



उ.पू. ह.ह.वि.नि.
NEHDC

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

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



No. HHDC/CO/P&A/24-2015/Pt-IV/2744

December 11, 2023

Expression of Interest (EOI) for Empanelment of Agencies

1. Introduction

Incorporated in 1977, North Eastern Handicrafts and Handloom Development Corporation (NEHDC), as the name suggests 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.

2. The Empaneled Agencies shall be referring the scope of work & also requested to go through our website www.nehhdc.com.

3. Procedure for Empanelment

- a. Complete documents duly super scribed as “**Expression of Interest for Empanelment towards _____work**” & shall be submitted on or before **20th December’2023 up to 15.00 hrs** at NEHDC’s Corporate Office, Garchuk, Guwahati with physical copy submission basis at the Drop Box of Corporate Office, Garchuk, Guwahati. Incomplete and conditional applications will be summarily rejected.
- b. All the documents as attached with application for empanelment must be signed, along with seal by Authorized signatory of Agency. The authorized person on behalf of the applicant Agency must fix seal and sign on each and every page of the application for empanelment along with supporting documents and attached copy of authorization letter.
- e. NEHDC reserves the right not to assign reasons for declining to consider any particular application or applications. NEHDC also reserves the right to accept or reject any application or all applications without assigning reason.
- f. NEHDC reserves the right to terminate the services of the agency any time Without assigning any reason, whatsoever. Such decision shall be binding on empaneled agencies.
- g. Incomplete and conditional applications will be summarily rejected.
- h. NEHDC reserves right to seek performance report from the other clients of the Agency.

CIN: U361010ML1997GOI001696 | website: www.nehhdc.com | email: 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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- i. The agencies are required to submit an undertaking certifying that their agency has not ever been blacklisted from any of the organization/government/PSUs etc for any reason at any point of time.

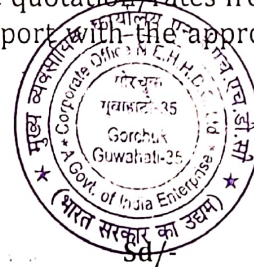
4. **Duration of Empanelment**

The duration of the empanelment will be initially for a period of 3 years, which shall be extendable to one more year, subject to satisfactory performance from the date of issue of the letter of empanelment.

5. **SCOPE OF WORK**

- a. Fabrication related works.
- b. IT Hardware & Software repair & maintenance related works
- c. Electrical works
- d. Civil works
- e. Housekeeping materials and services
- f. Furnishing materials and services
- g. Transportation/Conveyance service
- h. Hotel Booking & Travel ticket services
- i. Catering Services & Manpower Services.
- j. Office Stationery Supply services including packaging materials
- k. Printing related works
- l. Photography, Videography, Sound & Light related service
- m. Electronic media coverage & Print Media related service.
- n. Miscellaneous & Contingency Services.

Based on the requirement NEHHDC will invites the quotation/rates from the empaneled agency and shortlisted through committee report with the approval of the Competent Authority.



Managing Director
NEHHDC

- CC: 1. For NEHHDC's Website.
2. Office Notice Board.

APPLICATION FOR EMPANELMENT OF AGENCY

Name of Agency:
Full Address:

Tel No/Contact No:
Name of Contact Person:
Tel No/Contact No:
E-mail:
Mobile No:

To,
Managing Director
NEHHDC
Guwahati

Dear Sir,

I/We have perused the attached "Expression of Interest for Empanelment of Agencies" documents and hereby agree to abide by all the said conditions. I/We have signed on each page, along with our seal, signifying our acceptance.

I/We attach all documents as mentioned failing which my/our application will be deemed incomplete and may be summarily rejected.

I/We have understood and agree that in case we indulge in canvassing or trying to influence the process of empanelment or the decision of NEHHDC before, during or after the empanelment process, our application will be summarily rejected.

The following documents are enclosed with this application for empanelment.

1. EOI document signed on each page, along with our seal, signifying our acceptance.
2. Attested copy of the documentary proof that Agency's office address.
3. Copy of Memorandum and Articles of Association / Partnership Deed / Proprietorship Deed / Certificate of Incorporation (in case of Companies).
4. Attested copies of the documentary proof establishing that my/our agency's Office in Guwahati is functional for the last 2 years without any break.

All statements made and all documents and data enclosed are true to the best of my/our knowledge and belief, and liable to proof when asked by NEHHDC. All copies of documents enclosed are true to the originals which can be called for inspection and verification by NEHHDC Office at any time.

This application have also been signed by me/us.



Signature
Name of the Signatory
(In Block Letters)
Address of the Agency
With Official Seal
Place
Date

