

Minutes of Pre-Bid Meeting

Subject: EXPRESSION OF INTEREST (EOI) FOR "EMPANELMENT OF CHANNEL PARTNERS FOR SUPPLY OF MATERIALS/ITEMS/GOODS & ITS MANAGEMENT"

Tender ID: 2026_NEHHDC_261282_1

Tender Ref. No: NEHHDC/BD/SM/CP/2025-2026/183/6849

Date: 09.01.2026

Time: 02:30 PM

Venue: NEHHDC, Garchuk, Guwahati

The following Bidders' Representatives attended the pre-bid meeting:

Sl. No.	Representative Name	Name of Prospective Bidders/Firm
1	Mr. Arun Agarwal	Waever Enterprises, Mathura
2	Mr. Ishank Agarwal	MG Khadi, Gujarat

Name of NEHHDC officers/officials:

Sl. No.	Name of the Officials	Designation
2	Shri. Gyanendra Dwivedi	Sr. Manager (Marketing & Operations)
3	Shri. Nibir Barman	Manager Sr. Grade (Admin & Procurement)
4	Shri. Subharsish Hazarika	Manager (Business Development)
5	Shri. Rituparna Kalita	CS
6	Shri. Luit Rajbongshi	Asst. Manager (Admin & Procurement)
7	Shri. Nayan Kamal Kalita	Asst. Manager Sr. Grade (Admin & Procurement)

Discussions and Clarifications:

Sl. No.	Prospective Bidder Name	EOI Document Reference(s) (Section & Page Number(s))	Points of clarification	Clarification
1	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page 14, Point c	Regarding the document mentioning the Trade License.	A trade license is a basic document issued by the govt of that particular state. Anything permitted by the govt. of the particular state for carrying out the business. It is a compulsory document that needs to be submitted along with the other necessary documents.
2	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page 14, Point b	OEM supporting documents	Any document that signifies the firm as the Original Manufacturer needs to be submitted. Requested to mention in the other relevant documents resembling the same, in lieu of the OEM certificate, we are hereby attaching the relevant docs. While submitting the tender documents.
3	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page 22: Point - 24: Sub Point 13	Clarification regarding: The Copy of Signed EOI Documents	The EOI document needs to be printed out, and the authorised signatory must sign in all EOI doc pages before submitting the same along with the Tender documents.

4	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page 28, Point: 39, Sub Point: i	Would the authorised reseller be also be eligible to apply in this EOI if they are empanelled with the OEM?	The clarification shall be communicated through the official email.
5	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page 37, Point: 1, Sub Point: c	Does having a handloom mark is compulsory to participate in this EOI?	Having a Handloom Mark will always be a value addition to the product. However, requirements will be provided by NEHHDC on a case-by-case basis, specifying the Technicalities and Other requisite factors.
6	Mr. Ishank Agarwal (MG Khadi, Gujarat)	Page: 11, Point - 2	There are multiple categories in this EOI document. Do we need to show the OEM document for all product categories, or a single OEM will be acceptable for all sub categories of products as listed in the EOI document?	The clarification shall be communicated through the official email
7	Mr. Arun Aggarwal (Weaver Enterprises, Mathura)	Page 28, Point: 39, Sub Point: i	We are the authorised dealer but not an OEM. Will this make it eligible for participation in EOI or not?	The clarification shall be communicated through the official email

Summary:

The pre-bid meeting was conducted successfully with participation from the prospective bidders. Representatives from prospective bidder firms participated in the meeting and sought clarifications on various provisions of the EOI document. Officials of NEHHDC were present to address and record the queries raised.

During the meeting, prospective bidders sought clarifications on various provisions of the EOI document. Clarifications were provided regarding mandatory eligibility documents, including the requirement of a valid Trade License issued by the concerned State Government and the submission of appropriate supporting documents establishing OEM status. It was clarified that in lieu of a specific OEM certificate, relevant supporting documents substantiating original manufacturing credentials may be submitted.

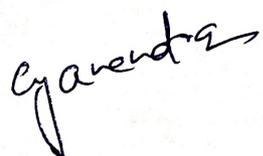
Procedural clarification was also provided regarding submission of the EOI document, wherein it was specified that the EOI must be printed and duly signed on all pages by the authorised signatory before submission along with the tender documents.

Certain queries relating to the eligibility of authorised dealers/resellers, applicability of OEM documentation across multiple product categories, and participation eligibility in the absence of OEM status were noted. It was informed that clarifications on these matters shall be communicated through official email after due examination.

With respect to product certification, it was clarified that possession of a Handloom Mark would be considered a value addition; however, specific technical and eligibility requirements would be determined and communicated by NEHHDC on a case-to-case basis.

The meeting concluded with the assurance that all clarifications requiring further examination would be issued through official email communication, in accordance with the provisions of the EOI document.

Officials of NEHHDC:

- Shri. Gyanendra Dwivedi, Sr. Manager (Marketing & Operations) 
- Shri. Nibir Barman, Manager Sr. Grade (Admin & Procurement) 
- Shri. Subharsish Hazarika, Manager (Business Development) 
- Shri. Rituparna Kalita, CS
- Shri. Luit Rajbongshi, Asst. Manager (Admin & Procurement) 
- Shri. Nayan Kamal Kalita, Asst. Manager Sr. Grade (Admin & Procurement) 