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NEHDC

**North Eastern
Handicrafts and Handlooms
Development Corporation**

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF "EVENT MANAGEMENT
FIRMS/AGENCIES/ORGANIZATIONS" FOR
ORGANIZING A MEGA EVENT "1st EDITION
ASHTALAKSHMI MAHOTSAV" AT BHARAT
MANDAPAM, NEW DELHI**


प्रबंध निदेशक
Managing Director
उत्तर-पूर्व हस्तकला और हस्तकला विकास निगम लिमिटेड
North Eastern Handicrafts & Handlooms
Development Corporation Ltd.
(भारत सरकार का उद्यम)
(A Govt. of India Enterprise)
भारत में स्थित भारत सरकार के अधीन
located in India under the management of India

Request For Proposal (RFP)

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC) invites Request for Proposal (RFP) through CPPP portal for selection of "Event Management Firms/Agencies/Organizations" for organizing a mega event "1st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi to be organized by North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC). 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/DOBD/Ashtalaxmi-Mahotsav 2024/56 |
| 2 | Description of Service | Request for Proposal (RFP) for selection of Event Management Firms/Agencies/Organizations" for organizing a mega event "1 st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi |
| 3 | Scope of Work | The Event Management Firm/Agency/Organization shall be responsible for providing end to end services & managing the whole event "1 st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi till successful completion of the event. |
| 5 | Date of issue/download of RFP | 10.10.2024 |
| | Date of pre-bid meeting | 15.10.2024 |
| | Venue of Pre -Bid Meeting | Online Mode (Through VC). VC link will be provided in the official website of NEHHDC (www.nehhdc.com). |
| 6 | Last Date and Time for Receiving of RFP | 22.10.2024 |
| 7 | Time and Date of opening of RFP | 23.10.2024 |
| 8 | Date and Time of Result | After Completion of Scrutiny. |
| 9 | Bid Validity Period | Thirty (30) working days from the last date of bid submission |
| 9 | Submission of RFP | Through CPPP portal only. |
| 10 | Subject Line for Submission of Proposal | Request for Proposal (RFP) for selection of "Event Management Firms/Agencies/Organizations" for organizing a mega event "1 st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi. |
| 11 | Website for Downloading the EOI | 1. (www.nehhdc.com) 2. (www.eprocure.gov.in) |



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North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC)

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A. General Conditions

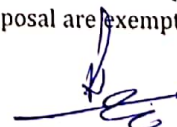
1. North Eastern Handicrafts and Handlooms Corporation Limited invites "Request for Proposal (RFP)" from experienced, competent and reputed "Event Management Firms/Agencies/Organizations" for organizing a mega event "1st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi to be organized by North Eastern Handicrafts and Handlooms Corporation Limited, Guwahati, Assam.
2. The tender documents can be downloaded from the website of North Eastern Handicrafts and Handlooms Corporation Limited & CPPP portal.
3. Sealed tenders addressed to **Managing Director (MD), North Eastern Handicrafts and Handlooms Corporation Limited, Guwahati, Assam** must be submitted through CPPP portal only on or before **22.10.2024**.
4. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - i. Forwarding letter on the letter head of the bidder.
 - ii. Profile of the bidder (as per proforma given in Tech Form I duly filled).
 - iii. A complete set of the tender documents along-with all other supporting documents duly filled and signed by the bidder with the official seal of the organization/firm/agency etc.
 - iv. In case the Bid being submitted by a firm or agency 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 or in the case of a company, the Bid be signed in the manner laid down in the said Company's Article of the Association. The signatures on the Bid will be deemed to be the authorized signatures.
 - v. 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 token of acceptance of Terms & Conditions. In case the Bid are signed by any Authorized signatory, a copy of the power of attorney/ authorization letter (in company's letter head) may be enclosed along with Bid
 - vi. It shall be ensured that every page of Bid document is dully numbered and signed with seal of the bidder without any cutting and over writing.
 - vii. If the space in the proforma (Annexure-II) is insufficient for furnishingfull details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
6. Bidder shall ensure submission of complete information / documents at the first instance itself. North Eastern Handicrafts and Handlooms Corporation Limited reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
7. Tenders received after the prescribed time and date will not be considered.
8. Conditional tenders will not be accepted and will be summarily rejected.
9. North Eastern Handicrafts and Handlooms Corporation Limited reserves the right to reject any or all of the tenders received without assigning any reason thereof.

B. Requisite documents:

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

1. Name and Postal address, the Firms/Agencies/Organizations
2. It must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law with prior validity at least for 12 months from the date of the submission of proposal. Such start-ups which were operationalized less than 12 months prior to submission of proposal are exempted for the time

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period criteria, however they have to compulsorily submit all requisite documents from the date of their incorporation.

3. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.
4. Copy of valid up to date Trade License / Shop and Establishment License
5. Copy of the GST registration
6. Up to date GST submission record.
7. Photocopy of I.T PAN card (In the name of firm/proprietor/partners etc)
8. Bank Details.
9. Details about the Bidder's Organization as per the format provided in Tech Form- 1
10. Details of Bidder' experience (credentials) as per the format provided in Tech Form- 2
11. Description of Approach, Methodology, And Work Plan responding to the ToR as per format provided in Tech Form-3
12. Non-Black Listed certificate (Self Signature in the form of declaration)

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

C. Eligibility Criteria of the participating bidders:

| Sl. No. | Basic Requirement | PQTQ criteria | Supporting Documents |
|---------|--------------------|--|---|
| 1 | Legal Entity | The Bidder shall be a legally registered entity in India and shall have been in operation for at least ten years. | Certificate of Incorporation /Certificate of Registration or similar legal document. |
| 2 | Financial Turnover | Average annual turnover of the bidder shall be at least Rs 75 Cr in India during 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 as per illustrative format given in Annexure - xx along with Audited Financial Statements (Balance sheet & Profit & Loss statement) |
| 3 | Bidders Experience | The Bidder must have undertaken at least 2 (Two) assignment(s) of a value not less than Rs. 10 Cr, of organizing large events in last 3 financial years and must have undertaken for any of the following: a) State or Central Government OR b) State or Central PSU OR c) Public Sector Banks. d) Large Corporate | Work orders/ Agreements/Purchase Order + Certificates from the client. Note: a) Work orders/ Agreements/Purchase Order/Client Certificate should clearly define the value of the order. b) The ongoing projects can be considered if the bidder has received minimum payment of Rs.10 Cr for organizing event services which should be clearly substantiated by Client Work Order c) Project details to be enclosed as per Tech Form II |

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D. Specific Terms and conditions

1. 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 token of acceptance of Terms & Conditions. In case the Bid is signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with Bid.
2. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing bids will be treated as cancelled.
3. Any changes/modification with respect to this RFP will be duly notified.
4. It shall be ensured that every page of RFP document is duly numbered and signed with seal of the bidder without any cutting and over writing.
5. North Eastern Handicrafts and Handlooms Corporation Limited will have the option to terminate the contract if the contractor commits the breach of any of the conditions confined 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.
6. The participating bidders will be required to deposit an amount of Rupees 500000/- (Five Lakhs) in the form of EMD amount as per guidelines laid down in Chapter 7 (7.2) of DPS (Directorate of Purchase & Stores) 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 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 | IFSC code of the Bank | SBIN0005240 |
| 04 | MICR code of the Bank | 781002034 |

7. The EMD amount of the unsuccessful bidder will be returned to their respective bank accounts, the bank details of which is 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 also not be liable for any wrong payment in the form EMD refund, if the bank details are not submitted correctly along-with the tender documents.
8. The participating bidders must submit supporting documentary proof of submission of amount equivalent to EMD amount and it should be clearly indexed showing the page number as incorporated at the time of submission of tender document.
9. The security deposit may be adjusted with the EMD amount of successful bidder. In such a case, the EMD money of the successful bidder will be treated as Security Deposit and the successful bidder will have to deposit balance amount by means of a Demand Draft from scheduled bank drawn in favour of "North Eastern Handicrafts and Handlooms Corporation Limited" payable at Guwahati
10. 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 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 (5%) of tentatively **Rupees 3250000/- (Thirty-Two Lakhs Fifty Thousand) only in the form of Performance Bank Guarantee (PBG)/Demand Draft** shall be refundable after expiry of the contract arising out of this RFP (As per DoE Office Memorandum no. F.1/2/2023-PPD dated 01.01.2024) 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. EMD of the unsuccessful bidder to their respective bank accounts will be returned after finalization of the tender.
2. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as

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- decided by the Competent Authority.
13. No escalation in rates on any account will be permitted during the contract period.
 14. Applicable taxes will be deducted at source at the time of settlement of bills.
 15. The contractor shall comply with the legal bind bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.
 16. In case of any labor problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
 17. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
 18. The contractor agrees not to use the Trademark and or trade name of North Eastern Handicrafts and Handlooms Corporation Limited or letterhead of North Eastern Handicrafts and Handlooms Corporation Limited nor will the contractor hold himself as an agent of North Eastern Handicrafts and Handlooms Corporation Limited.
 19. The contractor 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.
 20. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skillful in their tasks.
 21. The Contractor shall ensure that they observe cleanliness during their hours of service.
 22. The Contractor shall remove any employee 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.
 23. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty at North Eastern Handicrafts and Handlooms Corporation Limited premises.
 24. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
 25. Any dispute arising out of the contract will be settled under Guwahati Jurisdiction.

E. Scope of Work:

Pre-event responsibilities

- Conceptualize the event plan and deliverables based on the venue and NEHHDC's requirements and maintain a universal theme for all aspects of the event execution in line with the vision for the event.
- Assist NEHHDC in designing the event flow which would include the inaugural ceremony, exhibitions, fashion show, seminars, interactive sessions, lectures, demonstrations, panel discussions, investor round table, closing ceremony, and cultural programs, etc.
- Create the event execution plan for executing the event indicating specific timelines with the milestones along with detailed specifications of works to be carried out.
- Supporting NEHHDC in designing the invites for different categories of invitees

During event responsibilities

| Sl.No. | Particulars | Requirement (Approximate Values) |
|--------|---|--------------------------------------|
| 1 | Conceptualization, designing of the set up Inside Hall No.14 Bharat Mandapam | State of the Art |
| 2 | Construction of Thematic Entrance | 30 ft x 30 ft |
| 3 | Walkways (Enroute Beautification & Branding in layers) | As per standard norms of such events |
| 4 | Construction of - 8 State Pavillon (Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya, Tripura, Sikkim, Nagaland) with Product Display set up - Racks & Podiums, Chairs & Tables for 22 Participants, each pavillon | 120 Sqm (Approx) Each State Pavillon |

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| | | |
|----|--|---|
| 5 | Construction of GI Pavillion (Includes Product Display Set up, Digital Kiosk, Fabric Printed Branding for 25 Participants) | 250 sqm |
| 6 | Construction of Muga Silk Gallery & Eri Silk Gallery (Includes Product Display Set up, Digital Kiosk, Fabric Printed Branding & Other theme-based beautifications) | 95 Sqm Each |
| 7 | Agro/Organic Product experience set up for 8 Participants | 80 Sqm |
| 8 | VIP Lounge - 2 Nos. | 85 Sqm Each |
| 9 | Hoardings at Pragati Maidan premises | 5 Nos. |
| 10 | Sports Pavilion | 120 Sqm |
| 11 | Construction of Food Court - Outside Hall No.14 | 50 sqm for cooking area & 150 sqm for Stalls & Sitting area |
| 12 | Parking Panels at strategic locations within premises | 10 |
| 13 | Construction of Performing stage with Fashion show runway & Green Rooms | 40" x 24" |
| 14 | Sitting capacity in front of stage (Hall No.14) | 500 seating capacity |
| 15 | LED Backdrop at Performing Stage | 6" x 8" ft |
| 16 | Lay out of carpets in Hall No.14 | 7000 sqm area |
| 17 | Sound System & Stage technicalities | As per standard requirement for such events |
| 18 | Lighting of Stage | As per standard requirement for such events |
| 19 | Tech Rider of SHILLONG CHAMBER CHOIR on 8th Dec 2024 | As per standard requirement |
| 20 | STAFF SUPPORT throughout event | |
| | Backstage & Technical Support | |
| | Housekeeping | |
| | Safety & Security | As per standard requirement |
| | Electrical | |
| | VIP Lounge - Stewarts (2Nos Each) & Housekeeping | As per requirement |
| | Security at Check Gate | As per standard protocol |
| 21 | PROTOCOL SUPPORT IN COLLABORATION WITH ITPO | |
| | Local Police Station permissions | As per standard protocol |
| | Fire department approval | As per standard protocol |
| 22 | Printing of Passes, Vehicle Passes, Participants I card, Invites | 9000 |

Post Event Responsibilities:

1. Completion Report
2. Photography & Videography of the whole event

F. Selection Criteria

Based on the proposal as received by North Eastern Handlooms & Handicrafts 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 selection of the vendor will be done on the basis of Quality Based Selection (QBS) method of tendering. The selected bidder on the basis of highest score achieved as per the Evaluation Criteria format/table will be invited for price negotiation which will justifiably commensurate with the services as required by NEHHDC.

How QBS method will be exercised in this RFP?

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Quality-based selection (QBS) is a procurement process that selects the most qualified professional services firm for a project, based on their experience and technical expertise, rather than the lowest price bid. This selection method is suitable for the situations where the quality of the deliverable is paramount and no compromise on quality is admissible. As the selection is based on the quality of proposals hence only technical proposals are evaluated in this method. The technical proposals are given score as per the technical evaluation criteria and the financial proposal of highest rank bidder is opened. The selected bidder (Highest Score/Rank Holder, H1) is then invited for the contract & price negotiation. After the successful negotiations, the contract is signed with the successful bidder.

If more some reason, contract negotiation is not successful with the H1 bidder, in that scenario H2 bidder will be invited for negotiation and so on.

In this RFP, QBS method is followed as NEHDC is giving maximum weightage on the quality of the service provider rather than price of the service considering the fact that it will be attended by high level delegates as invitation will be given to Cabinet level Ministers & Chief Ministers of all the North Eastern States apart from other VVIPs & VIPs etc. Further, this event will mark the beginning of a new era of showcasing the unique handicrafts & handloom products of all the North Eastern States along -with vibrant NE cuisine which will help in promoting & marketing of handicrafts & handloom products of NE states not only in India but also throughout globe.

G. Technical Evaluation Criteria:

The total maximum points for evaluation of Technical Proposal are 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposals submitted by the Bidders would be assessed through rating of various parameters set out in the table below.

Technical Evaluation Criteria:

| SI .No. | Evaluation Criteria | Max Points | Supporting Documents |
|---------|---|------------|--|
| 1 | <p>RELEVANT EXPERIENCE & FINANCIAL CAPABILITY:</p> <p>The firm should have minimum 10 years of experience and must have a proven track record of managing large-scale events, with Govt and MNCs.</p> <p>The firm minimum average Gross Annual Turnover from event business, in last 3 consecutive financial years i.e. 2021-22, 2022-23, 2023-24.</p> <ul style="list-style-type: none"> • 75 to 100 crores - 5 marks • Above 100 crores - 10 marks | 10 | <p>Please provide Company Incorporation Certificate.</p> <p>Please submit 3 year's Balance Sheet and/or CA Certificate</p> |
| 2 | <p>FINANCIAL CAPACITY:</p> <p>The firm must have a positive net worth amounting to at least 5 Cr. in the last 2 consecutive financial years i.e. 2022-23 to 2023-24.</p> | 10 | <p>Please submit 3 year's Balance Sheet and/or Turnover certificate by statutory auditor</p> |

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| | | | |
|----------------------------|---|------------|---|
| 3 | <p>TECHNICAL CAPABILITIES:</p> <p>The firm must have a proven track record of managing large-scale events, with Govt and MNCs of minimum Rs. 5 Cr each in last 3 years.</p> <p><i>Minimum 5 large-scale event: 1 mark for each project with Celebrities/Actors.</i></p> <p><i>Minimum 2 Government &/or International event involving Hon Prime Minister/ Hon Chief Minister/ Hon Dy Chief Minister/ Hon Central Minister : 2 marks for each project</i></p> | 10 | <p>List of projects as per format provided in Tech form- 2</p> <p>(Please provide work order / completion certificate as proof)</p> |
| 4 | <p>TEAM SIZE:</p> <p>The firm should have atleast 50 full time employees.</p> | 5 | Please submit PF and &/or ESIC Certificate. |
| 5 | <p>QUALIFICATION OF KEY EXPERTS:</p> <p>A. Project Manager: Post Graduate with 15 years professional experience handling large MNC and &/or Government business.</p> <p>B. Operations Manager: Graduate with 10 years of Professional experience handling large MNC and &/or Government events.</p> <p>C. Client Servicing Manager: Graduate with 8 years of professional experience handling large MNC and &/or government events.</p> <p><i>5 marks for each expert</i></p> | 15 | CVs of key experts |
| 6 | Approach and Methodology | 50 | Tech form-3 as part of the proposal (not to exceed 15 pages) and Power Point Slides (PPT) in PDF format |
| Total maximum marks | | 100 | |

H. Bill Payment terms:

| Sl No. | Particulars | Milestones | Interval of Payment |
|--------|--|--|----------------------------|
| 01 | 10 % of the total negotiated VOC (Value of Contract) as mobilization expenses. | Mobilization advance with Work Order | 1 st instalment |
| 02 | 20 % of the total negotiated VOC (Value of Contract) as running expenses. | Approval of all the creative, Ideas. Ready to roll | 2 nd instalment |
| 03 | 40 % of the total negotiated VOC (Value of Contract) as running expenses. | Before starting the venue, branding and set up | 3 rd instalment |
| 04 | 30 % of the total negotiated VOC (Value of Contract) as final bill settlement. | After of the event | 4 th instalment |

The payment of Instalment as mentioned in the above table is subject to submission of detailed report

File No.: HHDC/DOBD/Ashtalaxmi-Mahotsav 2024/56 ¹³⁴⁷²

along-with photos (Videos, if required) by the vendor to NEHHDC.

I. Duration

The duration of the assignment will be till successful completion of the event i.e tentatively 08.12.2024.

J. Reporting

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

K. Copyright

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

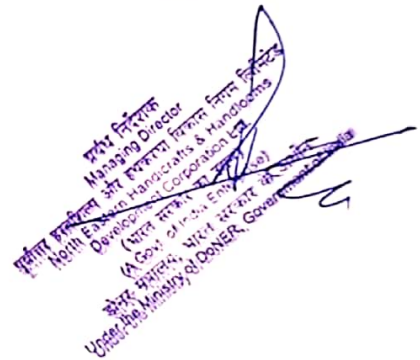
I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person

Name of the signatory
(In block capital letters):

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

Date:


Managing Director
North Eastern Handicrafts & Handlooms
Development Corporation Ltd.
(A Govt. of Assam Co-operative Society)
State Office, NEHHDC, Government
Under the Ministry of DOSTER, Government of Assam

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

No.:

Date:

To
The Managing Director
North Eastern Handicrafts and Handlooms Corporation Limited

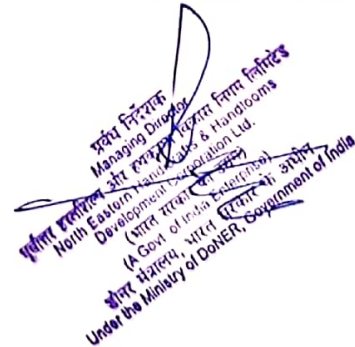
Sub: Submission of Proposal in response to your office RFP no. HHDC/DOBD/Ashtalaxmi - Mahotsav 2024/56 dated 08.10.2024

Dear Sir/Madam,

1. This has reference to your RFP notice for selection of "Event Management Firms/Agencies/Organizations" for organizing a mega event "1st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi through CPPP portal organized by North Eastern Handicrafts and Handlooms Corporation Limited. 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 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 is conforming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We agree that our tender remain valid for acceptance by North Eastern Handicrafts and Handlooms Corporation Limited for a period of 30 days from the date of opening of the RFP or till the date of finalization of 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 reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

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


Managing Director
North Eastern Handicrafts and Handlooms Corporation Ltd.
(A Govt. of India Establishment)
Under the Ministry of DohER, Government of India

Check List

| Sl No. | Particulars | To be filled by the bidder |
|--------|--|----------------------------|
| 1 | Name and Postal address of the Firms/ Agencies/ Organization | |
| 2 | Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be | |
| 3 | Valid up to date Trade License | |
| 4 | Copy of the GST registration certificate | |
| 5 | Up to date GST clearance certificate | |
| 8 | Photocopy of PAN card of firm/proprietor/partners or as the case may be | |
| 9 | Bank Details | |
| 11 | Relevant Experience Certificate | |
| 12 | Average annual financial turn over (gross) duly certified by CA. 2021-22 2022-23 2023-24 | |
| 13 | Non-Blacklist Certificate (Self Signed in the form of Declaration) | |
| 15 | Copy of Office /Registered office address | |
| 16 | Details about the Bidder's Organization as per the format provided in Tech Form- 1 | |
| 17 | Details of Bidder' experience (credentials) as per the format provided in Tech Form- 2 | |
| 18 | CVs of the key experts. | |
| 19 | Description of Approach, Methodology, And Work Plan responding to the Tor as per format provided in Tech Form-3 | |

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

Managing Director
 North Eastern Handicrafts & Handlooms
 Development Corporation Ltd.
 (A Govt. of Assam Enterprise)
 Under the Ministry of DOME, Government of India

Annexure III

SELF DECLARATION BY THE PARTICIPATING BIDDER

1. I/We (Name of the Bidder) hereby declare that the information provided in the RFP form 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 unauthorized person without written permission from the competent authority.
3. Mr./Ms..... whose signature is 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 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 consciously to abide by them.

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

Managing Director
North Eastern Handicrafts and Handlooms Corporation Ltd.
(A Govt. of Assam Enterprise)
Under the Ministry of DoBD, Government of India

Tech Form 1- Bidder's Organization

| | |
|---|--|
| Organization Name | |
| Status/Constitution of the Organization | |
| Name of Registering Authority | |
| Registration Number | |
| Date of Registration | |
| Place of Registration | |

About the organization: Please Provide here a brief description of the background and organization of your company.

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

Managing Director
North Eastern Handicrafts & Handlooms
Development Corporation Ltd.
(A Govt. of India Enterprise)
Under the Ministry of DORER, Government of India

Tech Form 2- Bidder's Experience

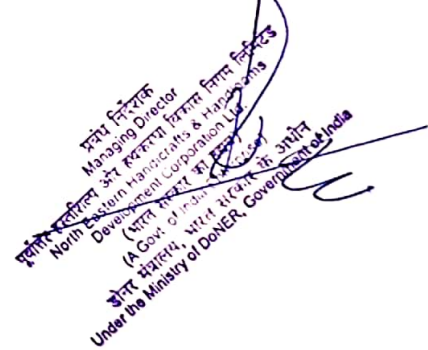
| S.no | Project/Assignment Name | Client Name | Key activities and deliverables | Project Duration | | Value of assignment/project |
|------|-------------------------|-------------|---------------------------------|------------------|----|-----------------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

Please provide different tables for:

- Experience of undertaking aimed at skill and entrepreneurship development for artisans/microentrepreneurs at cluster/district level for state/central government or government agencies, involving providing knowledge support for similar kind of events/exhibitions
- Presence and Experience in NER: Experience of undertaking skill and livelihood related projects with state government/multilateral agencies in the North Eastern Region

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



 Managing Director
 North Eastern Region
 Development Corporation Limited
 (A Govt. of India Enterprise)
 Under the Ministry of DoNER, Government of India

