

**NORTH EASTERN HANDICRAFTS AND HANDLOOMS
DEVELOPMENT CORPORATION LIMITED (NEHHDC)**

MINUTES OF PRE-BID MEETING

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

Particular	Details
EOI No.	NEHHDC/CO/SKILLS/CEP/2025-26/209/Pt-I/7480
Date of EOI	09.09.2026
Date of Pre-Bid Meeting	15.09.2026
Mode of Meeting	Video Conference (VC)
Venue for Physical Participants	NEHHDC, CPEC, Garchuk, Guwahati
Last Date for Submission	29.09.2026 up to 05:00 PM

1. Background

A Pre-Bid Meeting in connection with the above Expression of Interest (EOI) was held on 15.09.2026 through Video Conference (VC) to provide prospective applicants an opportunity to seek clarifications regarding the eligibility criteria, documentary requirements and other provisions of the EOI.

The EOI provides for a Pre-Bid Meeting on 15.09.2026 and specifies the mode/venue for the meeting. Representatives at Sl. Nos. 1 and 2 attended physically from the NEHHDC Office, CPEC, Garchuk, Guwahati, while the remaining participants joined through VC.

2. Participants

Sl. No.	CBO/MSME/Society/Enterprise	Authorised Representative	Designation	Mode
1	Neora Digital Services Pvt. Ltd.	Raju Ali	Director	Physical – NEHHDC
2	Neora Digital Services Pvt. Ltd.	Sajadul Islam	Project Coordinator	Physical – NEHHDC
3	Assam Professional Academy	Servi Konwar	Project Coordinator	VC
4	Ashabari Social Welfare	Gopal Banik	Secretary	VC
5	Tripuraghna Pvt. Ltd.	Alakesh Sharma	Director	VC
6	Naba Pratyay Foundation	Jitu Barua	President	VC
7	Lingthoingambi Handloom Handicraft Society	Rameshwar Thokchom	Coordinator	VC
8	Howly Samannay	Sabir Hussain	President	VC
9	Bright Foundation	Jahumroy Singpho	Coordinator	VC
10	Indian Grameen Services	Dr. Pradeep Bhuyan	Regional Head (NE)	VC
11	Lotus Heritage Group	Lotushree Borah	Founder	VC



3. Queries / Matters Raised During the Pre-Bid Meeting

The prospective applicants sought clarifications on provisions relating to eligibility, relevant NER experience, documentary evidence, MSME/Start-up provisions, constitutional documents and submission requirements. The following clarifications are recorded with reference to the provisions of the EOI:

Sl. No.	Query / Matter	Clarification
1	Documentary evidence for relevant NER experience	The applicant is required to demonstrate at least two years of relevant experience in the handloom and/or handicraft sector in the North Eastern Region (NER). Documentary evidence such as work orders, agreements, completion/acceptance certificates, engagement letters, project reports or other verifiable records shall be furnished as prescribed in the EOI.
2	Whether experience of an individual/promoter can be considered	The applicant shall satisfy the eligibility criteria specified in the EOI. The prescribed relevant NER experience shall be demonstrated through documentary evidence relating to the applicant in accordance with the EOI.
3	Experience where handloom/handicraft is one component of a broader project	Relevant documentary records may be submitted where they clearly establish the applicant's involvement in handloom/handicraft activities and demonstrate the prescribed experience in NER. The documents shall remain subject to scrutiny and verification against the eligibility requirement.
4	Udyam / MSME registration	Applicants claiming MSME status or applicable MSME benefit shall furnish a valid Udyam Registration Certificate and supporting documents as prescribed in the EOI and applicable Government provisions.
5	Turnover exemption for DPIIT-recognised Start-ups	The EOI provides that DPIIT-recognised Start-ups are exempt from the minimum turnover criterion. This exemption is limited to the turnover criterion and does not exempt a Start-up from the mandatory relevant NER experience requirement.
6	Turnover exemption for eligible SHGs	The EOI provides for exemption of eligible SHGs from the turnover criterion, subject to the conditions and documentary evidence specified therein.
7	MOA/AOA / constitutional documents	The applicant shall furnish its Registration/Certificate of Incorporation, MOA/AOA, Partnership Deed, Trust Deed or equivalent constitutional document, as applicable to its legal constitution and as required under the EOI.
8	Annexure-C	Annexure-C is the prescribed 'Authorization to Sign EOI Documents' and shall be furnished in the prescribed format, wherever applicable.
9	Original / supporting documents	NEHHDC may seek clarification or additional documentary evidence during scrutiny wherever necessary. Applicants shall produce original/supporting documents whenever required for verification in accordance with the EOI.

4. EOI Document Fee and Applicable Exemptions

The EOI specifies an EOI Document Fee of ₹5,000/-, non-refundable, payable in the prescribed manner. The EOI further provides that eligible exemptions shall be governed by the EOI and applicable Government policy.

The EOI specifically provides exemption from payment of the EOI Document Fee for eligible MSEs having valid Udyam Registration, subject to submission of valid documentary proof of the claimed status. The provisions relating to eligible Start-ups and SHGs are also governed by the terms specified in the EOI.



5. Written Queries Received Subsequently Through E-mail

The following written queries were received after the Pre-Bid Meeting and are therefore recorded separately. They shall not be treated as queries raised during the meeting.

5.1 ARHI-Social Educational Institutions

An e-mail dated 17.09.2026 was received from ARHI-Social Educational Institutions seeking clarification regarding exemption from the EOI Document Fee for Udyam-registered MSEs. The applicant sought clarification regarding applicability of the exemption to offline submission, requirement of any separate declaration/format, and whether the Udyam Registration Certificate alone would constitute sufficient documentary proof.

Clarification:

As provided in the EOI, eligible MSEs having valid Udyam Registration are exempted from payment of the EOI Document Fee, subject to submission of valid documentary proof of the claimed status. The exemption shall be governed by the provisions of the EOI and the prescribed requirements relating to submission.

5.2 Indian Grameen Services

An e-mail dated 19.09.2026 was received from Dr. Pradeep Bhuyan, Regional Head – North East, Indian Grameen Services, seeking clarification regarding the nature of documents that may be accepted as evidence of the prescribed two years' relevant handloom/handicraft experience in NER, particularly where handloom activities form one component of broader livelihood/development projects.

A subsequent e-mail dated 19.09.2026 requested that the clarification be provided in the prescribed format.

Clarification:

Where handloom/handicraft activities form part of a broader livelihood/development project, the applicant may submit relevant documentary records, including work orders, agreements, completion/acceptance certificates, engagement letters, project reports or other verifiable records, provided such documents establish the applicant's relevant handloom/handicraft experience in NER for the prescribed period. The documents shall be subject to scrutiny and verification in accordance with the EOI.

6. General Observations

- i. The clarifications recorded in these Minutes are intended to explain the provisions already contained in the EOI.
- ii. No new eligibility criterion, exemption or relaxation is being introduced through these Minutes.
- iii. The mandatory eligibility criteria specified in the EOI shall remain unchanged.
- iv. Any exemption from the minimum turnover criterion available to an eligible category shall not be construed as exemption from the mandatory relevant NER experience requirement unless specifically provided in the EOI.
- v. Any material amendment, modification or relaxation of the EOI, if considered necessary, shall be issued separately through a formal corrigendum/addendum and communicated through the prescribed official channel.
- vi. The attendance sheet and written queries received through e-mail shall be retained as part of the official procurement record.



7. Submission / Approval

The above Minutes of Pre-Bid Meeting, together with the queries/clarifications and the written queries subsequently received through e-mail, are submitted for consideration and approval of the Competent Authority.

- i. Approval of the Minutes of Pre-Bid Meeting and the proposed clarifications.
- ii. Approval for communicating/uploading the approved clarifications uniformly to all prospective applicants through the prescribed mode.
- iii. Further necessary action in accordance with the EOI and applicable procurement procedure.

Note: The Minutes should be read together with the EOI, attendance sheet and written queries received through e-mail, all of which shall form part of the procurement record.

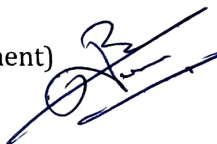
This is issued with the Approval of the Competent Authority.

Signature of Committee Members:

1. Shri Basudev Dutta, DGM (Technical)



2. Shri Nibir Barman, Manager Sr. Grade (Admin & Procurement)



3. Shri Neeraj Kumar, Manager Jr. Gr. (Skill Department)

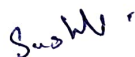
4. Shri Rituparna Kalita, CS



5. Shri Amarjyoti Dutta, Finance Officer



6. Shri Suahanta Chakrabarty, Dy. Manager (Skill Department)



7. Shri Nayan Kamal Kalita, Asst. Manager, Sr. Grade (Admin & Procurement)

