेड  
(भारत सरकार का उद्यम)  
North Eastern Handicrafts and Handlooms Development Corporation Limited  
(A Government of India Enterprise)



No.NEHHDC/CO/P&A/2023-24/14 / 2667

Date: 18/11/2023

NOTICE INVITING TENDER (NIT)

Northeastern Handicrafts and Handlooms Development Corporation (NEHHDC) Guwahati invites online bids in Two Bid System from eligible and qualified Bidders of India, for the following proposal:

NIT No.	Description
1	Designing, Fabrication and Setting up of 3D Selfie points in NER Region

Date and Time for publishing, Downloading, Last Date of online submission of Tender with other documents and other detailed terms & conditions of NIT are available on website: [www.nehhdc.com](http://www.nehhdc.com) and Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Further, prospective bidders are requested to keep watching website [www.nehhdc.com](http://www.nehhdc.com) regularly for any subsequent information/ corrigendum to the advertisement. There will be no separate advertisement for the same.

Managing Director  
North Eastern Handicrafts & Handlooms  
Development Corporation Ltd. (NEHHDC)

CIN: U361010ML1997GOI001696 | website: [www.nehhdc.com](http://www.nehhdc.com) | email: [md.nehhdc@gmail.com](mailto:md.nehhdc@gmail.com)

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



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NEHDC

North Eastern Handicrafts & Handlooms Development Corporation Ltd  
(A Government of India Enterprise)  
Garchuk, Pamohi Road, Guwahati-781035

Phone No.: +91 9864244533, +91 84739 54630

E-mail: [hr.nehhdc@gmail.com](mailto:hr.nehhdc@gmail.com)

No.NEHHDC/CO/P&A/2023-24/14 /2667

Date: 18/11/2023

Sub: Invitation of Bids for Designing, Fabrication and Setting up of 3D Selfie points in NER Region.

Tender in Two Bids system are invited from company/firm/agency for Designing, Fabrication and Setting up of 3D Selfie points in NER Region. Detailed information regarding the items, application/tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites:

- a) [www.nehhdc.com](http://www.nehhdc.com)
- b) Government of India Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. The interested bidders shall submit their tender documents through online mode only. Further, prospective bidders are requested to keep watching website [www.nehhdc.com](http://www.nehhdc.com) regularly for any subsequent information/corrigendum to the advertisement. There will be no separate advertisement for the same. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
- c) NEHHDC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.
- d) The NEHHDC reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NEHHDC without assigning any reasons thereof.

Managing Director  
North Eastern Handicrafts & Handlooms  
Development Corporation Ltd. (NEHHDC)

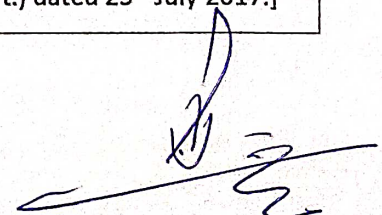
No.NEHHDC/CO/P&A/2023-24/14 / 2667

Date: 18/11/2023

Sub: Invitation of Bids for Designing, Fabrication and Setting up of 3D Selfie points in NER Region.

**Critical Data Sheet**

NIT ID (To be allotted by portal after uploading of tender):	
NIT Reference Number:	NEHHDC/CO/P&A/2023-24/14 / 2667
Date of release of NIT through e-procurement Portal:	18/11/2023
NIT Submission Start Date (Online mode):	18/11/2023
Start date for submission of query:	18/11/2023
Last date for submission of query:	21/11/2023
Pre-bid meeting date (Online mode):	22/11/2023
Last Date & time for submission of online Bid:	28/11/2023 & 02:00 PM
Date & time for opening of Technical Bid:	29/11/2023 & 02:00 PM
Date & time for opening of Financial Bid (Online):	To be informed to shortlisted Bidders after Technical Evaluation
Last date for Receipt of Tender fees and EMD:	28/11/2023
Tender Document Fee:	<b>Rs 1,500 /- (Rupees Fifteen Hundred only)</b> [TENDER FEE/COST: Tender cost will be exempted for Micro, Small and Medium Enterprises (MSMEs) as per Section-10 of the Public Procurement Policy for Micro, Small and Medium Enterprises (MSMEs) Order, 2012; dated 23-12-2012 from Ministry of Micro, Small & Medium Enterprises (MSMEs), Government of India and also for Startups as recognized by DPIIT.]
EMD:	<b>Rs 1,65,000 /- (Rupees One Lakh Sixty-Five Thousand only)</b> [EMD: EMD Fee will be exempted for Micro, Small and Medium Enterprises (MSMEs) and Startups as per Rule 170 (i) of GFR 2017 as revised Department of Expenditure office memorandum no.F.20/2/2014-PPD(Pt.) dated 25 <sup>th</sup> July 2017.]



## 1. INTRODUCTION

Incorporated in 1977, North Eastern Handicrafts and Handlooms Development Corporation (NEHDC), as the name suggests is an organisation that attempts to develop and promote the indigenous crafts of the region by connecting craftsmen to prospective markets and consumers and generating economic, cultural and social opportunities for creators while adding cultural value for consumers. The corporation is under the administrative control of the Ministry of Development of North Eastern Region (DoNER), Government of India. It offers a range of products from all the eight North Eastern states namely Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

## 2. REQUIREMENT

The objective of seeking Expression of Interest is for setting up of 3D Selfie Points in NER-region. Total 12 (Twelve) in numbers of 3D Selfie Points are to set-up in six states of NER in a phased manner as mention below. Phase I to be completed before 12 December 2023.

### PHASE I:

<u>SI No.</u>	<u>State</u>	<u>Location</u>	<u>Theme</u>
1.	Tripura	Tipura Sundari Mandal	Culture/Tourism
		Bir Vikram Airport, Agartala	Tourism/ Unakoti

### PHASE II:

<u>SI No.</u>	<u>State</u>	<u>Location</u>	<u>Theme</u>
1.	Arunachal	Mechuka Valley, Shi Yomi	Development/Infrastructure
2.	Manipur	KeibulLamjao National Park	Culture/Tourism
		Khongjom War Memorial, Khongjom	Eco-Tourism/Mountainous Site
		Mapal Kangjeibung(World's Oldest Living Pologround) Imphal West District	Wildlife
3.	Mizoram	Aizawl City Viewpoint, Aizwal	Tourism
4.	Nagaland	Hornbill Festival Field	Culture/Tourism
		Kohima War Cemetery, Kohima	Tourism
5.	Sikkim	Ravangla Buddha Park, Namchi	Tourism
6.	Tripura	Neermahal Palace, Rudijala	Development
		Sepahijala Wildlife Sanctuary	Infrastructure

### 3. Scope of work

#### (A) Design and Size.

3D Selfie Point is an interactive setup that captures three-dimensional images of people or objects. Unlike traditional 2D photos, 3D photos provide depth perception, allowing viewers to see the scene in a more realistic and immersive way. These booths use various technologies to capture and display 3D images, often creating a unique and engaging experience for users. These installations can be used in ongoing campaigns and be installed at public places like railway stations, bus stands, ASI Monuments, or any other tourist place suitable for the purpose.

The scope of work involves design, fabrication and setting up of 3D Selfie points of size 120 sq. ft. to 160 sq. ft. depending upon availability of space at the designated place. The design of selfie points would be provided by NEHHDC.

#### (B) Specifications and the Requirement are as under.

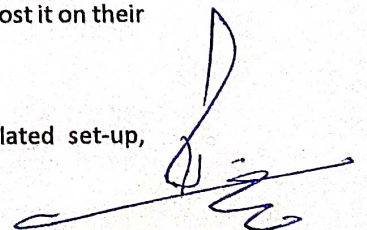
3D Selfie Points fabricated with Acrylic boards, Glass and fit-in lights. Such 3D Selfie Points could be fabricated with the sculptures/cut outs made of Acrylic boards with fit-in lights. In acrylic selfie booths there should be a base platform, over which the structure is installed, using desired cut out. This material shall also support lighting to give a very elegant and attractive appearance. Following are the key elements:

- (i) Base platform made of metal or MS pipe structure made of wooden material with carpet or vinyl prints covering the complete area of 3D Selfie / Photo Booths.
- (ii) The background board made of MDF pasted with carpet or vinyl prints giving the background to the whole structure of the selfie point.
- (iii) Computerised Numerical Control (CNC)-cut-life size cut-out of the VVIPs made of Acrylic boards pasted with carpet or vinyl prints.
- (iv) Computerised Numerical Control (CNC)-cut of logo/theme line/ tag line alphabets made of Acrylic boards and Glass with fit-in lights.

#### (C) Additional Services.

The agency setting up Selfie Points will also be required to provide below mentioned facilities / services at the selfie points:

- (i) The Agency will be responsible for house-keeping, maintenance, repair & refurbishing (if required) and 24x7 security for not less than two months after installation.
- (ii) Agency shall encourage people to take selfies and nudge them to post it on their social media handles under appropriate hash tags.
- (iii) The Agency will be responsible for all other ancillary jobs related set-up,



covering of structure if required, maintenance and removal of the structure as required by NEHHDC.

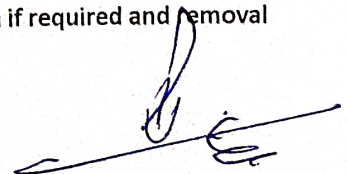
(D) The broad scope of work is described in the following table:

I. Table: Scope of work for Designing, Fabrication and Setting up of 3D Selfie points in NER Region

Sl.No	Item Description	Item Code/ Make	Quantity	Units
1	2	4	5	6
1	3D selfie / photo booth fabricated with Acrylic boards, Glass and fit-in lights Size 120 sq. ft. to 160 sq. ft. depending upon the design and availability of space (Minimum display period of 60 days)	100		
1.01	Tipura Sundari Mandal, Tripura	100.01	1	Nos
1.02	Bir Vikram Airport, Agartala, Tripura	100.02	1	Nos
1.03	Mechuka Valley, Shi Yomi, Arunachal	100.03	1	Nos
1.04	Keibullamjao National Park, Manipur	100.04	1	Nos
1.05	Khongjom War Memorial, Khongjom, Manipur	100.05	1	Nos
1.06	Mapal Kangjeibung (World's Oldest Living Pologround) Imphal West District, Manipur	100.06	1	Nos
1.07	Aizawl City Viewpoint, Aizawl, Mizoram	100.07	1	Nos
1.08	Hornbill Festival Field, Nagaland	100.08	1	Nos
1.09	Kohima War Cemetery, Kohima, Nagaland	100.09	1	Nos
1.10	Ravangla Buddha Park, Namchi, Sikkim	100.10	1	Nos
1.11	Neermahal Palace, Rudijala, Tripura	100.11	1	Nos
1.12	Sepahijala Wildlife Sanctuary, Tripura	100.12	1	Nos

## II. Details of Deliverables:

- ❖ Cost of Design, Fabrication, Installation, Maintenance and Security for 30 days: Such 3D Selfie / Photo Booths could be fabricated with the sculptures/cut-outs made of acrylic boards with fit-in lights. In acrylic selfie booths there should be a base platform, over which the structure is installed, using desired cut out. This material shall also support lighting to give a very elegant and attractive appearance. Following are the key elements of such booths:
  - Base platform made of metal or MS pipe structure made of wooden material with carpet or vinyl prints covering the complete area of 3D Selfie / Photo Booths.
  - The background board made of MDF pasted with carpet or vinyl prints giving the background to the whole structure of the selfie booth.
  - Minimum 4, maximum up to 7 depending upon the approved design Computerised Numerical Control (CNC)-cut elements depicting the characters / beneficiaries / mascots / key elements related to the respective initiative / scheme made of acrylic boards pasted with carpet or vinyl prints.
  - Computerised Numerical Control (CNC)-cut life size cut-out of the VVIPs made of acrylic boards pasted with carpet or vinyl prints.
  - Computerised Numerical Control (CNC)-cut of logo / theme line / tagline alphabets made of acrylic boards and Glass with fit-in lights.
- ❖ **The additional services:** The agencies setting up 3D Selfie/Photo Booths will also be required to provide below mentioned facilities / services at the selfie booth:
  - The Agency will be responsible for house-keeping, maintenance, repair & refurbishing (if required) and 24x7 security till the duration of the campaign as specified in the job order and also removal of the structure when the campaign is over or as and when directed by NEHHDC.
  - The Agency will be responsible for photography & videography at the Selfie points on regular basis of the people thronging the booth and upload at least 10 geotagged photos of different visitors in the booth per day and a one minute after installation of booth a one minute on the last day of campaign.
  - Agency shall encourage people to take selfies and nudge them to post it on their social media handles under appropriate hashtags.
  - Agency have to submit an interim report on fortnightly basis and complete report (after the dismantling of the 3D Selfie/Photo Booths) including the photos, social media feedback, feedback of visitors etc.
  - The Agency will be responsible for all other ancillary jobs related set- up, covering of structure if required, maintenance and removal of the structure as required by the NEHHDC.
- ❖ **Maintenance and Security etc. for beyond 60 days:** Cost of the below mentioned facilities / services at the selfie booth for each additional period of 60 days:
  - House-keeping, maintenance, repair & refurbishment (if required) and security (24X7) till the duration of the campaign as specified in the job order and also removal of the structure when the campaign is over or as and when directed by CBC/client
  - For photography & videography (as detailed in Scope of work).
  - All other ancillary jobs related set-up, maintenance, covering of booth if required and removal of the structure as required by the CBC/ Client.

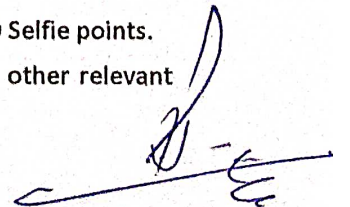


#### 4. Pre-Qualification Criteria (Terms & Conditions):

- I. The applicant should have registration with GST Department.
- II. The applicant should have Income Tax Registration (PAN).
- III. The applicant should not have been blacklisted / banned by any of the State and Central Government Departments. Assigned undertaking to this effect should be submitted on bidder's letterhead.
- IV. Joint Ventures are not allowed.
- V. The agency must have experience of doing such activity/events of setting up of Selfie Point/ Photo Booths/ Tableaux or setting up of Lounges which essentially includes designing, fabrication & on-site execution. The agency should have experience of completing similar type of Government activity last one year in the North Eastern States.
- VI. Copies of the work orders must attach with the tender.
- VII. The applicant firm/agency should have profit making P&L account and balance sheet.
- VIII. Preference will be given to the applicant who had done similar kind of activity in the North Eastern States.
- IX. Applicants have to submit the turnover certificate signed by the chartered accountant. The bidders having average annual turnover of **Rs 33,00,000 /- (Rupees Thirty-Three Lakh only)** with valid UDIN number during previous 3 Financial Year (2020-2021, 2021-2022 and 2022-2023) will be assigned full marks; others will be assigned proportionate scores. However, for the DPIIT-registered Start-ups subject to meeting of quality technical specifications, as per Office Memorandum No. F.20-2/2014-PPD (Pt.) of Department of Expenditure, and also as per Clause 1.10.4 of Goods Procurement Manual 2022 for Micro, Small and Medium Enterprises (MSMEs) average annual turnover criteria will be relaxed to **Rs 16,50,000 /- (Rupees Sixteen Lakh Fifty Thousand only)** or above for (the last three financial years 2020-2021, 2021-2022 and 2022-2023) The bidder shall provide registration certificate under DPIIT for the Start-ups and Micro, Small and Medium Enterprises (MSMEs) must submit Udyam registration certificate)

#### 5. Minimum eligibility condition to submit bids

- a) Interested company / firm / agency have to fulfill the following requirements and shall submit necessary documents as indicated below along with their application for pre-qualification for the aforesaid scope of work:
- b) Original company / firm / agency with proven track record.
- c) Must have similar experience of Designing, Fabrication and Setting up of 3D Selfie points.
- d) The company / firm / agency must have valid PAN, GST Registration and other relevant licenses issued by appropriate Authority.





- e) The company / firm / agency must be financially sound.
- f) The bidder must not be blacklisted/debarred from participation by any Government organisation.
- ❖ The following documentary evidence as proof of compliance to regulatory and other requirements (as applicable) shall be submitted by the Respondents (Submit photocopies signed by authorized signatory of the Bidder on each page)

**A. Statutory requirements**

1. Proof of incorporation/registration of the organisation
2. Income Tax registration (PAN)
3. GST Registration
4. Udyam Registration
5. Start-up registration
6. NSIC/MSME registration
7. Any other requirements

**Note:**

- a) If valid certificates are not available, proof of application for renewal should be provided.
- b) Valid certificates should be furnished within (Seven) days of closing of the Tender.

**B. Experience requirements**

- a) **Documentary evidence** of having similar experience of Designing, Fabrication and Setting up of 3D Selfie points during the previous 3 (Three) year's period (Work order, certificate of satisfactory completion of work may be submitted).
- b) Other conditions being equal, Preference will be given to the applicant who had done similar kind of activity in the North Eastern States.

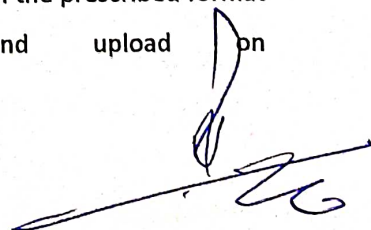
**6. How to apply**

**a. Pre-bid meeting :**

A Pre-bid conference will be held through on-line mode as per the following details:

- o **Date:** 22/11/2023
- o The Respondents interested to attend the pre-bid meeting are requested to send their queries to the following e-mail IDs **before 21/11/2023**
- o Email ID: hr.nehhdc@gmail.com.
- o The on-line meeting Link shall be mailed to the Respondents who will send their queries.

- b. The interested company / firm / agency shall submit the Bids in the prescribed format along with supporting documents in and upload on <https://etenders.gov.in/eprocure/app>.



**c. Corrigenda, Addenda, Amendments to the Tender:**

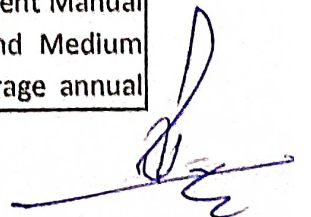
All Corrigenda, addenda, amendments, time extensions to the Tender, if any, will be hosted on the website of NEHDC (<https://nehdc.com/tender-and-notifications/>) and no separate notification shall be issued. Prospective Respondents against the Tender are requested to visit the website regularly to keep themselves updated.

**7. Evaluation Method for Short-listing the Bidders:**

- a. NEHDC will evaluate the Technical Bids for short-listing the Bidders and Financial Bids shall be opened only for the Technically Qualified Bidders. The Technical evaluation for the bids will be based on the criteria given in the next page.

**Criteria for Technical Evaluation of the Bidders**

Sr. No.	Parameters	Description of parameter	Score	Evaluation methodology
1.	Past experience	Experience of the Respondent in similar line of business	5	The bidder having experience of 3 years or more will be awarded full marks & others will be assigned scores proportionately.
2.	Turnover from business	Financial credential in terms of turnover from similar line of business	10	The bidders having average annual turnover of Rs 33,00,000 /- (Rupees Thirty-Three Lakh only) with valid UDIN number during previous 3 Financial Year (2020-2021, 2021-2022 and 2022-2023) will be assigned full marks; others will be assigned proportionate scores.  However, for the DPIIT-registered Startups subject to meeting of quality technical specifications, as per Office Memorandum No. F.20-2/2014-PPD(Pt.) of Department of Expenditure, and also as per Clause 1.10.4 of Goods Procurement Manual 2022 for Micro, Small and Medium Enterprises (MSMEs) average annual



				turnover criteria will be relaxed to Rs 16,50,000 /- (Rupees Sixteen Lakh Fifty Thousand only) or above for (the last three financial years 2020-2021, 2021-2022 and 2022-2023) The bidder shall provide registration certificate under DPIIT for the Startups and Micro, Small and Medium Enterprises (MSMEs) must submit Udyam registration certificate).
3.	Track record	Experience of having successfully executed similar works for the Government of Assam or Central Government	5	The bidders who have successfully executed Five or more similar supplies/works each of estimated cost or more during last 3 consecutive FY 2020-2021, 2021-2022 and 2022-2023 will be assigned full score, other bidders will be assigned proportionate scores.
4.	Work Experience in NER	The agency should have experience of completing similar type of Government activity last one year in the North Eastern States (FY 2022-2023)	4	Score 1 per work in NER (Max. score 4)
5.	Ability to supply	Ability to supply all items under a package	1	If yes score shall be 1 else zero.
		<b>Total Marks</b>	<b>25</b>	

**8. Pre bid briefing:**

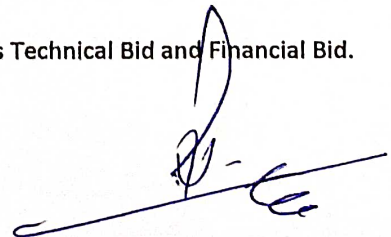
The Pre bid briefing will take place on 22/11/2023 from 03:00 PM. Prospective bidders can participate through video conferencing as per detail given in the Advisory.

**9. Validity of Bids:**

The Bids should remain valid for a period of 90 days from the last date of submission of the bids.

**10. SUBMISSION OF EXPRESSION OF INTEREST:**

Expression of Interest should be submitted in two formats that is Technical Bid and Financial Bid.



**11. Technical bid (following documents to be submitted):**

- Profile of the company / firm / agency.
- Detailed design and concept note etc for the selfie points.
- Details of similar activity done earlier along with the work order copies.
- Undertaking that the applicant have not been blacklisted / banned by any of the state and central government.
- Certificate of turnover signed by the chartered accountant.
- GST registration certificate.
- Any other certificate if taken by the company / firm / agency.

**12. Financial bid:**

- Financial bids shall be opened only for technically qualified short-listed Respondents.
- Financial Bid evaluation shall be based upon all-inclusive total cost. Final selection shall be on basis of L1.
- The quoted price in the Financial Bid should be total cost including GST and additional services

**13. Response formats:**

- The Respondents shall submit the Bid documents as per **Annexure I to VI** along with supporting documentary evidences. Only online Bids will be accepted in pdf format.

**14. General:**

The selected bidder will be responsible to ensure that suitable manpower is present at the site for co-ordination.

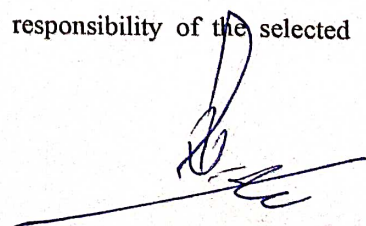
**15. Disclaimer:**

- a) The Tender Enquiry Document (TED) document is not an Agreement and is neither an Offer nor Invitation by the NEHHDC to the prospective Respondents or any other person.
- b) The purpose of this TED is to provide interested parties with information that may be useful to them in the formulation of their Proposals/Offer pursuant to this TED.
- c) Information provided in this TED document to the Respondents is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not 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 in the law expressed herein.
- d) NEHHDC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Respondent upon the statements contained in this TED document. NEHHDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TED.

- e) The issue of the TED does not imply that NEHHDC is bound to select any Respondents for the completion of Designing, Fabrication and Setting up of 3D Selfie points. NEHHDC reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- f) The Respondents shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, uploading of documents, 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 Proposal. All such costs and expenses will remain with the Respondents and NEHHDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Respondents in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

**16. Terms and conditions:**

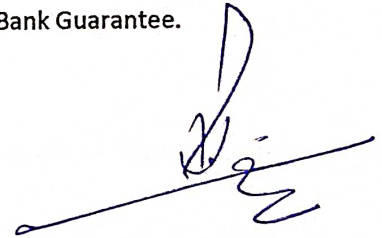
- a) The approved bidder will work under the directions and guidance of NEHHDC. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for NEHHDC are in accordance with the legal framework.
- b) Bid value shall be quoted in Indian Rupees only excluding all applicable taxes.
- c) It shall be responsibility of the agency to ensure applicability of local laws in respect of the manpower hired by them and tax related matters.
- d) The agency is required to sign each page of the bid documents by the authorized signatory. Validity of the bid shall be for 90 days from last day of submission of bids.
- e) NEHHDC requires that bidders under this contract observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The bidders have to bear the cost associated with the preparation and submission of tender documents to NEHHDC.
- f) NEHHDC will reject a proposal for award of work if it is determined that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- g) NEHHDC will declare an Applicant/Bidder ineligible, either indefinitely or a stated period of time, to be awarded a contract/contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- h) Agency will indemnify NEHHDC against any claim, loss, suit, liability incurred.
- i) A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.
- j) Approval of designs before setting up of selfie points is the responsibility of the selected applicant.



## 17. Other terms and conditions

- a) The TED document shall be submitted in English language only.
- b) The company/firm/agency shall submit documentary evidence in support of facts/claims submitted/made in response to the TED. Each page of the documents submitted (Uploaded) shall be signed and stamped by competent authority of the company/firm/agency
- c) The Respondents would be responsible for all its expenses, costs and risks incurred towards preparation of the TED document, attending any pre-bid/bid meeting(s) and visiting the site or any other location in connection therewith. NEHHDC shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the TED process.
- d) **Open responses received through e-mail/FAX or any other media shall not be considered.**
- e) **Payment terms shall be:** (a) 30% of contract value advance along with work order (Signing of contract) (b) 60% of contract value after certification of completion of work issued by the competent authority of NEHHDC (c) 10% balance after 60 days of completion of work. If during the 60 days period any operational problem/difficulties occur the supplier shall respond without delay to solve the problem/difficulty. Failure to do so may lead to forfeiting the amount.
- f) The successful company/firm/agency shall enter into an agreement with NEHHDC for post delivery services of the equipment wherever applicable.
- g) This TED document is not an Agreement or Offer. The purpose of this TED document is to provide the intended company/firm/agency with information to assist the formulation of their proposals. The TED does not claim to contain all the information the Bidders might require
- h) NEHHDC reserves the Rights to accept or reject any/all Bids or cancel the process at any time without any liability and assigning any reasons thereof.

Tender Document Fee: **Rs1,500 /- (Rupees Fifteen Hundred only)** and EMD: **Rs 1,65,000 /- (Rupees One Lakh Sixty-Five Thousand only)** may be paid through either (a) Demand Draft of any Scheduled Payable at Guwahati or (b) Net Banking or NEFT/RTGS (Name: AC&P Department, Northeastern Handicrafts and Handlooms Development Corporation Limited; Account No.: 50100500765215; Bank: HDFC Bank; Branch: Maligaon; IFSC: HDFC0002282; Account type: Current). Proof of payment must be uploaded along with the Technical Bid. Performance security may be in the form of Bank Guarantee.



**ANNEXURE-I**

**CHECKLIST FOR COMPULSORY DOCUMENTS TO BE SUBMITTED BY BIDDER**

Sl.No.	Title	Yes/No	Page No.
	Technical Bid		
1.	Certificate of incorporation/Firm Registration/Valid Trade License		
2.	PAN Card of the Company/Firm/Proprietor		
3.	GST Registration certificate		
4.	IT Return for last three years		
5.	Solvency Certificate from a Chartered Accountant		
6.	Purchase Order copies in the bidder's name for having completed the quoted works to any reputed organizations during previous three years		
7.	Any other document relevant to the Tender		
8.	Annexure I to VI		

Name, signature & Address of the Bidder with Stamp



ANNEXURE-II

UNDERTAKING

(To be submitted on Rs.100/- non-judicial e stamp paper)

1. I/we the undersigned certify that I/we have gone through the Terms & Conditions mentioned in the Tender document and undertake to comply with them. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of 90 days from date of opening of tender.
2. It is certified that rate quoted by me are the **lowest quoted** for any similar Government assisted organizations /schemes in India.
3. I/we undertake that I/we will be responsible for house-keeping, maintenance, repair & refurbishing (if required) and 24x7 security for not less than two months after installation.
4. There is no vigilance/CBI case or criminal court case(s) pending against my/our firm.
5. On Inspection if any article is found not as per supply order and specifications, it shall be replaced by me/us in time as asked for, at my /our own expenses.
6. I/we hereby undertake to Designing, Fabrication and Setting up of 3D Selfie points as per specifications and directions given in supply order within the stipulated period.
7. I/we abide by the condition that the appropriate authority of NEHHDC reserves the right to accept or reject any or all the Tenders without assigning any reasons(s) thereof.

Name, signature & Address of the Bidder with Stamp





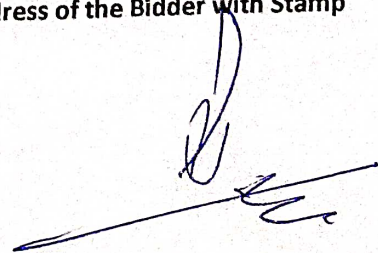
**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app> .

**REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e- Token.

**Name, signature & Address of the Bidder with Stamp**

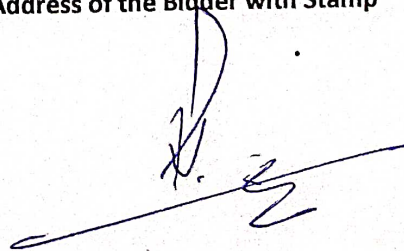


ANNEXURE – IV

TENDER TERMS AND CONDITIONS

- a. Tenders will be opened (online) in the Office of Northeastern Handicrafts and Handlooms Development Corporation (NEHHDC) Guwahati on the stipulated date and time.
- b. The Technical Bid shall not include the price of the items. Any Technical Bid quoting the price shall be rejected.
- c. The quoted price in the Financial Bid should be total cost including GST and additional services
- d. Only Technical bid (un-priced bid) will be opened first on the date mentioned. The price bid of the Technical qualified Bidders only will be considered for evaluation.
- e. The Bidder shall quote only in Indian Rupees.
- f. Successful bidders shall not be entitled to any rate revision of price for any reason except that allowed by the Government of India.
- g. The rates quoted should be valid for 90 days from the date of approval of the Tender and the quantity mentioned is on the basis of present requirements which are to be supplied within the period mentioned in the tender.
- h. The Agency will be responsible for house-keeping, maintenance, repair & refurbishing (if required) and 24x7 security for not less than two months after installation.
- i. The successful bidder shall furnish Performance Security Deposit @10% of the value of the contract.
- j. Appropriate authority of NEHHDC will be at liberty to terminate the tender proceedings without assigning any reasons thereof. The bidder will not be entitled for any compensation whatsoever in respect of such termination.
- k. The successful bidder should strictly adhere to the mentioned delivery schedule. Supply, installation and commissioning should be done within the prescribed period on the supply order.
- l. Bidder selection will be made on the basis of total cost (Technically qualified bids) mentioned in the price bid column.

Name, signature & Address of the Bidder with Stamp

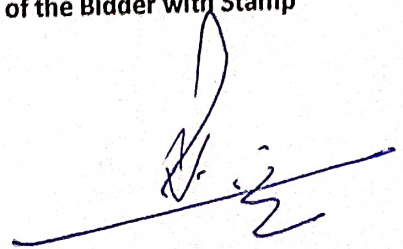


COMPANY PROFILE

1. Name of the firm:
2. Full Address:
3. E-mail Id:
4. Telephone/Mobile No.:
5. Fax No.:
6. Name & address of your Bankers:  
Stating the name in which  
the Account stands  
(Please give Account details)
7. Any other Information which you consider necessary to furnish:

Date:

Name, signature of the Bidder with Stamp

A handwritten signature in blue ink, consisting of a large, stylized initial 'D' followed by a horizontal line and some scribbles below it.

(LETTERHEAD)

**SELF-DECLARATION – NO BLACKLISTING**

Date:

To

The Managing Director  
NEHHDC

Dear Sir,

In response to the Tender Document for Designing, Fabrication and Setting up of 3D Selfie points in NER Region. I/we hereby declare that presently our Company/ Firm/ Agency \_\_\_\_\_ is having unblemished record and had never been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body during the previous 5 (Five) years.

I/we further declare that presently our Company/ Firm/ Agency \_\_\_\_\_ is not blacklisted / debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

Signature of Authorized Signatory and Seal of the Company/Firm

Place:

Date:

