



पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड
(भारत सरकार का उद्यम)

North Eastern Handicrafts and Handlooms Development Corporation Limited
(A Government of India Enterprise)



GSTIN: 18AABCN3014D1Z1

File No: HHDC/BD/ASTHALAKSHMI-DARSHAN/2025/138/6581 Date: 17.09.2025

PRE BID SUMMARY

Subject: Request for Proposal for "Selection of Implementation Partner for Ashtalakshmi Darshan – Youth Exchange Programme"

Tender ID: 2025_NEHHD_247296_1

Tender Ref. No.: HHDC/CO/BD/AD/2025/138/6581

A pre-bid meeting was convened on **11th September 2025 at 11:00 AM** at the Corporate Office of **North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), Garchuk, Guwahati**, in connection with the Request for Proposal for "Selection of Implementation Partner for Ashtalakshmi Darshan – Youth Exchange Programme" (Tender ID: 2025_NEHHD_247296_1; Tender Ref. No: HHDC/CO/BD/AD/2025/138/6581). The meeting was attended by representatives of prospective bidders along with officials of NEHDC. The objective of the meeting was to provide clarifications on the provisions of the RFP document and to address queries raised by the participating bidders.

The queries raised by the bidders were discussed in detail and clarifications were provided accordingly. The summary of discussions, clarifications, and decisions are enclosed herewith as part of the **Minutes of Pre-Bid Meeting**.

This is issued with the approval of the Competent Authority.


Manager Sr. Grade
(Admin & Procurement)

NEHDC Ltd.

Encl.: Minutes of Pre-Bid Meeting dated 11.09.2025

Minutes of Pre-Bid Meeting

Subject: Request for Proposal for "Selection of Implementation Partner for Ashtalakshmi Darshan - Youth Exchange Programme"

Tender ID: 2025_NEHHD_247296_1

Tender Ref. No: HHDC/CO/BD/AD/2025/138/6581

Date: 11.09.2025

Time: 11:00 AM

Venue: NEHHD, Garchuk, Guwahati

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

Sl. No.	Representative Name	Name of Prospective Bidders/Firm
1	Mr. Abhishek Sharma	MOLOG
2	Mr. Himadri Guha	Sanket Communications Pvt. Ltd.
3	Mr. Santosh Kumar Tiwari	All India Institute of Local Self-Government (AIILSG)
4	Mr. Arup Mitra	Jupiter Eventcom

Name of NEHHD officer's/official's:

Sl. No.	Name of the Officials	Designation
1	Smt. Roushan Rahman	DGM (Finance)
2	Shri. Gyanendra Dwivedi	Sr. Manager (Marketing & Operations)
3	Shri. Nibir Barman	Manager Sr. Grade (Admin & Procurement)
4	Shri. Subharsish Hazarika	Manager (Business Development)
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	References	Query	Clarification
1	Mr. Abhishek Sharma, MOLOG	Page No: 20 - Point 5.2: Eligibility / Pre-Qualification Criteria Under Sub Point a: Legal Status: The bidder/consortium partner should have office in any of the North-Eastern States (Valid GST / Trade license to be submitted as a proof).	Is it compulsory to have an office setup in North East India? If given a written declaration, we can set up the office in 2 weeks. We already have experience working in the North East.	It was clarified that having a prior office setup in any of the North-East States is essential. However, any prospective bidder who is interested in participating in the Tender and does not have an office setup in NE can explore the option of a Consortium or a Joint Venture.
2	Mr. Abhishek Sharma, MOLOG	Page No: 21 - Point 5.2: Eligibility / Pre-Qualification Criteria	Is it possible to reduce the participants to 100?	The eligibility requirement of 500 participants in a single assignment has been retained.

		<p>Under Sub Point c: Experience: The bidder must have executed at least 2 assignments in the last 5 years that involved two or more of the following components, at a scale of at least 500 participants in a single assignment, preferably under Government/PSU/ Industry Federation's sponsorship:</p>		
3	Mr. Santosh Kumar Tiwari, All India Institute of Local Self-Government (AIILSG)	<p>Page No 5: Point No. 3. Instructions to Bidders (ITB)-Data Sheet: Sub Point 3.2 Eligibility of Bidders: At least two assignments of minimum single Work Order value ₹30 lakh each, covering one or more components such as academic/training delivery (with faculty, kits, certification) or documentation & awareness campaigns (reports, media, IEC), preferably under Govt./PSU/Industry Association sponsorship.</p>	The bidder requested a reduction of the single work order value requirement from Rs. 30 lakh to Rs. 15 lakh.	It was clarified that the prospective bidder may submit the request formally via email with proper justification.
4	Mr. Himadri Guha, Sanket Communications Pvt. Ltd.	<p>Page 25: Point 5.6 QCBS Evaluation:</p>	Clarification was sought on whether the scoring ratio may be revised to 80:20, considering the vast nature of the assignment.	It was clarified that the QCBS scoring ratio has been fixed at 70:30, in alignment with the provisions of the General Financial Rules (GFR), which allows a maximum of 70:30. The prospective bidder has been requested to submit the query through email with suitable reasons and justification for further examination.
5	Mr. Himadri Guha, Sanket Communications Pvt. Ltd.	<p>Page 25: 5.7. Bid Security (EMD): Point 5.7:</p>	Clarification was sought on whether Bid Security (EMD) is exempted for MSMEs.	It was clarified that the Bid Security (EMD) exemption is not applicable for MSMEs under this RFP. This condition has been retained as the RFP is for mobilising students from Non-North East states to NER which involves risk & safety of the students, as such an experienced and non-start-up vendor is required for proper and smooth implementation of the project.

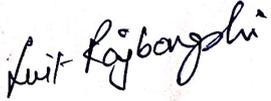
Summary

The Pre-Bid Meeting for the RFP was conducted successfully with active participation from prospective bidders. Clarifications were provided on eligibility and pre-qualification requirements, experience criteria, QCBS evaluation methodology, and bid security provisions.

It was reiterated that an office in the North-Eastern States is essential for effective mobilization, the minimum experience requirement of 500 participants per assignment is retained and the work order value of Rs. 30 lakh is also retained. The QCBS ratio will remain at 70:30 in line with GFR provisions, and no exemption of Bid Security (EMD) will be allowed for MSMEs.

Bidders were advised to submit any further queries or justifications in writing via email for consideration, and any subsequent modifications will be issued through an official corrigendum.

Officials of NEHDC:

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