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NEHDC

**North Eastern
Handicrafts and Handlooms
Development Corporation**

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION & APPOINTMENT OF
“CONSULTANCY FIRM” FOR FILING OF
GEOGRAPHICAL INDICATION (GI)
APPLICATIONS FOR NORTH EASTERN
HANDLOOM AND HANDICRAFT PRODUCTS**



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DISCLAIMER

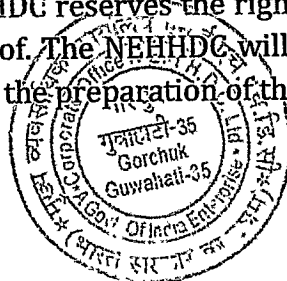
The information contained in this Request for Proposals document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) with the prospective Bidders and shall not be treated as binding on NEHHDC upon merely its acceptance by the prospective Bidders. The purpose of this RFP is to provide bidders with information that may be useful to them in the formulation of their proposals according to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the NEHHDC with respect to the consultancy for filing Geographical Indication (GI) applications for North Eastern Handloom and Handicraft Products. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct other than for the limited purpose of giving a background of this scheme and hence each bidder should, therefore, conduct his investigations and analysis and check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the applicants is on a wide range of matters, some of which depend on the interpretation of the 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. The NEHHDC accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.

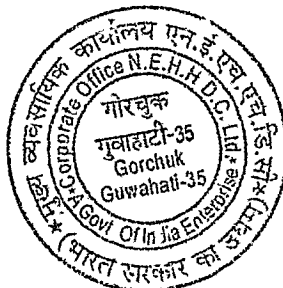
The NEHHDC, and its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment, or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The NEHHDC reserves the right to change any or all conditions/information in this RFP Document by way of revision, deletion, updating, or annulment through the issuance of an appropriate addendum and/or modify the scope of work for filing Geographical Indication (GI) applications for North Eastern Handloom and Handicraft Products as the NEHHDC may deem fit without assigning reason thereof. The NEHHDC reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The NEHHDC will not entertain or be liable for any claim for costs and expenses concerning the preparation of the proposals to be submitted in



response to this RFP Document. The NEHHDC also accepts no liability, whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any bidder upon the statements contained in this RFP.

The bidder/applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NEHHDC, or any other costs incurred in connection with or relating to its proposal for filing Geographical Indication (GI) applications for North Eastern Handloom and Handicraft Products. All such costs and expenses will remain with the applicant and the NEHHDC shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by an applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



Request for proposal(RFP)

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) invites Request for Proposal (RFP) under two bid system i.e (a) Technical bid (b) Price Bid through CPP portal for selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) for a period of five (05) years. Eligible and interested party may submit their "Proposal" with requisite documents. For details, visit: www.nehhdc.com/www.eprocure.gov.in

The Schedule of RFP:

1	RFP No.	HHDC/CO/MKTG/GI/Application/2023
2	Description of Service	Request for selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC).
3	Scope of Work	The Consultancy Firm/Agency/Organization shall be responsible for registration of unique & indigenous products from the NE region and providing end to end services as mentioned in "Scope of work".
4	Date of issue/download of RFP	20.05.2025
5	Date of pre-bid meeting	27.05.2025
6	Venue of Pre-Bid Meeting	Online Mode (Through VC). The VC link will be provided on the official website of NEHHDC (www.nehhdc.com).
7	Last Date and Time for Receiving RFP	05.06.2025 (3:00 PM)
8	Time and Date of opening of RFP	06.06.2025 (3:00 PM)
9	Date and Time of Result	After the Completion of Scrutiny.
10	Bid Validity Period	Ninety (90) days from the last date of bid submission
11	Submission of RFP	Through the CPP portal only.
12	Subject Line for Submission of Proposal	Request for selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC).
13	Website for Downloading the RFP	1. (www.nehhdc.com) 2. (www.eprocure.gov.in)

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC)



Managing Director

About North-Eastern Handicrafts and Handloom Development Corporation (NEHHDC):

North Eastern Handicrafts and Handlooms Development Corporation (NEHHDC), incorporated in 1977, is an organization 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 eight North Eastern states, namely Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura. The organization procures handicrafts and handlooms from artisans and weavers across the region and retails the same through its chain of "Purbashree" Emporia located at Shillong, Guwahati, Kolkata, New Delhi and Gujarat with the vision of opening twelve (12) new showrooms in major cities across India. Moreover, it promotes the products at various national and international markets through exhibitions and trade fairs. The Corporation also conducts training programmes and seminars for skill and knowledge upgradation of the artisans and weavers.

1. Background of the RFP:

North Eastern Handicrafts and Handlooms Development Corporation (NEHHDC) have identified 116 products that are traditional, unique and indigenous to the North Eastern region and have the potential to qualify for Geographical Indication (GI) registration under the Geographical Indications of Goods (Registration and Protection) Act, 1999. GI registration will provide legal protection to these traditional products, preserve their heritage, prevent unauthorized use and enhance their market value both at the national and international level.

2. Objective of the Assignment:

The primary objective of the assignment is to assist North Eastern Handicrafts and Handlooms Development Corporation (NEHHDC) in identifying, documenting, filing and following up on GI applications for eligible handloom and handicraft products of the North Eastern states, leading to successful GI registration.

3. Scope of work:

I. Identification and Prioritization of Products

- a. Assist NEHHDC in identifying suitable products for GI filing through desk research, field visits, and stakeholder consultations.
- b. Prepare a prioritization matrix based on uniqueness, artisan base, market potential, and documentation readiness.

II. Stakeholder Engagement

- c. Conduct field visits to artisan clusters, interact with artisan groups/SHGs/cooperatives.
- d. Organize consultation meetings and documentation workshops.

III. Preparation of GI Application

- e. Collect historical, geographical, cultural, technical, and scientific data and evidences.



- f. Draft the Statement of Case, submit technical descriptions, and prepare the GI application as per the format prescribed by the GI Registry.

IV. Filing of Application and Legal Representation

- g. File the application(s) with the GI Registry, Chennai.
- h. Respond to queries and examination reports from the GI Registry and attend hearings if required.
- i. Ensure the process is taken to completion till the issuance of the GI Certificate.

4. General Conditions

- i. The RFP documents can be downloaded from the website of North Eastern Handicrafts and Handlooms Corporation Limited and the CPP portal.
- ii. Online tenders addressed to **Managing Director (MD), North Eastern Handicrafts and Handlooms Corporation Limited, Guwahati, Assam** must be submitted through the CPP portal only **on or before 05.06.2025 (3:00 PM)**
- iii. The proposals shall be submitted in the following manner and shall contain details/documents as listed below:
- a) Forwarding letter on the letterhead of the firm/organization.
- b) A complete set of the RFP documents along with all other supporting documents duly filled and signed by the authorized signatory of the firm/organization with the official seal of the organization/firm etc.
- c) In case the proposals are being submitted by a partnership firm, it must be signed by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
- d) An Index page showing contents/annexure & page no should be annexed first, followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as a token of acceptance of Terms & Conditions. In case the proposals are signed by any Authorized signatory, a copy of the power of attorney/ authorization letter (in the company's letterhead) is to be enclosed along with the Bid
- e) It shall be ensured that every page of the bid document is duly numbered and signed with the seal of the bidder without any cutting and overwriting.
- iv. Falsification/suppression of information shall lead to disqualification of the bidder/cancellation of the contract, even after the award of work during the currency of the contract.
- v. Bidders shall not obtain or attempt to obtain any unfair advantage over other bidders in the preparation and submission of their proposals. Engaging in such practices may lead to disqualification of the bidder.
- vi. Tenders received after the prescribed time and date will not be considered.
- vii. Conditional tenders will not be accepted and will be summarily rejected.
- viii. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing of bids will be treated as cancelled.
- ix. Any changes/modifications with respect to this RFP will be duly notified on our official website.
- It shall be ensured that every page of the RFP document is duly numbered and signed with the seal of the bidder without any cutting and overwriting.

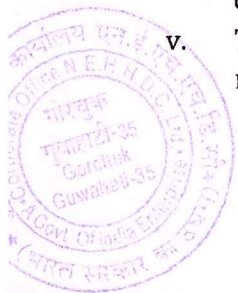


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- xi. North Eastern Handicrafts and Handlooms Corporation Limited will have the option to terminate the contract if the bidder commits a breach of any of the conditions contained in this RFP and fails to render the services to its satisfaction, and is also entitled to recover any losses from the bills as submitted to NEHHDC.
- xii. The contractor/firms/organizations shall comply with the legal bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.
- xiii. In case of any employee problems related to the workmen staff of the vendor, the same will be settled at the vendor's end only.
- xiv. It will be the firm's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
- xv. The firm shall not use North Eastern Handicrafts and Handlooms Corporation Limited address on his letter-head/ stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on North Eastern Handicrafts and Handlooms Corporation Limited premises.
- xvi. The vendor shall remove any employee immediately for engagement with NEHHDC without any cross question who, in the opinion of North Eastern Handicrafts and Handlooms Corporation Limited, is guilty of misconduct, or is in any manner unfit or unsuitable for service.
- xvii. The bidder shall ensure that none of his personnel on duty is inebriated state or consumes drugs, prohibited substances, etc, while on duty on behalf of North Eastern Handicrafts and Handlooms Corporation Limited.
- xviii. The track record of the bidder should be clean and should not have any involvement in illegal activities or financial fraud. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
- xix. The vendor/firm should not assign or sublet the work or any part of it to any other vendor/firm in any form. Such actions shall result in the termination of empanelment.
- xx. North Eastern Handicrafts and Handlooms Corporation Limited reserves the right to reject any or all of the tenders received without assigning any reason thereof.
- xxi. Any changes/modification with respect to this RFP will be duly notified on our official website/CPP portal.
- xxii. **Any dispute arising out of the contract will be settled under the Guwahati Jurisdiction.**

5. Specific Terms and Conditions:

- i. It must be a legally constituted NGO/Society/Not for Profit Organization/Co-operative Society that possesses the required licenses, registrations etc, as per law with prior validity at least for 12 months from the date of the submission of the proposal.
- ii. No escalation in rates on any account will be permitted during the contract period.
- iii. Applicable taxes will be deducted at source at the time of settlement of bills. All bills must be submitted, inclusive of all applicable taxes.
- iv. The bidder shall comply with the legal bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.
- v. The employees engaged by the bidder shall be trained and experienced people related to the works related to registration of GI products.



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6. Tender fees:

The participating bidder has to deposit non -non-refundable fees of Rs 500/- plus 18% GST in the below-mentioned bank details. The participating bidder has to submit the physical proof of depositing the tender fees along with the RFP at the time of submission.

7. Earnest Money Deposit (EMD):

- a) The participating bidders will be required to deposit an amount of Rupees 5,80,000/- (Five Lakhs Eighty Thousand) only in the form of EMD amount by depositing the same in the bank details as provided below. However, in this regard, **MSME, MSE and the firms as mentioned in point 7.3 under Chapter 7 of the DPS guidelines are exempted from depositing the EMD amount.**

Sl No.	Bank Account Details:	
01	Name of the Bank	State Bank of India
02	Branch Name of the Bank	Garchuk
03	Account Number	10566982760
03	IFSC code of the Bank	SBIN0005240
04	MICR code of the Bank	781002034

- b) The EMD amount of the unsuccessful bidder will be returned to their respective bank accounts, the bank details of which are required to be provided by each & every Bidder in a separate sheet and should be properly indexed, mentioning the page number where it is provided. NEHHDC will not be liable to refund the EMD of the unsuccessful bidders, if the same is not submitted along-with the tender documents with proper indexing. NEHHDC will not be liable for any wrong payment in the form of EMD refund, if the bank details are not submitted correctly along with the tender documents.
- c) The participating bidders must submit supporting documentary proof of submission of an amount equivalent to the EMD amount in the NEHHDC bank account through online mode, and it should be clearly indexed, showing the page number as incorporated at the time of submission of the tender document.

8. Security Deposit (SD):

- a) **Security Deposit:** The **successful bidder/Party** shall provide a **Security Deposit of Rs. 1450000 /-** (Rupees Fourteen lakhs fifty thousand) only as a security deposit, which will be held by NEHHDC until the contract ends.
- b) The security deposit may be adjusted with the EMD amount of the successful bidder at the request of the bidder. In such a case, the EMD money of the successful bidder will be treated as a Security Deposit, and the successful bidder will have to deposit the balance amount by means of a Demand Draft from a scheduled bank drawn in favour of "**North Eastern Handicrafts and Handlooms Corporation Limited**" payable at Guwahati.
- c) The successful bidder will be required to deposit the amount of security deposit in the form of Performance Bank Guarantee (PBG) or Demand Draft in favor of **North Eastern Handicrafts and Handlooms Development Corporation Limited** payable at Guwahati within 10 (ten) working days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of **Rupees 1450000/-** (Fourteen lakhs fifty thousand) **only in the form of Performance Bank Guarantee (PBG)/Demand Draft** shall be refundable within 45 days after the expiry of the contract,



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subject to successful completion of the work as per the " Scope of Work". (As per DoE Office Memorandum no. F.1/2/2023-PPD dated 01.01.2024). The security deposit shall be **returned upon contract completion**, after clearing all financial obligations.

- d) The contract order shall automatically become null & void, and EMD will stand forfeited on the contracting firm if it fails to deposit the amount as above within the specified time limit
- e) NEHHDC is not responsible/ accountable for any commission amount deducted by the Bank for the purpose of issuance of a Bank draft or any other similar documents.

9. Requisite documents:

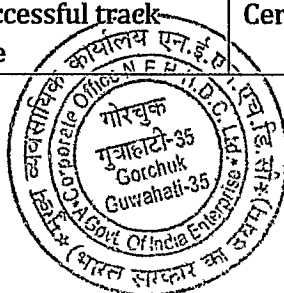
The Party should furnish the following documents along with the Proposal:

1. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed, as the case may be.
2. Certificate of Incorporation /Certificate of Registration or similar legal document.
3. Copy of a valid up to date Trade License specific to the job.
4. Copy of the GST registration certificate
5. Photocopy of I.T PAN card (In the name of firm/proprietor/partners, etc.)
6. An affidavit (Notarized) to the effect that the firm has not been blacklisted by any other Central Government/State Government Department/PSUs and that no criminal case/complaint is pending against them anywhere in India.
7. Relevant supporting documents showing details of the Bidder's experience.
8. CA Certificate along with UDIN clearly defining the turnover, along with Audited Financial Statements (Balance sheet & Profit & Loss statement).
9. CVs of key personnel.

All the copies of documents should be self-attested by the bidder with a full signature.

Eligibility Criteria of the participating bidders:

Sl. No.	Basic Requirement	Eligibility criteria	Supporting Documents
1	Legal Entity	The Bidder shall be a legally registered Consultancy firm/Company/LLP/Society/ Partnership firm in India.	Certificate of Incorporation /Certificate of Registration/ Partnership deed or similar legal document.
2	GST registration	Should have GST registration	GST registration certificate
3	Bidders Experience	The Bidder must have a minimum of three (03) years of experience in GI filing with a successful track record of the same	Work orders/ Agreements/ Certificates from the client.

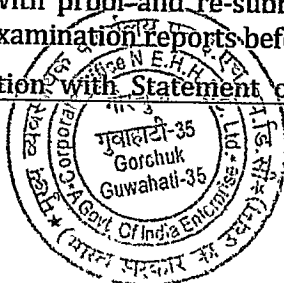


4	Project Experience	The bidder must have filed successfully a minimum of three (03) GI applications, out of which a minimum of two (02) must be for handloom/handicraft products.	Work order of the client along with a copy of the relevant GI applications filed and certificate obtained by concerned organisation for which GI is obtained.
5	Government Experience	The bidder must have a minimum past experience of working with any Ministry/Department/PSU for works related to GI filing.	Work orders/ Agreements/ Certificates from the client.
5	Financial Turnover	The bidder must have a minimum average annual turnover of at least Rupees Eighty Seven (87) lakhs only during the last three financial years, i.e. for the year ending March 31, 2021-22, 2022-23, and 2023-24, as per audited financial statements.	CA Certificate along with UDIN clearly defining the turnover along with the Audited Financial Statements (Balance sheet & Profit & Loss statement)

Any dispute arising out of the contract will be settled under the Guwahati Jurisdiction.

10. Scope of Work in detail:

S.N.	Filing and follow-up of the GI Application up to GI Certification
A.	Research & Documentation
1.	Situational Analysis of the proposed products
2.	Research & Analysis with historical background, origin, specification, production process, geographical and environmental conditions, and much more about the product
3.	Documentation of the facts and findings of the product with the current situation
4.	Statistical observations and human skill, description, and uniqueness of the product
B. 1	Preparation of the final application with all the supporting Documents.
2.	Preparation of the proposed GI Logo of the concern product with the support of the original producers. (After GI Certification, it will be the legal final Logo of the concern product.
3.	Photo & Video Documentation of the production process, including all the related steps of the product according to the need and demand of the product
C.	Interaction with related Stakeholders, the Applicant organization, including producer groups. Govt. officials will also be covered under these activities.
D.	Legal Documentation exp. & Fee to the G.I. Registry
E.	Technical committee meeting expenses of the Human Welfare Association, including appearing and justification of the examination report and resubmission of the final document with corrections and complete submission of the various sets of documents, including PPT.
F.	1. Interaction and Follow up of the application with G.I. Office, Chennai and reply of the examiner's report with all relevant documents with proof and re-submit to the GI Registry. (in some cases, several times GI Registry sends their examination reports before the final Gazette notification). 2. Submission of revised GI Application with Statement of Case and Examination Report after



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	completion of CGM. 3. Follow-up for publication in the GI journal with the appropriate correction, including related Maps, Logo and other supporting materials according to the requirement. 4. Submission of revised application with more relevant information.
G.	Consultative Group Meeting (CGM-Hearing) From the GI Registry Chennai in the presence of the Comptroller General, Registrar GI, Dy. Registrar, Sr. GI Examiner, other Experts in the presence of all GI Applicants and related Producers / Stakeholders with the best quality product in a physical manner at Delhi or Chennai, according to decided by the Registrar of GI Registry, Chennai. Submission of the Examination report and revised GI-1 after getting the Examination Report.

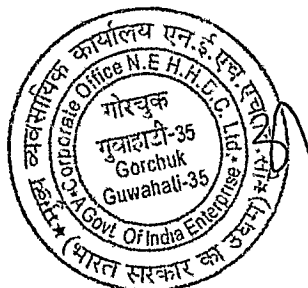
11. Selection Criteria

Based on the proposal as received by North Eastern Handlooms & Handicrafts Development Corporation Limited (NEHHDC), it will select the most appropriate/eligible and deserving vendor in line with the requirement and suitability of NEHHDC. The selection criteria for the selection of the vendor will be done on the basis of the Least Cost Basis Method (LCB) of tendering. The participating bidders have to quote the rate for each (Single) product for GI registration as mentioned in the "BOQ" and **the L1 bidder will be shortlisted on the basis of Lowest Quoted Rate in terms of each (Single) product which will be considered as uniform rate for GI registration as offered (without applicable taxes) by the bidders.**

Evaluation Criteria:

Sl. No.	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the consultant (track record)	60%	
	<ul style="list-style-type: none"> • Number of years' relevant experience • Past experience of studies of similar nature • Past experience in carrying out <ul style="list-style-type: none"> ▪ Studies in the related sector • Studies carried out in the region 		20% 50% 20% 10%
2	General profile of qualification, experience and number of key staff (individual CVs)	25%	
	<ul style="list-style-type: none"> • Qualifications • Relevant experience 		30% 70%
3	Overall financial strength of the consultant in terms of turnover,	15%	
	Totals	100%	

Bidders which obtain at least 75% marks based on the technical parameters would be considered for opening financial



In the first stage of the evaluation process, only the **Technical Bid** of the bidders will be opened. Those bidders satisfying the technical requirements as determined by NEHHDC and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of NEHHDC. **Under Technical Evaluation, the bidder satisfying all the conditions/submission of documents as mentioned in this tender document will only be considered as technically qualified.**

Under the second stage of the evaluation process, the **Price Bid** of only those bidders who have been short-listed earlier in the first stage (Technical Evaluation) will be opened.

Financial Bid: The bidder should quote the price in conformity with the Price Sheet attached.

The price bid format is provided in the BOQ along with this Tender Enquiry Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ as it is and quote their offer/rates in the permitted column and upload the same. Bidder shall not tamper with/modify the downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected and the tenderer is liable to be banned from doing business with North Eastern Handlooms & Handicrafts Corporation Limited (NEHHDC).

12. (A) Estimated Time frame duration:

Phase-Wise Activities & Process	Estimated Timeline
4-Stage 1- Pre GI Registration Filing of application <ul style="list-style-type: none"> Ground Survey and preparation of legal requirements. Prepare of statement of case Filing of application for GI Registration 	30 Days to 45 Days (Filing of application will be done by NEHHDC GI Expert/Agency)
<ul style="list-style-type: none"> Submission of details of the special characteristics and how those standards are maintained. For eg- Product details, uniqueness, commercial viability, etc. Preparation of three certified copies of the map of the region to which the GI relates. Submission of details of the inspection structure to which it relates. 	18 Months (Submission & interaction with GI registry office will be done by NEHHDC GI Expert/Agency)
Preliminary scrutiny and examination <ul style="list-style-type: none"> The examiner will scrutinize the application for any deficiencies. The applicant should, within one month of the communication in this regard, remedy the same. The content of the statement of case is assessed by a consultative group of experts who are versed in the subject. This will ascertain the correctness of particulars furnished. Thereafter, an examination report would be issued. 	01 Month



<p>Show Cause Notice</p> <ul style="list-style-type: none"> • If the Registrar has any objection to the application, he will communicate such objection. • The applicant must respond within two months or apply for a hearing. • The decision will be duly communicated if the applicant wishes to appeal, he may, within one month, make a request. • The registrar is also empowered to withdraw an application, if it is accepted in error, after giving an opportunity to be heard. <p>Publication in the Geographical Indications Journal</p> <ul style="list-style-type: none"> • Every application within three months of acceptance shall be published in the Geographical Indications Journal. <p>Registration</p> <ul style="list-style-type: none"> • Where an application for a GI has been accepted, the registrar shall register the geographical indication. If registered, the date of filing of the application shall be deemed to be the date of registration. • The registrar shall issue to the applicant a certificate with the seal of the Geographical indications registry. 	<p>02 MO(tentative)</p> <p>03 MONTHS</p> <p>04 MONTHS</p>
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(B) Phases for GI filing and registration of application for products as identified by NEHHDC:

Phase -1 - Thirty Eight (38) Products

Phase-2- Forty (40) Products

Phase -3-Thirty Eight (38) Products

13. Reporting

The agency will work closely with the concerned officers/officials of NEHHDC and report to NEHHDC on the assignment.

14. Copyright

All materials and data from the engagement will be the sole property of the NEHHDC.

I/We have read the above terms and conditions and are acceptable to me/us.

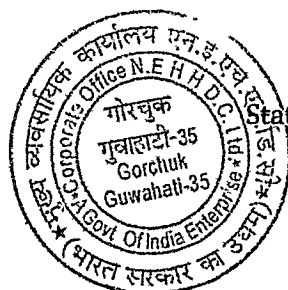
Signature of the authorized person

Name of the signatory

(In block capital letters):

Status of the signatory, i.e. proprietor/partner:

Date:



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Forwarding Letter
(To be submitted on bidder's letterhead)

No.:

Date:

To:
The Managing Director
North Eastern Handicrafts and Handlooms Corporation Limited

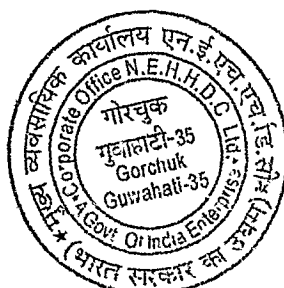
Sub: Submission of Proposal in response to selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications

Dear Sir/Madam,

1. This has reference to your RFP notice for selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) for a period of five (05) years through the CPPP portal. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with the scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us conforms to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing the application along with the required documents as mentioned in the tender document.
4. I/We agree that our tender remains valid for acceptance by North Eastern Handicrafts and Handlooms Corporation Limited till the completion of the work from the date of opening of the RFP or till the date of finalization of the tender, whichever is earlier.
5. I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
6. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to North Eastern Handicrafts and Handlooms Corporation Limited verifying any or all the information furnished in this document with the concerned authorities, if necessary.
7. I/We understand that North Eastern Handicrafts and Handlooms Corporation Limited reserve the right to accept or reject any or all the tenders in full or in part without assigning any reason thereof.

Yours faithfully,

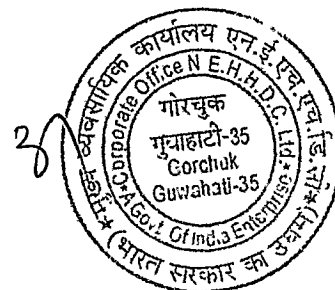
(Signature and Name of the authorized person
of the firm/bidder with the office seal)



Check List

Sl No.	Particulars	Document type	Page No.
1	Certificate of Incorporation along with Article /Memorandum of association or partnership deed or affidavit of the sole proprietorship deed etc as the case may be		
2	Valid up to date Trade License		
3	Copy of the GST registration certificate		
4	Photocopy of PAN card of firm/proprietor/partners, or, as the case may be		
5	Proof of copy regarding EMD & Tender fees submission		
6	Relevant Experience Certificate		
7	Average annual financial turnover (gross) duly certified by CA along-with Audited Balance Sheet and P/L Account 2021-22 2022-23 2023-24		
8	Non-Blacklist Certificate (Self Signed in the form of a Declaration)		
9	Copy of Office /Registered office address		
10	Details of Bidder's experience (As per Annexure IV).		
11	CVs of the key experts.		
12	In case the Bid is signed by the Authorized signatory, a copy of the power of attorney/ authorization letter is to be enclosed along with the Bid.		

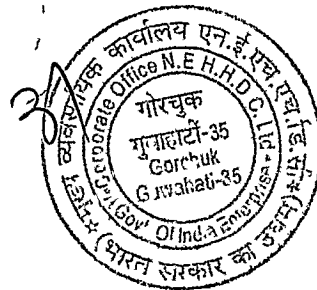
(Signature and Name of the authorized person of the firm/bidder with the office seal.



SELFDECLARATION BY THE PARTICIPATING BIDDER

1. I/ We (Name of the Bidder) hereby declare that the information provided in the RFP No. HHDC/CO/MKTG/GI/Application/2023 regarding selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) are true to the best of our knowledge and that we shall be bound by the acts duly constituted attorney.
2. I / We also hereby declare that all matters related to this RFP, under North Eastern Handicrafts and Handlooms Corporation Limited, shall be treated as confidential and no information shall be passed on to any unauthorised person without written permission from the competent authority.
3. Mr./Ms.....Whose signatures are appearing below is/are the authorized representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent charges in the constitution or working of the firm, affecting the accuracy of the facts stated above.
5. I/We have read and understood all the "Terms and Conditions "of the RFP as mentioned in the document and will consciously abide by them.

Signature of Proprietor(s)/Partners/authorized person
Seal of the Firm



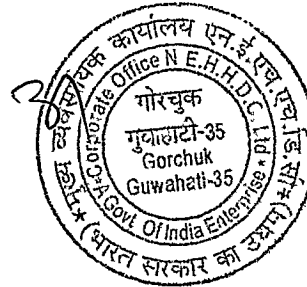
Annexure IV

Bidder's Experience

Sl.no	Project/ Assignm ent Name	Client Name	Number of GI products filed successfully	Number of GI products filed related to Handicraft/ Handloom	Project Duration	
					From	To
01						
02						
03						
04						
05						
06						

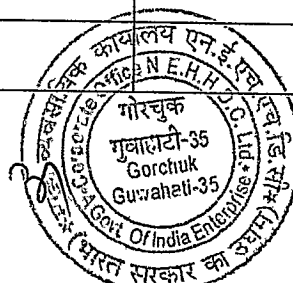
*Please attach a copy of work orders/certificates as proof

Signature of Proprietor(s)/Partners etc
Seal of the Firm



Price Schedule Format:

S.N.	Particulars/Heads –Registration Process for filling and follow-up of the GI Application up to GI Certification	For Each(Single) Product: Amount without Tax In Rupees)	For Each Product(Single): Add Amount: Applicable taxes	For Each Product(Single): Amount with tax
A.	Research & Documentation (including all related expenses of the Expert and related team who will involve in the whole process like identification of potential GI product, identification of area, related community, related stakeholders, appropriate applicants, concern Govt.departments, visit in the related project area, other miscellaneous expenses related to this project).			
1.	Situational Analysis of the proposed products			
2.	Research & Analysis with historical background, origin, specification, production process, geographical and environmental conditions, and much more about the product			
3.	Documentation of the factsand findings of the product with the current situation			
4.	Statistical observations and human skill, description, and uniqueness of the product			
B. 1	Preparation of the final application with all the supporting Documents.			
2.	Preparation of the proposed GI Logo of the concern product with the support of the original producers. (After GI Certification, it will be the legal final Logo of the concern product.			
3.	Photo & Video Documentation of the production process, including all the related steps of the product according to the need and demand of the product			
C.	Interaction with related Stakeholders, the Applicant organization, including producer groups. Govt officials will also becoveredunder these activities.			
D.	Legal Documentation exp. & Fee to the G.I. Registry			
E.	Technical committee meeting expenses of the Human Welfare Association, including			



	appearing and justification of the examination report and resubmission of the final document with corrections and complete submission of the various sets of documents, including PPT.			
F.	<p>1. Interaction and Follow up of the application with the G.I. Office, Chennai and reply to the examiner's report with all relevant documents with proof and resubmit to the GI Registry. (In some cases, several times the GI Registry sends their examination reports before the final Gazette notification).</p> <p>2. Submission of revised GI Application with Statement of Case and Examination Report after completion of CGM.</p> <p>3. Follow-up for publication in the GI journal with the appropriate correction, including related Maps, Logo and other supporting materials according to the requirement.</p> <p>4. Submission of revised application with more relevant information.</p>			
G.	<p>Consultative Group Meeting (CGM-Hearing) From the GI Registry Chennai in the presence of the Comptroller General, Registrar GI, Dy. Registrar, Sr. GI Examiner, other Experts in the presence of all GI Applicants and related Producers / Stakeholders with the best quality product in a physical manner at Delhi or Chennai, according to decided by the Registrar of GI Registry, Chennai.</p> <p>Submission of the Examination report and revised GI-1 after getting the Examination Report.</p> <p>Organizational overhead expenses related to this project</p>			
	Grand Total			

Signature of Proprietor(s)/Partners etc
Seal of the Firm

