

**Request for Proposal**  
**for**  
**“Selection of Implementation Partner for Ashtalakshmi  
Darshan – Youth Exchange Programme”**

**Tender No: HHDC/CO/BD/AD/2025/138/6581**

**Dated: 04.09.2025**

Issued by  
**North Eastern Handicrafts & Handlooms Development  
Corporation Limited**

CPEC Garchuk, Garchuk- Pamohi Road, Kamrup (M),  
Assam, Pin- 781035

## **Structure of the RFP Document**

The RFP for “**Selection of Implementing Partner for Ashta Lakshmi Darshan – Youth Exchange Programme**” is organized into the following Volumes/Sections. Each volume expands into detailed pages with specific instructions, formats, and annexures:

### **Volume I: Invitation & Instructions**

This section contains the formal Letter of Invitation issued by NEHHDC and sets out the key details of the procurement process. It includes the tender summary, key information data sheet (such as timelines, tender fee, EMD, and contact points), and the Notice Inviting Tender. Detailed Instructions to Bidders are also provided here, covering eligibility conditions, the procedure for submission of bids, the method of seeking clarifications, provisions for amendments, and the validity requirements of the proposal.

### **Volume II: Terms of Reference (ToR)**

This section outlines the background and objectives of the Ashta Lakshmi Darshan Programme and elaborates on the detailed scope of work that the Implementing Partner is expected to undertake. It specifies the activities related to mobilisation and coordination, travel and logistics, academic modules, exposure visits, documentation, and IEC campaigns. The ToR also describes the implementation schedule, key deliverables, and reporting requirements, along with prescribed formats to ensure consistency and quality in outputs.

### **Volume III: Bid Process & Evaluation**

This section provides a clear description of the bid process, including pre-qualification criteria, the documentation required to establish eligibility, and the provisions for participation through consortiums or joint ventures. It further details the evaluation methodology to be adopted, which will follow the Quality and Cost Based Selection (QCBS) approach. The technical evaluation framework, including scoring criteria and weightages, is set out here along with the method of evaluating financial proposals. The requirements relating to tender fees, Earnest Money Deposit (EMD), and Performance Security are also described.

### **Volume IV: Contractual Framework**

This section contains the contractual terms and conditions that will govern the engagement between NEHHDC and the selected Implementing Partner. It includes the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC), covering provisions such as obligations of the parties, indemnity, confidentiality, force majeure, termination, arbitration, and intellectual property rights. The section also sets out the payment terms, penalties for non-performance, and liquidated damages, along with the Draft Contract Agreement that will be executed with the successful bidder.

### **Volume V: Annexures & Forms**

The final volume contains all supporting annexures and forms required for bid submission. These include formats for pre-qualification checklists, technical proposal forms (TECH-1 to TECH-7), financial proposal forms (FIN-1, and BoQ), and reporting templates. Draft formats for legal documents such as the Performance Bank Guarantee, Consortium/Joint Venture Agreement, Commitment Letters, and Declarations are also included. In addition, bidders will find the prescribed format for raising pre-bid queries and comprehensive checklists to ensure completeness of their submissions.

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# **Volume I: Invitation & Instructions**

# 1. Letter of Invitation

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

**Date: 04 September 2025**

To,  
[Name of the Bidder]  
[Address]

**Subject: Request for Proposal (RFP) for “Selection of Implementation Partner for Ashtalakshmi Darshan – Youth Exchange Programme”**

Dear Sir/Madam,

The North Eastern Handicrafts & Handloom Development Corporation (NEHHDC), a Government of India enterprise under the Ministry of Development of North Eastern Region (MDoNER), invites proposals from eligible and reputed organizations/agencies/consortiums for **implementing the Ashtalakshmi Darshan – Youth Exchange Programme**.

This flagship initiative seeks to bring 1,280 students from 28 non-North Eastern States/UTs to the North East Region (NER) in two phases (FY 2025–26 and FY 2026–27) for a 14-day structured cultural, academic, and exposure programme.

The Implementing Partner will be responsible for the **end-to-end execution of the programme**, including student mobilization, logistics (travel, accommodation, meals), academic coordination, cultural immersion, documentation, digital campaigns, and reporting.

The selection of the Implementation Partner will be carried out under the **Quality and Cost-Based Selection (QCBS) system with a weightage of 70:30** (Technical: Financial), following a **three-stage bid process** (Pre-Qualification, Technical, and Financial).

Please note the following key information:

- **Tender Processing Fee:** ₹10,000 (non-refundable)
- **Earnest Money Deposit (EMD):** ₹35,00,000.00
- **Performance Guarantee (PG):** 5% of contract value (to be submitted by the successful bidder)
- **Consortiums:** Allowed (up to 2 members)
- **Contract Duration:** (November 2025 – March 2027)

The detailed RFP document, including Terms of Reference, Instructions to Bidders, Eligibility & Evaluation Criteria, General and Special Conditions of Contract, and prescribed formats, is enclosed.

Interested bidders are advised to study the RFP carefully before submitting their proposals. Proposals must be submitted online via the **Central Public Procurement Portal (<https://etenders.gov.in/eprocure/app>)** within the specified timeline.

Yours faithfully,

**Sd/-**

Managing Director

North Eastern Handicrafts & Handloom Development Corporation (NEHHDC)

Guwahati, Assam

## 2. Schedule for Invitation of RFP

Ref	Applicable Law	India
2.1	Name of the Assignment	Selection of Implementation Partner for Ashtalakshmi Darshan – Youth Exchange Programme
2.2	Client	North Eastern Handicrafts & Handloom Development Corporation (NEHHDC)
2.3	Tender Reference No.	<b>HHDC/CO/BD/AD/2025/138/6581</b>
2.4	Date of Release of RFP	<b>04 September 2025</b>
2.5	Last Date for Submission of Queries	<b>10 September 2025 (by 1500 hrs)</b> via email at <a href="mailto:md.nehhdcl@gmail.com">md.nehhdcl@gmail.com</a> , <a href="mailto:mgr.hradmin@nehhdc.com">mgr.hradmin@nehhdc.com</a> & <a href="mailto:hr@nehhdc.com">hr@nehhdc.com</a> as per Annexure VII
2.6	Pre-Bid Meeting	<b>11 September 2025 at 1100 hrs</b> , NEHHDC HQ, Guwahati (VC Mode, link will be shared in the NEHHDC official website: <a href="http://www.nehhdcl.com">www.nehhdcl.com</a> )
2.7	Response to Queries	Published as corrigendum on CPPP
2.8	Last Date & Time for Bid Submission	<b>26 September 2025 (by 1600 hrs)</b>
2.9	Mode of Submission & Address	Online through CPPP ( <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> )  In addition, only the hard copies of Technical Bid (along with supporting documents) shall also be submitted at the office of North Eastern Handicrafts & Handlooms Development Corporation Limited, CPEC Garchuk, Garchuk- Pamohi Road, Kamrup (M) Guwahati, Assam 781035 by <b>29 September 2025 at 1500 hrs.</b>
2.10	Mode of Selection	Quality and Cost Based Selection (QCBS)
2.11	Opening of Pre-Qualification & Technical Bids	<b>29 September 2025 at 1500 hrs</b> at the office of North Eastern Handicrafts & Handlooms Development Corporation Limited, CPEC Garchuk, Garchuk- Pamohi Road, Kamrup (M) Guwahati, Assam 781035
2.12	Opening of Financial Bids	To be notified later (for technically qualified bidders only)
2.13	Expected date and address for contract negotiations:	The date for contract negotiation shall be intimated at a later date The contract negotiations will take place at <b>Address:</b> North Eastern Handicrafts & Handlooms Development Corporation Limited, CPEC Garchuk, Garchuk-Pamohi Road, Kamrup (M) Guwahati, Assam 781035

		The negotiations will be held with the Agency's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency
2.14	Expected date for the commencement of the Services:	Seven days from date of signing of contract (Effective Date)
2.15	Bid Validity	90 days from date of submission
2.16	Tender Processing Fee	₹10,000 (non-refundable)
2.17	Earnest Money Deposit (EMD)	₹35,00,000.00
2.18	Performance Guarantee (PG)	5% of contract value (by successful bidder)
2.19	Consortium / Joint Venture	Allowed (maximum 2 members)
2.20	Contact Person	Managing Director, NEHHDC, Craft Promotion & Experience Centre, Garchuk, Pamohi Road, Guwahati – 781035
2.21	Contact Email	<a href="mailto:md.nehhdc@gmail.com">md.nehhdc@gmail.com</a> , <a href="mailto:mgr.hradmin@nehhdc.com">mgr.hradmin@nehhdc.com</a> , <a href="mailto:hr@nehhdc.com">hr@nehhdc.com</a>

### 3. Instructions to Bidders (ITB)-Data Sheet

#### Data Sheet

Ref	Section	Details
3.1	<b>General</b>	
3.1.1	<b>Scope of Proposal</b>	NEHHDC invites Proposals from eligible agencies / consortiums (hereinafter referred to as “Bidders”) for <i>Selection of Implementation Partner for Ashtalakshmi Darshan – Youth Exchange Programme</i> . The selected Bidder will enter into a contract with NEHHDC and perform the services as outlined in the Terms of Reference (ToR).
3.1.2	<b>Definitions</b>	<ul style="list-style-type: none"> <li>– <i>Client</i> means NEHHDC.</li> <li>– <i>Bidder</i> means any eligible agency / organization / consortium submitting a proposal.</li> <li>– <i>Lead Bidder</i> means the consortium member authorized to submit the bid and act on behalf of all members.</li> <li>– <i>Contract</i> means the agreement signed between NEHHDC and the selected Bidder.</li> <li>– <i>Services</i> means all activities, deliverables, and outcomes specified in the Scope of Work.</li> </ul>

3.1.3	<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>- The bidding process shall be governed by the General Financial Rules (GFR) 2017, Manual for Procurement of Consultancy &amp; Other Services, and relevant Government of India guidelines.</li> </ul>
<b>3.2</b>	<b>Eligibility of Bidders</b>	<ul style="list-style-type: none"> <li>- The Bidder should be a <b>legal entity registered in India</b> (Company /LLP/Partnership Firm/Trust/Society).</li> <li>- The Bidder should have been in operation for at least <b>7 years</b> as on bid submission date.</li> <li>- The bidder should have office in any of the North-Eastern States.</li> <li>- The Bidder (single entity or consortium) should have an <b>average annual turnover of at least ₹10 Crore in the last three financial years.</b></li> <li>- At least two assignments of <b>minimum 500 participants</b> each, covering <b>two or more components</b> such as mobilisation &amp; coordination across states, large-scale travel &amp; logistics, or exposure visits &amp; cultural immersion, preferably under Govt./PSU/Industry Association sponsorship</li> <li>- At least two assignments of <b>minimum single Work Order value ₹30 lakh</b> each, covering <b>one or more components</b> such as academic/training delivery (with faculty, kits, certification) or documentation &amp; awareness campaigns (reports, media, IEC), preferably under Govt./PSU/Industry Association sponsorship.</li> <li>- The bidder must have a minimum of 50 full-time professional staff in the domains of project management, youth mobilization, logistics, event management, and digital campaigns.</li> <li>- The Bidder should not be blacklisted/debarred by any government agency; a <b>self-declaration</b> to this effect is required.</li> <li>- <b>Consortium/JV</b>: Permissible with up to <b>2 members</b>. The Lead Bidder must satisfy turnover and majority experience criteria.</li> </ul>
<b>3.3</b>	<b>Pre-Bid Meeting &amp; Clarifications</b>	<ul style="list-style-type: none"> <li>- A <b>Pre-Bid Meeting</b> will be held at NEHHDC HQ, Guwahati, as mentioned in Section 2.6</li> <li>- Bidders may submit queries in the prescribed format (Annexure VII) before the date specified.</li> <li>- Clarifications and amendments, if any, will be published as <b>Corrigendum</b> on CPPP and NEHHDC website.</li> </ul>
<b>3.4</b>	<b>Preparation of Proposal</b>	<ul style="list-style-type: none"> <li>- <b>Language</b>: All documents must be in English.</li> </ul>

		<ul style="list-style-type: none"> <li>– <b>Currency:</b> Financial proposals must be quoted in Indian Rupees (INR) only.</li> <li>– <b>Validity:</b> Proposals must remain valid for <b>90 days</b> from submission deadline.</li> <li>– <b>Tender Fee:</b> ₹10,000 (non-refundable), payable by DD in favour of NEHHDC payable at Guwahati, Assam.</li> <li>– <b>Bid Security (EMD):</b> ₹35,00,000.00 to be submitted in the form of DD in favour of NEHHDC payable at Guwahati, Assam.</li> <li>– <b>Performance Guarantee:</b> Successful bidder must furnish a <b>5% Performance Bank Guarantee</b> within 30 days of award.</li> <li>– <b>Consortium Documents:</b> If bidding as consortium, submit Consortium Agreement/MoU specifying roles, responsibilities, and Lead Bidder authorization (Annexure IV)</li> </ul>
<b>3.5</b>	<b>Submission of Proposal</b>	
		<ul style="list-style-type: none"> <li>– <b>Mode:</b> Online submission only through <b>CPPP (eprocure.gov.in)</b> and only <b>hard copies of Technical Bid</b> as mentioned in <b>Section 2.9</b></li> <li>– <b>Two-Envelope System:</b> <ul style="list-style-type: none"> <li>i. <i>Envelope A:</i> Pre-Qualification &amp; Technical Proposal (including scanned copies of all annexures and forms)</li> <li>ii. <i>Envelope B:</i> Financial Proposal (only BoQ format to be uploaded separately)</li> </ul> </li> <li>– <b>Physical Submission:</b> <ul style="list-style-type: none"> <li>i. Hard copy of the <b>Technical Proposal (Envelope A) with all supporting documents</b></li> <li>ii. Tender Fee &amp; EMD instrument must be delivered to NEHHDC before bid opening</li> </ul> </li> </ul> <p><i>Note: Financial Proposal must be submitted online only; hard copy submission of the Financial Proposal will not be accepted.</i></p> <ul style="list-style-type: none"> <li>– <b>Page Numbering &amp; Indexing:</b> All documents must be indexed and paginated.</li> </ul>
<b>3.6</b>	<b>Bid Opening and Evaluation Process</b>	
		<ul style="list-style-type: none"> <li>– <b>Stage I – Pre-Qualification:</b> Check of eligibility documents and compliance with criteria</li> <li>– <b>Stage II – Technical Evaluation:</b> Scoring based on experience, methodology, team, and innovation (weightage: 70%).</li> <li>– <b>Stage III – Financial Evaluation:</b> Only technically qualified bidders' financial bids will be opened. Financial score will carry 30% weightage.</li> <li>– <b>Final Selection:</b> Bidder with the <b>highest combined QCBS score</b> will be awarded.</li> <li>– <b>Tie-Breaking Rule:</b> In case of tie, bidder with higher technical score will be preferred.</li> </ul>

		<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>– Proposals will first be examined at the <b>Pre-Qualification stage</b> against mandatory eligibility requirements</li> <li>– Any proposal with <b>incomplete documentation, insufficient evidence, or missing supporting records</b> at this stage will be treated as <b>non-responsive</b> and disqualified, and such bidders will not be invited for Technical Evaluation/Presentation</li> <li>– Proposals that qualify at the Pre-Qualification stage will proceed to <b>Technical Evaluation</b></li> <li>– During Technical Evaluation, marks will be awarded strictly on the basis of <b>valid and sufficient supporting documents</b> submitted for each criterion</li> <li>– If supporting documents for any technical criterion are missing or incomplete, the bidder will receive <b>zero marks for that criterion</b>, but will not be disqualified, unless a mandatory PQ requirement is later found invalid or misrepresentation is established</li> </ul>
<b>3.7</b>	<b>Rights of NEHHDC</b>	
		<ul style="list-style-type: none"> <li>– NEHHDC reserves the right to accept/reject any bid without assigning reasons.</li> <li>– NEHHDC may cancel the RFP process at any stage.</li> <li>– NEHHDC is not bound to accept the lowest financial bid.</li> <li>– NEHHDC reserves the right to negotiate with the selected bidder before signing of contract.</li> </ul>
<b>3.8</b>	<b>Fraud and Corrupt Practices</b>	
		Bidders must observe the highest standard of ethics. Any form of fraud, misrepresentation, or collusion will lead to rejection, forfeiture of EMD, and blacklisting.
<b>3.9</b>	<b>Important Compliance Requirements</b>	
		<ul style="list-style-type: none"> <li>– Incorporation Certificate/ Certificate of Registration must be provided.</li> <li>– All statutory registrations (PAN, GST) must be valid.</li> <li>– Financial statements must be audited by a Chartered Accountant.</li> <li>– Key personnel CVs must be submitted as specified</li> <li>– Bidders must sign each page of proposal documents uploaded.</li> </ul>

## **Volume II: Terms of Reference (ToR)**

## 4. Terms of Reference (ToR)

### 4.1. Background

The North Eastern Region (NER) of India – comprising Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura – is often described as the **Ashtalakshmi of the nation** due to its rich cultural diversity, ecological wealth, and strategic importance. Yet youth in other parts of India have limited exposure to the region’s heritage and development, leading to misconceptions and a disconnect. To address this gap, the Ministry of Development of North Eastern Region (MDoNER), through the North Eastern Handicrafts & Handloom Development Corporation (NEHHDC), has launched the **Ashtalakshmi Darshan – Youth Exchange Programme**. This flagship youth exchange will bring **1,280 students** (age 15–29) from 28 non-NER States/UTs to the North East over two years for a structured 14-day cultural, academic and exposure programme. The initiative aims to foster national integration and cultural bonding by immersing participants in the North East’s arts, crafts, traditions and institutions, thereby creating future ambassadors who appreciate the region’s heritage and development journey. The selected Implementing Partner will execute the programme end-to-end, from student outreach through to reporting, ensuring the programme’s goals of youth empowerment, academic enrichment, and cultural sensitization are met.

### 4.2. Objectives

The programme has five interrelated objectives:

1. **National Integration:** To promote emotional and cultural bonding between the North Eastern Region and the rest of India by enabling direct interaction between young citizens.
2. **Youth Empowerment:** To create opportunities for 1,280 students to participate in a transformative journey that enhances their leadership, civic engagement, and appreciation for diversity.
3. **Academic Enrichment:** To provide structured learning through certificate courses conducted by leading universities and institutes in the North East, covering subjects such as biodiversity, governance, and indigenous traditions.
4. **Cultural Sensitization:** To counter stereotypes by immersing participants in the lived experiences of NER communities through field visits, cultural exchanges, and interactions with local artisans and leaders.
5. **Policy Impact and Sustainability:** To institutionalize this programme as an annual engagement, thereby ensuring that the benefits extend beyond two years and contribute to long-term national integration.

### 4.3. Scope of Work

The selected Implementation Partner will be responsible for **end-to-end execution** of the programme. The scope of work has been divided into **seven broad components**, each with its own set of responsibilities, outputs, and performance standards.

#### A. Mobilization and Coordination

The responsibility of the Implementation Partner will focus on coordination, orientation, and readiness management of the nominated students. Since the Ministry, in collaboration with State Governments, will directly undertake the shortlisting of candidates across all 28 non-NER States and Union Territories, the Partner's role will include the following:

- Coordination with State Education Departments and universities to obtain finalized lists of nominated students.
- Establishing communication channels with selected students and sharing programme guidelines, schedules, and pre-departure instructions.
- Conducting pre-orientation sessions (digital or physical) to brief students on travel arrangements, logistics, safety protocols, code of conduct, and cultural sensitivity.
- Maintaining a centralized database of nominated students, including personal details, eligibility documents, travel plans, and batch allocations.
- Ensuring inclusivity and balanced representation by monitoring the state-wise and batch-wise distribution of participants and flagging any gaps to the Ministry for corrective action.
- Submitting a comprehensive state-wise coordination and mobilisation report summarising orientation activities, communications facilitated, and participant readiness.

*Note: Necessary arrangements shall be made for minors and students requiring special assistance, including support for PwD, allergies, dietary needs, or medical conditions, during mobilisation and travel, in coordination with State/University Nodal Officers, with the Ministry to be kept informed of any case requiring special attention or emergency intervention.*

#### B. Travel and Logistics

The programme's success depends significantly on the comfort and safety of the participants. The Implementation Partner will arrange all travel and logistics, including:

- **Air Travel:** Approximately 2,560 trips (round-trip economy class) for 1,280 students. Bulk bookings and negotiations with airlines are encouraged to optimize cost and ensure group travel.
- **Home State Transport:** Safe, reliable transportation from participants' origin points to the nearest airport.
- **NER Transport:** Deployment of air-conditioned buses and smaller vehicles for intra-state transfers, cultural visits, and airport shuttles.

- **Accommodation:** About 8,960 room-nights to be booked in safe, hygienic, gender-segregated accommodation facilities (3-star hotels, guest houses, or university hostels).
- **Meals:** Provision of approximately 53,760 meals over the two years (breakfast, lunch, dinner per participant), with attention to nutrition, hygiene, and dietary preferences (vegetarian, vegan, allergy-specific).
- **Emergency Support:** Stocking of basic medicines, hygiene products, and establishment of linkages with local hospitals to address medical or emergency needs.
- **Travel Insurance:** Comprehensive travel insurance coverage for all 1,280 participants, including medical emergencies, accidents, baggage loss, and trip delays/cancellations, valid for the entire duration of the programme.

Detailed **travel itineraries, transport logs, and meal plans** must be maintained and submitted for each batch.

### C. Academic Programme

The academic component is the **core intellectual element** of the programme. In collaboration with 14 host universities and institutions across the North East (such as IIT Guwahati, Assam University, IIM Shillong, Manipur University, NIT Agartala, and Mizoram University), the Implementation Partner will design and deliver a **9-day certificate course**.

The curriculum should cover:

- Geography, ecology, and biodiversity of the region.
- Tribal cultures, traditions, and festivals.
- Handicrafts and handlooms of the North East.
- Governance models such as the Sixth Schedule and borderland dynamics.
- Economic, industrial, and tourism opportunities.
- Sustainable practices and climate resilience.

Faculty engagement is expected to total around **1,152 faculty-days**, supplemented by 64 guest lectures from domain experts. Each participant will receive a **training kit** (handbook, stationery, folders) and a **personalized certificate** upon successful completion.

### D. Exposure Visits and Cultural Immersion

To complement academic inputs, participants will be taken on carefully curated exposure visits. Each batch will undertake:

- One **heritage site visit** to museums, monuments, or spiritual landmarks.
- Two **industrial/educational/tourism site visits** showcasing tea estates, eco-tourism projects, or educational institutions.

The objective is to ensure that participants not only observe but also **engage meaningfully with local communities**, thereby fostering empathy and appreciation. Reports, photographs, and student testimonials from these visits will be part of the documentation deliverables.

## E. Programme Personnel and Coordination

The Implementation Partner must deploy **128 trained Batch Coordinators** (two per batch) who will remain with participants throughout their 14-day journey. Coordinators should be trained in student management, safety protocols, first aid, and cultural sensitivity. Female coordinators must be assigned to female groups. Each coordinator should be equipped with communication devices such as mobile SIMs, internet dongles, and walkie-talkies to ensure seamless coordination.

A **Coordinator Training Report**, duty rosters, and batch feedback evaluations will be required as evidence of compliance.

## F. Monitoring, Documentation, and Reporting

Transparency and accountability are critical to this national programme. The Implementation Partner will establish a **cloud-based MIS** for real-time tracking of students (attendance, travel, certification). In addition, the Partner must:

- Collect **daily feedback** from participants
- Submit **weekly batch reports** (detailing activities, issues, resolutions)
- Compile **monthly summary reports** (highlighting batch outcomes, finances, challenges)
- Produce **quarterly highlight documentaries** of 3–5 minutes each
- Deliver a **final impact assessment report**, including data analytics, testimonials, and case studies

All reports must be submitted in both digital and hardcopy formats, supported by **photo and video documentation** (20–25 photos and at least one short video per batch)

## G. Digital Campaign and Promotions

Visibility is a crucial element of the programme. The Partner will be responsible for executing a **two-year communication and IEC plan** that includes:

- 640 **posters/standees** across institutions
- 192 **social media creatives** (pre, during, post batches)
- 64–128 **reels/highlight videos**
- 8 **quarterly summary documentaries**
- 24 **monthly IEC reports** analyzing reach, impressions, and engagement

This campaign should not only publicize the programme but also build an **alumni network of youth ambassadors** who continue engaging with NER narratives even after the exchange.

## 4.4. Implementation Schedule

The programme will be executed in **two phases over two years**:

- **Phase I (FY 2025–26)**: 32 batches (20 students each) covering 640 students

- **Phase II (FY 2026–27):** 32 batches (20 students each) covering another 640 students

Each phase will begin with mobilization and selection, followed by structured batch deployments, and end with consolidated reporting and evaluation.

#### 4.5. Key Deliverables

The agency must deliver the following outputs according to the indicative schedule from contract award ( $T_0$  = contract signing date):

Sl. No.	Deliverable	Description / Scope	Timeline (from T0)	Output / Evidence
1	<b>Work Order / Contract Signing</b>	Signing of agreement between NEHHDC and Implementation Partner; commencement of assignment	$T_0$	Signed Work Order / Contract Agreement
2	<b>Team Deployment &amp; Inception Report</b>	Deployment of core team (key staffs as mentioned in Clause 7.3) and submission of inception report outlining overall implementation plan, logistics framework, academic design, risk assessment, and reporting schedule.	$T_0 + 15$ days	Inception Report (approved by NEHHDC); Team Deployment Records
3	<b>Coordination &amp; Orientation of Shortlisted Candidates</b>	Communication with nominated students across 28 States/UTs, orientation sessions (online/physical) on travel, safety, cultural sensitivity, and programme guidelines; creation of centralised database with batch allocations.	$T_0 + 30$ days (plan) and ongoing till completion	Orientation Plan; Centralised Database; State-wise readiness summaries
4	<b>Travel &amp; Logistics Arrangements</b>	Planning and execution of air travel, local transport, accommodation, and meals for all 1,280 students across 64 batches.	$T_0 + 45$ days onwards; batch-wise till completion	Itineraries; Booking Confirmations; Vendor Agreements
5	<b>Academic Modules &amp; Materials</b>	Finalisation of curriculum, faculty allocations, training kits, certificates, and academic validation from host	$T_0 + 60$ days (framework) and ongoing	Academic Handbook; Faculty Rosters;

<b>Sl. No.</b>	<b>Deliverable</b>	<b>Description / Scope</b>	<b>Timeline (from T0)</b>	<b>Output / Evidence</b>
		universities; delivery across all batches.	till completion	Sample Kits; Certificates
<b>6</b>	<b>Exposure Visits &amp; Cultural Immersion</b>	Identification, permissions, and scheduling of heritage/industrial/educational visits; execution for all 64 batches.	T <sub>0</sub> + 75 days (plan) and ongoing till completion	Visit Plans; Approval Letters; Photos & Testimonials
<b>7</b>	<b>Personnel Deployment for Batches</b>	Recruitment, training, and deployment of batch coordinators and support staff to accompany all 64 batches.	T <sub>0</sub> + 45 days (first deployment) and ongoing till completion	Duty Rosters; Training Records; Deployment Logs
<b>8</b>	<b>Weekly Batch Reports</b>	Batch-level reports covering activities, attendance, logistics, issues, and resolutions.	Weekly (within 3 days of week end)	Weekly Report Template (Annexure X)
<b>9</b>	<b>Monthly Progress Reports</b>	Consolidated monthly reports summarising logistics, academic sessions, exposure visits, IEC, finances, and student feedback.	By 10th of each following month	Monthly Report Template (Annexure XI)
<b>10</b>	<b>Quarterly Reports &amp; Documentaries</b>	Consolidated quarterly outcomes with a short highlight documentary (3–5 minutes) capturing key activities and outreach.	End of each quarter	Quarterly Report Template (Annexure XII); Short Documentary
<b>11</b>	<b>Student Feedback &amp; Analysis</b>	Structured feedback from all participants at the end of each batch and consolidated analysis at programme level.	Batch-wise and ongoing till completion	Completed Feedback Forms (Annexure XIII); Analysis Reports

Sl. No.	Deliverable	Description / Scope	Timeline (from T0)	Output / Evidence
12	<b>Annual Outcome Reports</b>	Yearly consolidated reports capturing performance, data analysis, media coverage, and case studies.	End of Year 1 & Year 2	Annual Reports with Annexures (data, media, case studies)
13	<b>Final Impact Report</b>	Comprehensive programme completion report covering both years, outcomes achieved, challenges faced, and recommendations for future.	Within 30 days of last batch completion (end of programme)	Final Report; Full Repository of Reports, Photos, Videos, Certificates

#### 4.6. Reporting Requirements

The Implementing Partner shall adhere to a rigorous reporting framework with standardized formats:

- **Weekly Progress Reports:** A concise report for each batch, covering that week's academic sessions, cultural activities, attendance, logistical updates, issues encountered and resolutions. These reports are due **weekly** (e.g. each Monday covering the previous week) and must follow the template in *Annexure X*.
- **Monthly Progress Reports:** A consolidated report summarizing all activities and outcomes from the preceding month. It should include an executive summary, key achievements (number of students served, batches completed), expenditure summary (against budget), and a log of challenges and mitigation actions. Use the template in *Annexure XI*. Submit by the 10th of each month for the previous month.
- **Quarterly Reports:** At each quarter's end, prepare a review report (and a short documentary video) highlighting the programme's progress, media reach, and impact so far. These reports should analyze trends (e.g. social media engagement, common student feedback themes) and are submitted to NEHHDC for review. Use the template in *Annexure XII*.
- **Student Feedback Forms:** Collect structured feedback from every participant at the end of each batch using the format in *Annexure XIII*. These forms (digital or paper) gauge students' satisfaction with academics, logistics, visits and overall experience. Summarized feedback highlights should be included in the monthly report.

All reports must be submitted in both **digital (PDF/Excel)** and hard copy formats. Supporting documentation (e.g. high-resolution photos, videos, certificates, attendance sheets) should be provided with each report as annexures or stored in an online repository accessible to NEHHDC. Report contents must align with the templates provided (see

Annexures below) and include the agency’s conclusions and recommendations. NEHHDC will promptly review submitted reports and provide feedback; payments are linked to timely and satisfactory report submission.

**Reporting Annexures:** The following templates are being included as annexures to this Terms of Reference:

- *Annexure X:* Weekly Progress Report Template
- *Annexure XI:* Monthly Batch Report Template
- *Annexure XII:* Quarterly Progress Report Template
- *Annexure XIII:* Student Feedback Form Template

The Implementing Partner may also propose additional annexures (e.g. budget burn-down charts, evaluation questionnaires) subject to NEHHDC approval.

Reporting Calendar:

<b>Report Type</b>	<b>Template Reference</b>	<b>Frequency</b>	<b>Timeline</b>	<b>Content Summary</b>	<b>Submission To</b>
<b>Weekly Batch Report</b>	Annexure X	Weekly (for each batch)	Within <b>3 days</b> of completion of the week	Daily activities, attendance, logistics, exposure visits, key issues & resolutions, photos/testimonials	NEHHDC Programme Cell
<b>Monthly Progress Report</b>	Annexure XI	Monthly	By the <b>10th of every month</b> (for previous month)	Executive summary, batch details, logistics, academic sessions, IEC activities, challenges, expenditure summary	NEHHDC Programme Cell
<b>Quarterly Progress Report</b>	Annexure XII	Quarterly	Within <b>15 days</b> of quarter completion	Cumulative programme progress, outreach impact, challenges, lessons learned, case studies, financial utilisation	NEHHDC

<b>Report Type</b>	<b>Template Reference</b>	<b>Frequency</b>	<b>Timeline</b>	<b>Content Summary</b>	<b>Submission To</b>
<b>Student Feedback Forms</b>	Annexure XIII	Batch-wise	Collected at <b>end of each batch</b>	Structured participant satisfaction feedback (academics, logistics, visits, overall experience)	Maintained in MIS; summary in Monthly Report
<b>Quarterly Documentary / Media Report</b>	Annexure XII (Sec. 3)	Quarterly	Along with Quarterly Progress Report	3–5 minute video + creative highlights of batches conducted	NEHHDC
<b>Annual Report</b>		Year 1	1 <sup>st</sup> Year	Consolidated Annual summary	NEHHDC
<b>Interim Half Yearly Report</b>		Year 2	2 <sup>nd</sup> Year	Consolidated Half yearly summary	NEHHDC
<b>Final Impact Report</b>	(As per ToR)	End of project (Year 2)	Within <b>30 days of programme completion</b>	Consolidated impact, data analytics, testimonials, case studies, outreach metrics, recommendations	NEHHDC

#### 4.7. Payment Schedule

Payments to the Implementing Partner shall be made against milestones as follows:

<b>Sl. No.</b>	<b>Milestone / Deliverable</b>	<b>Payment %</b>	<b>Conditions / Evidence Required</b>
1	Signing of agreement between NEHHDC and Implementation Partner; commencement of assignment	5%	Approved Inception Report by NEHHDC
2	Deployment of core team (key staffs as mentioned in Clause 7.3) and submission of inception report outlining overall implementation plan, logistics framework, academic design,	10%	Mobilisation Plan + Itinerary Approval Certificate by NEHHDC

Sl. No.	Milestone / Deliverable	Payment %	Conditions / Evidence Required
	risk assessment, and reporting schedule.		
3	Completion of each Batch (total 64 batches) – pro-rata payment	65% ( $\approx 1.02\%$ per batch)	Post-Batch Report including: <ul style="list-style-type: none"> <li>• Signed attendance sheets</li> <li>• Student feedback forms (Annexure XIII)</li> <li>• Photos (20–25 per batch)</li> <li>• Short video clips / testimonials</li> <li>• Signed beneficiary list</li> <li>• Training completion certificate signed by trainer/facilitator countersigned by NEHHDC</li> <li>• Financial utilisation summary verified by NEHHDC</li> </ul>
4	Annual Consolidated Report – Year 1	10%	Submission & acceptance of Annual Report (academic outcomes, exposure visits, IEC activities, media coverage, financial summary)
5	Interim Half Yearly Report for – Year 2	10%	Submission & acceptance of Annual Report (same as above, covering Year 2)
6	Submission & acceptance of Final Impact Report (covering both years: outcomes, impact analysis, lessons learnt, recommendations)	Final 10%	Final Report + repository of media (photos, videos, feedback summaries) approved by NEHHDC

## **Volume III: Bid Process & Evaluation**

## 5. Bid Process & Evaluation

### 5.1. General Instructions

#### a. Issue Authority

This Request for Proposal (RFP) is issued by **North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)**, under the Ministry of Development of North Eastern Region (MDoNER).

#### b. Three-Bid System

Bidding will be conducted under a **three-bid system** comprising:

- **Pre-Qualification (Eligibility) Bid**
- **Technical Bid**
- **Financial Bid**

Only those bidders who qualify in the Pre-Qualification stage will have their Technical Bids evaluated. Financial Bids will be opened only for technically qualified bidders.

#### c. QCBS Evaluation

Selection will follow the **Quality and Cost Based Selection (QCBS)** methodology with a **70:30 weightage** assigned to Technical and Financial scores respectively.

### 5.2. Eligibility / Pre-Qualification Criteria

To be eligible, bidders must meet the following minimum criteria:

#### a. Legal Status:

- The bidder must be a registered entity in India under the Companies Act, 2013 / Societies Registration Act / Trust Act/ Partnership Act, or a registered not-for-profit/Section 8 company.
- The bidder / consortium partner should have office in any of the North-Eastern States (Valid GST / Trade license to be submitted as a proof).
- Consortiums/joint ventures (up to 2 partners) are permitted, with one entity designated as Lead Partner.

#### b. Financial Capacity:

- Average annual turnover of **at least ₹10 crore** in the last three financial years (FY 2021–22, FY 2022–23, FY 2023–24).
- CA-certified financial statements must be provided.

**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:
  - Mobilisation & coordination of youth/students/participants across states
  - Large-scale travel & logistics (air/rail, accommodation, meals, safety)
  - Exposure visits & cultural immersion (heritage, industrial, educational)
  
- The bidder must have executed at least **2 assignments in the last 5 years** that involved **any of the following components**, with a minimum single Work Order value of Rs.30 Lacs, preferably under Government/PSU/ Industry Federation’s sponsorship:
  - Academic/training delivery with faculty, kits, certification
  - Documentation & awareness campaigns (reports, media, IEC)

**d. Team Strength:**

- A minimum of **50 full-time professional staff** in domains of project management, youth mobilization, coordination, logistics, event management, and digital campaigns.
- Deployment of specialized experts for MIS, safety, and monitoring.

**5.3. Technical Evaluation Criteria**

The Technical Proposal will be scored out of **100 marks**, distributed as follows:

#	Criteria	Scoring Basis	Marks	Evidence / Proof
<b>A. Relevant Experience</b>				
1	Assignments executed in the last 5 years that involve two or more of the following components at a scale of at least 500 participants in a single assignment, preferably under Government/PSU/ Industry Association sponsorship: i. Mobilisation & coordination of youth / students / participants across states ii. Large-scale travel & logistics (air/rail, accommodation, meals, safety)	– 2 projects = <b>6 marks</b> – For each additional project = <b>2 marks</b> each up to max. <b>10 marks</b>	10	Work Order / Sanction letter / LOA / MoU along with Completion certificate from client

#	Criteria	Scoring Basis	Marks	Evidence / Proof
	iii. Exposure visits & cultural immersion (heritage, industrial, educational) <i>Note: Purely commercial/private programmes (weddings, concerts, product launches) or assignments limited to a single component will not be considered similar.</i>			
2	Assignments executed in the last 5 years that involve any one of the following components with a minimum single Work Order value of Rs.30 Lacs, preferably under Government/PSU/ Industry Association sponsorship: <ol style="list-style-type: none"> <li>Academic/training delivery with faculty, kits, certification</li> <li>Documentation &amp; awareness campaigns (reports, media, IEC)</li> </ol>	<ul style="list-style-type: none"> <li>– 2 projects = <b>6 marks</b></li> <li>– For each additional project = <b>2 marks</b> each up to max. <b>10 marks</b></li> </ul>	10	Work Order / Sanction letter / LOA / MoU along with Completion certificate from client
3	Experience of conducting similar assignments as mentioned in pt. 1 & 2	<ul style="list-style-type: none"> <li>– Up to 5 states = <b>2 marks</b></li> <li>– 6-10 states = <b>4 marks</b></li> <li>– 11-15 states = <b>6 marks</b></li> <li>– 16-20 states = <b>8 marks</b></li> <li>– 21 or more states = <b>10 marks</b></li> </ul>	10	Completion certificates or client references, photos/reports of program executed
<b>B. Manpower &amp; Technical Capacity</b>				
1	Bidder's Core team strength (Program Managers, Mobilisation Coordinators, Liaison Officers, Batch Coordinators)	<ul style="list-style-type: none"> <li>– Min. 50 staff (eligibility)</li> <li>– For every additional 10 staff = <b>2 marks</b> up to max. <b>10 marks</b></li> </ul>	10	Self-declaration of core team strength on company letterhead, duly signed by the Authorized Signatory and attested by a CA along with list of staff details – names, designations relevant to the RFP requirement

#	Criteria	Scoring Basis	Marks	Evidence / Proof
2	Team Adequacy for Assignment (specific deployment plan for this project)	<ul style="list-style-type: none"> <li>– Only generic staff list, no CVs/roles = <b>2 mark</b></li> <li>– Staff list + at least 2 key roles (e.g., Project Manager, Coordinator), no time commitment = <b>4 marks</b></li> <li>– Organogram + CVs of 3 key staff (PM, Mobilisation Lead, Logistics) = <b>6 marks</b></li> <li>– Organogram + CVs of 5 key staff covering PM, Mobilisation, Logistics, Academic, IEC, with partial time commitments = <b>8 marks</b></li> <li>– Comprehensive plan: organogram + CVs of all key experts, role descriptions, full/part-time commitments, and batch-wise deployment for 64 batches = <b>10 marks</b></li> </ul>	10	Assignment-specific organogram, CVs of staff, <b>(Form TECH-6, Part A)</b> , and deployment schedule
3	Technical Tools for Outreach & Awareness Campaigns. Tools may include Campaign Management Platforms, Application Management Systems, Digital Outreach Tools , Engagement Tools Analytics & Monitoring Tools	<ul style="list-style-type: none"> <li>– No evidence of digital tools used for mobilisation/application management = <b>0 marks</b></li> <li>– Use of basic digital outreach tools (bulk SMS/email, WhatsApp broadcast, social media ads) in projects of any scale = <b>1 marks</b></li> <li>– Use of basic digital outreach tools and deployment of an online application portal in at least <b>two projects</b> (Govt./PSU/Industry Association) = <b>3 marks</b></li> </ul>	3	Valid software licenses/subscription documents, purchase bills, or vendor invoices <b>OR</b> Client-side certification/letters confirming actual deployment <b>Form TECH 6 Part B</b>
4	Government Empanelment for Outreach & IEC	<ul style="list-style-type: none"> <li>– No empanelment = <b>0 marks</b></li> <li>– Empanelled with either DAVP or DIPR (or equivalent State/National / PSU body) = <b>1 marks</b></li> <li>– Empanelled with both DAVP &amp; DIPR (or equivalent multiple Govt. / PSU bodies) = <b>2marks</b></li> </ul>	2	Valid empanelment certificate/letter from authority (client side)
<b>C. Financial Strength</b>				
1	Minimum average annual turnover (last 3 yrs) should be 10Cr.	<ul style="list-style-type: none"> <li>– ₹10–25 Cr = 5 marks</li> <li>– ₹25–50 Cr = 10 marks</li> <li>– ₹50–75 Cr = 15 marks</li> <li>– ₹75+ Cr = 20 marks</li> </ul>	20	Audited financial statements & CA-certified turnover certificate for FY2021-22, FY2022-23 & FY2023-24 <b>(FORM TECH-7, Annexure V)</b> along with Income Tax Returns Acknowledgements

#	Criteria	Scoring Basis	Marks	Evidence / Proof
<b>D. Approach &amp; Methodology</b>				
1	Coordination & Outreach Plan	– Clear strategy for outreach campaigns (online + offline), number of touchpoints, regional coverage	5	Technical proposal with detailed work plan, flowchart/Gantt/PERT, innovation in execution
2	Logistics & Travel Management Plan	– Detailed plan for air tickets, local transport, accommodation, meals, contingency arrangements	5	Methodology note covering mobilization, coordination, logistics, academic coordination, risk buffer
3	Academic & Training Methodology	– Quality of academic session planning, faculty sourcing, training kit content, certification mechanism	3	Sample training handbook, faculty profiles, proposed session plan
4	Monitoring & Risk Mitigation Plan	– Clear MIS/dashboard approach, batch-wise reporting, emergency response medical, weather delays, etc.	2	Flowchart of MIS, screenshots, risk-mitigation matrix
<b>E. Technical Presentation</b>				
1	Technical presentation	– Clarity of understanding of project scope & objectives, execution plan (mobilization, coordination, logistics, academic coordination, reporting)	10	2 Key Resource Person must be present: – Project Manager and – one of the following key experts — Mobilisation & Outreach Lead / IEC & Communications Manager / Monitoring & MIS Expert
<b>Total Score</b>			<b>100</b>	

- **Minimum Technical Score:** Bidders must secure **70 marks** to qualify for Financial Bid opening.

#### 5.4. Financial Bid

- The Financial Proposal must be quoted in the **BoQ format** provided on CPP Portal.
- Costs should be broken down by activity/deliverable (travel, accommodation, meals, academic programme, exposure visits, IEC, reporting, etc.).
- Applicable taxes must be indicated separately.
- No conditional or incomplete bids will be accepted.

## 5.5. Treatment of Abnormally High/Low Bids

- NEHHDC reserves the right to examine bids that appear abnormally high or abnormally low in comparison with the estimated cost of the assignment. Such bids may be considered unbalanced and subject to additional scrutiny.
- In the case of abnormally low bids, the bidder shall be required to furnish detailed justifications and supporting evidence (e.g., cost break-up, methodology, resource plan, proof of efficiencies, past similar contracts). If the explanation is not found satisfactory, the bid may be rejected and the EMD forfeited.
- In the case of abnormally high bids, NEHHDC may seek clarifications to establish reasonableness. NEHHDC reserves the right to reject such bids to safeguard public interest and ensure value for money.
- This provision is consistent with the principles of General Financial Rules (GFR) 2017 and guidance issued by the Department of Expenditure (DoE), Ministry of Finance on abnormally priced bids. The decision of NEHHDC in this regard shall be final and binding.

## 5.6. QCBS Evaluation

- **Technical Score:** Normalized to 70% weightage.
- **Financial Score:** Normalized to 30% weightage.
- **Combined Score:**

$$S=(St\times 0.70) + (Sf\times 0.30)$$

Where, S= Combined Score

St= Technical Score

Sf= Financial Score

The bidder with the **highest Combined Score** will be awarded the contract, subject to meeting all compliance requirements.

## 5.7. Bid Security (EMD)

- An Earnest Money Deposit (EMD) of **₹35 lakh** must be submitted along with the Pre-Qualification Bid, in the form of Bank Guarantee/DD in favour of NEHHDC payable at Guwahati, Assam.
- EMD will be returned to unsuccessful bidders after award of contract.

## 5.8. Performance Guarantee

- The successful bidder shall furnish a **Performance Bank Guarantee (PBG) of 5% of the total contract value** within 30 days of award of contract.
- The PBG shall remain valid for 60 days beyond the completion of the contract.

### **5.9. Tender Processing Fee**

- A **non-refundable Tender Processing Fee of ₹10,000** must be submitted for payment in the form of a DD along with the Pre-Qualification bid. Documentary evidence of the DD (photostate copy) must be submitted along with the Submission of the Tender Document in CPPP. However, a physical copy of the DD must be accompanied by the hard copy of the technical Bid supposed to be submitted at NEHHDC, Garchuk Office, as mentioned in Point No. 2.9 under the heading “Schedule for invitation of RFP”

## **Volume IV: General Conditions of Contract (GCC)**

## 6. General Conditions of Contract (GCC)

### 6.1. Definitions

- “**Client**” means the North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC).
- “**Implementing Partner / Contractor**” means the selected bidder with whom the agreement is signed.
- “**Consortium**” means a group of up to two entities submitting a joint proposal, with one designated as Lead Partner.
- “**Contract**” means the agreement entered between NEHHDC and the selected Implementing Partner.
- “**Programme**” means the Ashtalakshmi Darshan – Youth Exchange Programme.

### 6.2. Commencement & Duration

- The Contract shall come into force on the date of signing and shall remain valid up to 31<sup>st</sup> March 2027, unless extended or terminated earlier.
- Mobilization & coordination shall begin within **30 days** of signing the agreement.

### 6.3. Obligations of the Implementing Partner

The selected partner shall:

- Execute the programme strictly as per Terms of Reference (ToR).
- Deploy competent professionals and ensure continuity of key personnel.
- Maintain quality, safety, and compliance with applicable laws.
- Keep proper records, accounts, and provide progress reports.
- Maintain confidentiality of data and programme-related information.

### 6.4. Obligations of NEHHDC

NEHHDC shall:

- Facilitate coordination with MDoNER, State Governments, universities, and stakeholders.
- Provide approvals for itineraries, designs, IEC content, and reports.
- Make timely payments as per agreed milestones.

## 6.5. Performance Guarantee

The Implementing Partner shall furnish a **Performance Bank Guarantee (PBG) of 5% of contract value**, valid until 60 days beyond the contract completion.

## 6.6. Payment Terms

- Payments shall be milestone-linked (mobilization, completion of batches, reporting) as mentioned in section 4.7
- Payment shall be made within **30 days** of submission of invoice and verification by NEHHDC.
- TDS and statutory deductions shall apply.

## 6.7. Penalties & Liquidated Damages

- Delay in organizing approved batches – Penalty @ **0.25%** of the batch cost per week of delay, subject to a maximum of **3%** of the batch cost.
- Shortfall in student participation – Pro-rata deduction shall be applied to payments corresponding to the number of absent participants.
- Non-compliance with safety standards – Penalty up to **3%** of the total contract value, in addition to recovery of any damages or liabilities arising therefrom.
- Unsatisfactory student feedback – If less than **70%** of participants in any batch rate the programme as satisfactory or above (based on feedback forms in Annexure XIII), NEHHDC reserves the right to impose a penalty of up to **3%** of the concerned batch cost, along with proportionate deductions in payments. Persistent failure across multiple batches may result in withholding or forfeiture of the Performance Bank Guarantee (PBG), in full or in part, at NEHHDC's discretion.

## 6.8. Termination of Contract

- **Termination for Default** – NEHHDC may terminate if the Implementing Partner:
  - fails to perform obligations, or
  - engages in fraud, corruption, or misrepresentation.
- **Termination for Convenience** – NEHHDC may terminate at any time with 30 days' notice.
- **Termination by Implementing Partner** – with 60 days' notice if NEHHDC defaults on obligations.

## 6.9. Force Majeure

Neither party shall be liable for failure to perform obligations if such failure results from events beyond reasonable control, such as natural disasters, war, civil unrest, epidemics, government restrictions, or similar circumstances.

- Notice of Force Majeure shall be served within 7 days.
- Obligations will be suspended for the duration of the event.

#### **6.10. Dispute Resolution**

- **Amicable Settlement** – Parties shall attempt to resolve disputes through good-faith negotiation.
- **Arbitration** – If unresolved, disputes shall be referred to a sole arbitrator appointed by MD, NEHHDC.
  - Arbitration shall be conducted under **Arbitration and Conciliation Act, 1996**.
  - Venue: Guwahati; Language: English.
- **Jurisdiction** – Subject to the exclusive jurisdiction of Courts in Guwahati.

#### **6.11. Confidentiality & Intellectual Property**

- All reports, materials, photographs, films, digital content produced under the contract shall be the **property of NEHHDC**.
- The Implementing Partner shall not use programme data for any purpose without prior written consent.

#### **6.12. Fraud & Corruption**

Bidders shall observe the highest standards of ethics. Proposals will be rejected if bidders engage in:

- **Corrupt practice** (offering gifts/bribes).
- **Fraudulent practice** (misrepresentation).
- **Collusive practice** (arranging with competitors).
- **Coercive practice** (threatening parties).

If such acts are discovered post-award, the contract may be terminated, EMD/PBG forfeited, and bidder blacklisted.

#### **6.13. Sub-Contracting**

- Sub-contracting of **core responsibilities** (mobilization, programme design, reporting) is prohibited.
- Sub-contracting of non-core services (catering, transport, event management) may be permitted with prior approval.

#### **6.14. Governing Law**

The Contract shall be governed by and construed in accordance with the **laws of India**.

**Volume V: Special Conditions of Contract (SCC) & Draft  
Contract Agreement**

## 7. Special Conditions of Contract (SCC) & Draft Contract Agreement

### 7.1. Introduction

The following **Special Conditions of Contract (SCC)** shall supplement the General Conditions of Contract (GCC). In case of any conflict, the SCC shall prevail over the GCC.

### 7.2. Programme-Specific Conditions

#### 4.1.1. Project Duration & Phasing

- The Contract shall cover the implementation period from **FY 2025–26 to FY 2026–27**.
- A total of **1,280 students** from 28 non-NER states will participate:
  - **640 students in FY 2025–26**
  - **640 students in FY 2026–27**
- Detailed itineraries for each cohort shall be finalized **at least 30 days before mobilization**.

#### 4.1.2. Key Deliverables

The Implementing Partner shall deliver:

- **Mobilization & Coordination Plan** for student selection in collaboration with State/UT education departments.
- **Batch-wise Itinerary & Logistics Plan** (travel, lodging, food, safety).
- **Cultural & Educational Immersion Activities** (craft village visits, heritage walks, workshops, academic linkages).
- **Reporting & Feedback:** Batch-wise reports, photographs, video documentation, beneficiary feedback.
- **Consolidated Impact Report** at the end of each year.

#### 4.1.3. Monitoring & Quality Assurance

- NEHHDC will constitute a **Programme Monitoring Committee** to oversee execution.
- Surprise checks may be conducted during visits.
- Video/photo documentation of all key activities is mandatory.
- Payments are subject to PMC's approval of reports and deliverables.

### 7.3. Staffing & Personnel

– Key Staff

The Implementing Partner shall deploy the following Key Staff, whose qualifications, experience, and CVs shall be submitted as part of the Technical Proposal and evaluated accordingly. These staff shall be committed to the assignment for the entire duration, and any replacement shall require prior written approval of NEHHDC:

<b>Position</b>	<b>Role &amp; Responsibility</b>	<b>Requirement</b>
Project Manager (1)	Overall leadership and management of the programme; liaison with NEHHDC; ensure compliance with ToR and reporting obligations.	<ul style="list-style-type: none"> <li>• MBA or equivalent degree in management.</li> <li>• Minimum 10 years' experience in managing large-scale youth/cultural/educational programmes.</li> </ul>
Mobilisation & Outreach Lead (2)	Responsible for national-level student mobilisation across 28 States/UTs, including outreach campaigns and coordination with State Education Departments.	<ul style="list-style-type: none"> <li>• Any Post- Graduate degree .</li> <li>• At least 7 years' experience in outreach, awareness campaigns, or large-scale mobilisation programmes.</li> </ul>
Logistics & Travel Coordinator (1)	Responsible for travel, accommodation, meals, and safety protocols; prepare contingency and emergency plans.	<ul style="list-style-type: none"> <li>• Any Graduate degree.</li> <li>• Minimum 7 years' experience in logistics/event/travel coordination for large groups.</li> </ul>
Academic Coordinator (1)	Coordinate with host universities; design, monitor, and quality-check academic sessions and certification.	<ul style="list-style-type: none"> <li>• Any Graduate Degree.</li> <li>• At least 5 years' experience in academic/training programme management.</li> </ul>
Batch Coordinators (2 per batch; ~128 total across 64 batches)	Accompany each student batch (20 students, 14 days); responsible for student management, safety, documentation, and daily reporting.	Graduate degree with experience in youth/student programmes; must be trained in first-aid, safety, and reporting.

– Non-Key Staff

The Implementing Partner shall also deploy adequate Non-Key Staff to support the programme. These staff will not be individually evaluated during proposal evaluation but their adequacy and availability shall be reviewed during contract execution.

Category	Role & Responsibility	Requirement
Support Staff (IT/AV/Logistics Assistants)	Provide technical and logistics support for academic sessions, AV setup, IT troubleshooting, and on-ground arrangements.	Adequate number to be proposed by Implementing Partner.
Field Mobilisation Staff	Assist in outreach at the state/district level, document verification, and student communication.	Adequate number to be proposed.
Documentation & Media Team	Responsible for batch-wise photography, videography, editing, and preparation of reels/documentaries.	To be proposed by Implementing Partner.
Administrative & Finance Staff	Manage project budgeting, accounts, compliance, and expense tracking.	To be proposed by Implementing Partner.
Medical/Emergency Support Staff	Provide first-aid, medical kits, and health emergency support (may be outsourced via tie-up).	To be ensured by Implementing Partner.

- The Implementing Partner shall ensure all staff deployed are qualified, trained, and available for the duration of the programme.
- No change in Key Staff shall be made without prior approval of NEHHDC.
- In the event of replacement of Key Staff, the Implementing Partner must propose a candidate of equal or higher qualification and experience, subject to NEHHDC approval.
- NEHHDC reserves the right to review staffing adequacy periodically and instruct adjustments if required.

#### 7.4. Penalty Clauses

- The Implementation Partner shall be liable for penalties and liquidated damages in the event of delay, default, or unsatisfactory performance, as detailed under Clause 6.7 (*Penalty Clauses*). Such penalties may include deductions for delays in organizing batches, shortfall in student participation, non-compliance with safety standards, and unsatisfactory participant feedback.
- The total cumulative penalties and liquidated damages under this contract shall not exceed **10% of the total contract value**, excluding pro-rata deductions for shortfall in student participation. NEHHDC also reserves the right to enforce remedies including **withholding or forfeiture of the Performance Bank Guarantee (PBG)** in case of persistent or material breach of obligations.

### **7.5. Insurance & Safety**

- The Implementing Partner must ensure **comprehensive insurance** (accident/medical/travel) for all participants during the programme.
- Risk management & emergency response plan must be submitted before commencement.

### **7.6. Branding & Publicity**

- All publicity, banners, brochures, films, and IEC material must carry **logos of MDoNER and NEHHDC** as per approved branding guidelines.
- No third-party branding without prior approval.

# CONTRACT FOR IMPLEMENTING PARTNER'S SERVICES

**Project Name** \_\_\_\_\_

**RFP No.** \_\_\_\_\_

**Contract No.** \_\_\_\_\_

**Assignment Title:** \_\_\_\_\_

**between**

**[Name of the Client]**

**and**

**[Name of the Implementation Partner]**

**Dated** \_\_\_\_\_

## **Draft Contract Agreement (Template)**

This Contract Agreement (“Agreement”) is made on this \_\_ [Day] \_\_ day of [Month], 2025,

BETWEEN

North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC), A Government of India enterprise under MDoNER, having its corporate office at CPEC Garchuk, Garchuk- Pamohi Road, Kamrup (M), Assam, Pin- 781035 (hereinafter referred to as the “Client”),

AND

M/s [Implementing Partner Name], a company/organization registered under the Companies Act, 2013 / Societies Act / Trust Act, having its registered office at [Address] (hereinafter referred to as the “Implementing Partner”).

(The Client and Implementing Partner shall hereinafter be individually referred to as a “Party” and collectively as the “Parties.”)

### **Article 1 – Definitions and Interpretation**

1.1. This Agreement, together with the RFP, Proposal, Terms of Reference (ToR), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), and any clarifications issued, constitute a single integrated agreement.

1.2. In case of inconsistencies, the following priority applies:

1. This Contract Agreement
2. Annexures/Schedules
3. RFP and Corrigenda
4. Proposal submitted by Implementing Partner

### **Article 2 – Scope of Work**

The Implementing Partner shall deliver services for the *Ashta Lakshmi Darshan – Youth Exchange Programme* as described in:

- The RFP and Addenda
- Its own Bid Proposal
- ToR and clarifications issued during bidding
- Deliverables include mobilization, logistics, academic coordination, exposure visits, IEC campaigns, reporting, and other tasks specified.

### **Article 3 – Duration and Effective Date**

This Agreement becomes effective upon signature by both Parties and remains valid until 31 March 2027, unless terminated earlier per GCC/SCC.

Any extension to the duration must be mutually agreed and reflected in an Addendum.

#### **Article 4 – Contract Value & Payment Terms**

- The total Contract Value is ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only), exclusive of GST.
- Payments shall follow the Payment Schedule defined in the RFP.
- All payments are subject to submission of deliverables, quality acceptance, and as per invoicing policies of NEHHDC.

#### **Article 5 – Performance Guarantee**

The Implementing Partner shall furnish an Unconditional and Irrevocable Performance Bank Guarantee (PBG) equal to 5% of Contract Value, valid until 60 days after contract expiry, to be submitted within 30 working days of contract signing

#### **Article 6 – Obligations of the Parties**

- Implementing Partner shall:
  - Execute tasks in compliance with the RFP, ToR, GCC/SCC.
  - Provide all staffing, logistics, MIS, reporting.
  - Ensure quality, safety, inclusivity, and documentation.
- NEHHDC (Client) shall:
  - Provide necessary facilitation, guidance, and timely approvals.
  - Release payments as per agreed milestones upon satisfactory deliverables.

#### **Article 7 – Governance, Deliverables & Reporting**

- Implementing Partner must comply with the Work Schedule (Form TECH-5), and deliver all reports (weekly, monthly, quarterly, annual, final), IEC outputs, and media assets as specified.
- Templates for all deliverables are provided as Annexures.

#### **Article 8 – Confidentiality & IP Rights**

- All project-related data, materials, and Intellectual Property (IP) produced shall be the property of NEHHDC, unless otherwise agreed.
- Parties must maintain confidentiality and shall not share proprietary information without written consent.

#### **Article 9 – Liability & Indemnity**

- The Implementing Partner shall indemnify the Client against any loss, claim, or liability arising from negligence, breach of contract, or violation of applicable laws.
- Total liability shall not exceed the Contract Value, except in cases of gross negligence or willful misconduct.

## **Article 10 – Change Management**

Any amendments to scope, timelines, or costs must be mutually agreed in writing and reflected in a Change Order/Addendum, following GCC/SCC procedures.

## **Article 11 – Termination**

This Agreement may be terminated by either Party for reasons including:

- Fundamental breach and failure to remedy within specified notice period.
- Insolvency or moral misconduct.
- Force majeure extending beyond a threshold period (e.g., 45 days).
- Effects of termination shall be handled per GCC, including deliverable handover, pro-rata payments, and release of performance security.

## **Article 12 – Dispute Resolution**

Disputes shall first be attempted to be resolved amicably. Failing that, they will be referred to Arbitration per GCC Clause on Arbitration & Jurisdiction.

## **Article 13 – Notices**

Any communications under this Agreement shall be in writing and delivered to the following addresses:

- Client (NEHHDC): Managing Director, NEHHDC, CPEC Garchuk, Garchuk-Pamohi Road, Kamrup (M), Assam, Pin: 781035
- Implementing Partner: [Name & Designation], [Address], email: [•]

## **Article 14 – Miscellaneous**

- Governing Law: Laws of India.
- Severability: Invalid provisions shall not affect the remainder of the Agreement.
- No Partnership: This Agreement does not create a partnership.
- Survival: Obligations that should survive termination (e.g., confidentiality, indemnity) shall do so as outlined.

## **Article 15 – Entire Agreement**

This Agreement, along with its Annexures and incorporated documents (RFP, ToR, GCC/SCC, Proposal), constitute the full and exclusive contract between the Parties, superseding any prior agreements.

### **SIGNATURES**

For and on behalf of NEHHDC (Client):

Name:

Designation:

[Signature & Date]

For and on behalf of Implementing Partner:

Name:

Designation:

[Signature & Date]

WITNESSES:

1. Name, Address, Signature
2. Name, Address, Signature

**Annexures (included in the RFP):**

- Scope of Work (ToR)
- Payment Schedule
- Deliverable Templates (Weekly, Monthly, Final Reports, Feedback Forms)
- Performance Bank Guarantee Format
- Change Order Template
- Staff and MIS Commitment Templates

## **Volume VI: Annexures & Bid Forms (Final Draft)**

## 8. Annexures & Bid Forms (Final Draft)

### Annexure I: Checklist for Submission

<b>Envelope</b>	<b>Contents</b>	<b>Submitted (Yes/No)</b>
Envelope 1	Pre-Qualification Documents	
Envelope 2	Technical Proposal (Tech-1 to Tech-7 + supporting documents)	
Envelope 3	Financial Proposal (Fin-1)	
Separate	EMD (BG/DD) + Tender Fee (DD)	

## Annexure II: Pre-Qualification Checklist

(To be submitted in Envelope 1 – Pre-Qualification)

Bidders must submit scanned copies of the following documents in the order given:

Sl. No.	Requirement	Submitted (Yes/No)	Page No. Reference
1	Certificate of Incorporation / Registration of Firm / Society / Company / Trust		
2	PAN Card		
3	GST Registration Certificate		
4	EMD (Bank Guarantee / DD of ₹35 lakh)		
5	Tender Processing Fee (DD of ₹10,000)		
6	The bidder / consortium partner should have office in any of the North-Eastern States (Valid GST / Trade license to be submitted as a proof)		
7	Experience in at least <b>2 assignments</b> of minimum <b>500 participants</b> , covering two or more components such as mobilisation & coordination, large-scale travel & logistics, or exposure visits & cultural immersion (Govt./PSU/Industry Association)		
8	Experience in at least <b>2 assignments</b> of minimum <b>₹30 lakh single Work Order</b> , covering two or more components such as academic/training delivery (faculty, kits, certification) or documentation & awareness campaigns (reports, media, IEC) (Govt./PSU/Industry Association)		
9	The bidder must have a minimum of 50 full-time professional staff in the domains of project management, youth mobilization, logistics, event management, and digital campaigns (Self-declaration of core team strength on company letterhead, duly signed by the Authorized Signatory and attested by a CA along with list of staff details – names, designations relevant to the RFP requirement)		
10	Power of Attorney authorizing signatory (Annexure III)		
11	Consortium Agreement, if applicable (Annexure IV)		
12	Self-declaration for non-blacklisting (Annexure V: Form TECH-3)		
13	Audited financial statements for last <b>3 years (FY 2021–22, 2022–23, 2023–24)</b> along with ITR acknowledgements		
14	Proof of turnover (CA-certified) $\geq$ ₹10 Crore cumulative in last 3 years (Annexure V: Form TECH VII)		

**Annexure III: Power of Attorney**

**(To be executed on Non-Judicial Stamp Paper of Rs. 100/- and duly notarized by a Notary Public)**

**POWER OF ATTORNEY**

Know all men by these presents, we, \_\_\_\_\_ (name of Firm/Company and address of the registered office), do hereby constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the “*Authorized Representative*”), to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the “**Selection of Implementing Partner for Ashta Lakshmi Darshan – Youth Exchange Programme**” being undertaken by the North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC) (hereinafter referred to as the “*Client*”).

This authority shall, without limitation, include signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences, providing information and responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing with the Client in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until the entering into of the Agreement with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney, and all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall always be deemed to have been done by us.

IN WITNESS WHEREOF, we, the above named Principal, have executed this Power of Attorney on this \_\_\_ day of \_\_\_\_\_, 2025.

For \_\_\_\_\_

(Signature, Name, Designation, and Address of the Authorized Signatory with Seal)

Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

Notarized

Accepted

(Signature, Name, Designation, and Address of the Attorney)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure laid down by applicable law and the charter documents of the executant(s). Where required, it should be executed under common seal affixed in accordance with prescribed procedure.
2. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100/- and duly notarized by a Notary Public.
3. Wherever applicable, the bidder should submit for verification the extract of charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney on behalf of the bidder.

## **Annexure IV: Draft Consortium Agreement**

(To be executed on Rs.100 Stamp Paper of appropriate value)

### **JOINT PROPOSAL AGREEMENT**

This Joint Proposal Agreement (“Agreement”) is entered into on this the (date in words) day of (month in words), [year in yyyy format].

#### **AMONGST**

1. [Company Name], a company incorporated under the Companies Act, 2013/1956 and having its registered office at [Address] (hereinafter referred to as the “First Party”, which expression shall, unless repugnant to the context, include its successors and permitted assigns);

#### **AND**

2. [Company Name], a [partnership firm/society/trust/LLP], having its registered office at [Address] (hereinafter referred to as the “Second Party”, which expression shall, unless repugnant to the context, include its successors and permitted assigns).

The above-mentioned parties of the First and Second Part are collectively referred to as the “Parties” and each individually as a “Party”.

#### **WHEREAS**

- A. The North Eastern Handicrafts & Handlooms Development Corporation Ltd. (NEHHDC), Ministry of Development of North Eastern Region (MDoNER), having its Corporate office at CPEC Garchuk, Garchuk- Pamohi Road, Kamrup (M), Assam, Pin: 781035 (hereinafter referred to as the “Client”, which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns), has invited proposals (“Applications”) under Request for Proposal (RFP) No. .... dated ..... for the project titled “**Ashtalakshmi Darshan – Youth Exchange Programme**”.
- B. The Parties are interested in jointly applying for the said Consultancy as members of a Consortium/Joint Venture, in accordance with the terms and conditions of the RFP and other Proposal documents.
- C. It is a condition under the RFP that the members of such Consortium/Joint Venture shall enter into a Joint Proposal Agreement and furnish a copy thereof with their Application.

#### **NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

1. Definitions and Interpretations

In this Agreement, capitalised terms shall, unless otherwise required, have the meaning assigned under the RFP.

## 2. Consortium/Joint Venture Formation

2.1. The Parties hereby irrevocably constitute a Consortium/Joint Venture (“JV/Consortium”) for the purpose of jointly participating in the Application process for the Consultancy.

2.2. The Parties undertake to participate in the bidding process only through this Consortium/Joint Venture, and not individually or through any other arrangement for the same Consultancy.

## 3. Covenants

In the event the Consortium/Joint Venture is declared as the Selected Consultant and awarded the Consultancy, it shall enter into the Contract for Consultancy Services with NEHHDC for performing all obligations in accordance with the RFP and the Contract.

## 4. Roles of the Parties

- a. The First Party shall be the Lead Member (Member-in-Charge) of the Consortium/Joint Venture until the Effective Date of the Contract.
- b. The Second Party shall be the Associate Member and shall support the Lead Member in fulfilling obligations, including representation in the bidding process.

## 5. Scope of Responsibilities

The Parties undertake all liabilities relating to the Consultancy in accordance with the RFP and the Contract. Each Party shall be jointly and severally liable for performance of the Consultant’s obligations.

## 6. Lead Member Authority

Without prejudice to joint and several liability:

- a. The Lead Member shall act as the authorized representative of the Consortium in all dealings with NEHHDC.
- b. Any action, decision, waiver, or consent of the Lead Member shall be binding on all Parties.
- c. Any communication delivered to the Lead Member shall be deemed to have been delivered to all Parties.

## 7. Representations & Warranties

Each Party represents that:

- a. It is duly constituted and validly existing under the applicable laws.
- b. It has full authority to enter into this Agreement.

- c. Execution of this Agreement does not conflict with any law, charter document, or contract binding upon it.
- d. This Agreement is a legal, valid, and binding obligation enforceable against it.
- e. There is no litigation or proceeding that may materially affect its ability to perform obligations under this Agreement.

#### 8. Authorized Representative

The Parties agree that [Name, Designation] of the Lead Member (or nominee) shall act as the Authorized Representative of the Consortium for:

- a. Signing and submission of all proposals and documents;
- b. Representing the Consortium in pre-bid meetings and communications;
- c. Executing the Contract upon award;
- d. Receiving instructions and payments from NEHHDC on behalf of all Parties.

#### 9. Termination

This Agreement shall remain effective from the date of execution until the Effective Date of the Consultancy Contract, if awarded. If the Consortium is not selected, this Agreement shall terminate upon intimation by NEHHDC and return of bid security.

#### 10. Miscellaneous

- a. This Agreement shall be governed by and construed under the laws of India.
- b. No amendment shall be made to this Agreement without the prior written consent of NEHHDC.
- c. Certified copies of charter documents, resolutions, and Powers of Attorney authorising execution of this Agreement shall be annexed hereto.

#### **IN WITNESS WHEREOF**

The Parties hereto have executed this Agreement as of the day and year first above written.

#### **SIGNED, SEALED & DELIVERED**

For and on behalf of Lead Member

By: \_\_\_\_\_

Name:

Designation:

Address:

For and on behalf of Associate Member

By: \_\_\_\_\_

Name:

Designation:

Address:

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

## **Annexure V: Technical Proposal Forms**

### **Form TECH-1: Cover Letter**

(On Bidder's Letterhead)

{Location, Date}

To,  
The Managing Director  
North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)  
CPEC Garchuk, Garchuk- Pamohi Road  
Guwahati – 781035, Assam

**Subject:** Technical Proposal for “*Ashtalakshmi Darshan – Youth Exchange Programme*”

Dear Sir/Madam,

We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposals (RFP) dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this **Technical Proposal** and a **Financial Proposal** sealed in a separate envelope.

{If the Bidder is a consortium/joint venture, insert the following}  
We are submitting our Proposal as a Joint Venture with: {Insert a list with full name and the legal address of each member, and indicate the Lead Member}. We have attached a copy of the JV Agreement signed by every participating member, which details the likely legal structure of and confirms the joint and several liability of the members of the said Joint Venture.

We hereby declare that:

- a. All the information and statements made in this Proposal are true, and we accept that any misrepresentation may lead to our disqualification by NEHHDC.
- b. Our Proposal shall remain valid and binding upon us for the period of time specified in the Data Sheet.
- c. We have no conflict of interest in accordance with the relevant clause of the Instructions to Bidders (ITB).
- d. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- e. Except as stated in the Data Sheet, we undertake to negotiate a Contract on the basis of the proposed team. We accept that substitution of Key Experts, other than for reasons stated in the ITB, may lead to termination of Contract negotiations.
- f. We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We acknowledge and agree that NEHHDC reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without incurring any liability to us.

We remain,

Yours sincerely,

(Signature of the Bidder's Authorized Representative, with official seal)

**Full Name:** {insert full name of authorized representative}

**Title/Designation:** {insert title/position of authorized representative}

**Name of Bidder (Company/Consortium):** {insert name}

**Capacity:** {insert the person's capacity to sign for the Bidder}

**Address:** {insert the authorized representative's address}

**Phone/Fax:** {insert the authorized representative's phone and fax number, if applicable}

**Email:** {insert the authorized representative's email address}

{For a joint venture, either all members shall sign, or only the Lead Member may sign, in which case the Power of Attorney to sign on behalf of all members shall be attached.}

## Form TECH-2: Bidder's Organization & Experience

### 1. Bidder Profile

- Name of Organization: \_\_\_\_\_
- Legal Status: (Company/Society/Trust)
- Date of Incorporation: \_\_\_\_\_
- Registered Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_ (Name, Mobile, Email)

### 2. Financial Capacity (last 3 years)

Year	Turnover (₹ Cr)	CA Certificate Attached (Yes/No)
FY 2023-24		
FY 2022-23		
FY 2021-22		

### 3. Relevant Project Experience

Sl. No.	Project Name	Client	Year	Value (₹ Cr)	No. of Participants	Scope Deliverables /	Proof Evidence Attached /

(Add more rows if required)

Note: No. of Participants and Scope mentioned in the table should also be mentioned / highlighted in the proof attached

**Form TECH-3: Format for Affidavit Certifying that Entity is not Blacklisted**

(On non – judicial stamp paper of INR 100/- or such equivalent document duly attested by notary public)

*(On non-judicial stamp paper of INR 100/- or appropriate value, duly attested by a Notary Public)*

I/We, **Partner(s)/Director(s)** of **M/s** \_\_\_\_\_, having registered office at \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That our firm/company, namely **M/s** \_\_\_\_\_, has **not been blacklisted or debarred** in the past by any Central Government / State Government / Public Sector Undertaking / Autonomous Body / Multilateral Agency (including the World Bank, Asian Development Bank, etc.).

**OR**

2. That our firm/company, namely **M/s** \_\_\_\_\_, was blacklisted/debarred by \_\_\_\_\_ (**Name of Department/Agency**) for a period of \_\_\_\_\_ **years** with effect from // \_\_\_\_\_. The said debarment period has since expired on // \_\_\_\_\_, and the firm/company is now eligible to participate in Government/PSU tenders and procurements.
3. That in case any of the above declarations are found to be false or misleading, we are fully aware that our proposal under this RFP may be rejected, and if already awarded, the contract with **North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)** may be terminated, without prejudice to any other action as per applicable laws and RFP provisions.

**Declared this** \_\_\_\_ **day of** \_\_\_\_\_, **2025** at \_\_\_\_\_.

**Yours faithfully,**

Name & Designation of Authorized Signatory: \_\_\_\_\_

Name of the Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Seal/Stamp of Firm/Company: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Attested by Notary Public**

(Seal & Signature)

#### **Form TECH-4: Approach & Methodology**

(To be provided as narrative, covering understanding of assignment, mobilization strategy, logistics, exposure visits, cultural integration, academic linkages, safety, and reporting framework).

Description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. {Please do not repeat/copy the TORs in here.}}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan (including duration of team deployment on field) should be consistent with the Work Schedule Form.}}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}}

The description in this section should be able to explain in detail:

- Firm's Understanding of the scope of work, and approach to deliver the assignment
- Firm's Proposed activity timelines, and team deployment
- Firm's internal mechanism for monitoring and quality assurance
- Firm's Innovative ideas to strengthen the deliverables

**Form TECH-5: Work Plan**

No.	Deliverables (D-...)	Month →	1	2	3	4	5	6	7	8	9	...	n	TOTAL
<b>D-1</b>	{e.g. Deliverable #1: Inception Report / Mobilisation Plan / Training Modules}													
	1) ..... (activity 1)													
	2) ..... (activity 2)													
	3) ..... (submission of report / milestone)													
<b>D-2</b>	{e.g. Deliverable #2: Programme Implementation / Batch Execution}													
	1) .....													
	2) .....													
<b>D-3</b>	<b>Staffing: Core Team / Batch Coordinators / Support Staff (as proposed by bidder in TOR response)</b>													
<b>D-4</b>	<b>{Other deliverables proposed by the bidder}</b>													

Instructions to Bidders:

1. List the deliverables proposed, with breakdown of activities required to produce them and intermediate benchmarks such as Client approvals.
2. Indicate duration of each activity in months and mark the period on the chart using bars (Gantt style).
3. Include mobilisation of staff (core team, coordinators, support staff) as a separate deliverable line.
4. Ensure timelines are consistent with your Technical Proposal and overall project duration.
5. Add a legend if necessary to explain symbols/notations used.

## Form TECH-6: Staff and MIS Commitment Templates

### Part A – Staff Commitment Template

*(To be submitted by the Bidder with Technical Proposal)*

To

The Managing Director

North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)

CPEC Garchuk, Garchuk – Pamohi Road, Guwahati – 781021, Assam

**Subject: Staff Commitment for “Ashtalakshmi Darshan – Youth Exchange Programme”**

Sir/Madam,

We, the undersigned, hereby confirm our commitment to deploy the staff resources proposed in our Technical Proposal for the above-mentioned programme. The details of our commitment are as follows:

#### 1. Commitment of Key Staff

We undertake that the following Key Staff shall be deployed for the assignment as per our Technical Proposal:

Sl. No.	Position	Name of Proposed Candidate(s)	Role & Responsibility	Time Commitment (Full-time / Part-time)	Duration of Deployment
1	Project Director / Project Manager		Overall leadership, reporting to NEHHDC	Full-time	Entire duration
2	Mobilisation & Outreach Lead		National mobilisation & outreach		
3	Logistics & Travel Coordinator		End-to-end logistics & travel management		
4	Academic Coordinator		Academic sessions, training kits, certification		
5	Batch Coordinators (2 per batch)		Batch management, safety, reporting	As per batch schedule	As per deployment plan

*Note: In case of replacement of any Key Staff, we shall provide an individual of equal or higher qualification and experience, subject to NEHHDC's prior approval.*

## 2. Commitment of Non-Key Staff

We further commit to deploy adequate Non-Key Staff as proposed in our staffing plan, including but not limited to:

- IT/AV/Logistics Assistants
- Field Mobilisation Staff
- Documentation & Media Team
- Administrative & Finance Staff
- Medical/Emergency Support Staff (direct or through tie-up)

## 3. Declaration

We confirm that:

- All the above staff are aware of this assignment and have provided their consent
- CVs of Key Staff are enclosed with the Technical Proposal
- Staff Commitment Letters from Key Staff (duly signed) are attached herewith
- We shall not withdraw or substitute any Key Staff without prior written approval of NEHHDC

We understand that non-compliance with the above commitments may lead to penalties, deductions, or termination of the contract as per the RFP and Contract Agreement.

Yours faithfully,

**For M/s** \_\_\_\_\_

(Authorized Signatory with Seal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Enclosures:

1. CVs of Key Staff

## **Part B – MIS Commitment Template**

*(To be submitted by the Bidder with Technical Proposal)*

To

The Managing Director

North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)

CPEC Garchuk, Pamohi Road, Guwahati – 781035, Assam

### **Subject: MIS Commitment for “Ashtalakshmi Darshan – Youth Exchange Programme”**

We, the undersigned, hereby confirm our commitment to develop and maintain a **database management system** for the above programme.

#### **1. MIS Scope**

Our MIS will primarily serve as a participant database and include:

- Student details, eligibility documents, and selection records.
- Batch allocation and attendance logs.
- Basic travel & accommodation records.
- Storage of key reports and feedback forms.

#### **2. Reporting Commitment**

The database will generate:

- Batch-wise attendance/participant lists.
- Monthly consolidated reports (participants covered, logistics summary).
- Final participant database at programme completion.

#### **3. Technology & Access**

- Cloud-based, secure access for NEHHDC officials.
- Role-based login for authorised programme staff.

#### **4. Declaration**

We commit to deploy the MIS within **T0 + 45 days** of contract signing and maintain it until programme completion.

We understand that failure to maintain and update the MIS as committed will result in penalties or contract action as per the RFP/SCC provisions.

We understand that failure to maintain and update the MIS as committed will result in penalties or contract action as per the RFP/SCC provisions.

Yours faithfully,

**For M/s** \_\_\_\_\_

(Authorized Signatory with Seal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

## Form TECH-7: CA Turnover Certificate Template

(To be certified by a Chartered Accountant)

Summary of Financial Statements (Last 3 Financial Years)

Name of the Applicant Organization: \_\_\_\_\_

Financial Year	Annual Turnover (INR)
2021-22	
2022-23	
2023-24	

Declaration by CA:

I hereby certify that the financial details mentioned above have been verified from the audited financial statements of the applicant and are true and correct.

Signature & Seal of Chartered Accountant

Name:

Membership No.:

UDIN:

Date:

## **Annexure VI: Financial Proposal Forms**

### **Form FIN-1: Financial Proposal Cover Letter**

(On Bidder's Letterhead)

To,  
The Managing Director  
NEHHDC  
CPEC Garchuk, Garchuk – Pamohi Road,  
Guwahati 781035, Assam

We hereby submit our Financial Proposal for “**Ashtalakshmi Darshan – Youth Exchange Programme**” as per RFP dated \_\_\_\_\_. Our quote, which is submitted in the BoQ, is exclusive of GST.

We agree that the quote shall remain valid for 180 days.

Authorized Signatory: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Seal of Bidder

**Form Annexure VII: Pre-Bid Query Format**

Sl. No.	RFP Clause/Section & page no.	Query	Suggested Modification	NEHHDC Response
1				
2				
3				

*(Add more rows if required)*

## **Annexure VIII: Performance Bank Guarantee Format**

(To be executed on Non-Judicial Stamp Paper of appropriate value)

**Bank Guarantee No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount:** ₹ \_\_\_\_\_

To,

The Managing Director,

North Eastern Handicrafts & Handloom Development Corporation Ltd. (NEHHDC)

CPEC Garchuk, Garchuk- Pamohi Road, Guwahati 781035, Assam

### **1. Guarantee**

In consideration of NEHHDC (hereinafter called the “*Client*”) having agreed to award the contract for *Ashta Lakshmi Darshan – Youth Exchange Programme* (hereinafter called the “*Project*”) to M/s \_\_\_\_\_ (**Implementing Partner**), we, (**Name of the Bank**), having our registered office at \_\_\_\_\_ and branch at \_\_\_\_\_, (hereinafter called the “*Bank*”), do hereby undertake to pay NEHHDC on demand the sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only), without demur and without reference to the Implementing Partner.

### **2. Conditions**

This Guarantee shall be valid and binding:

- For an amount not exceeding **5% of the Contract Value**.
- For a period valid until **60 days after completion of the Contract**.
- The Bank shall pay the guaranteed amount upon first written demand by NEHHDC, without any protest or proof.

### **3. Invocation**

The Client’s written demand declaring the Implementing Partner to be in default shall be sufficient to invoke this Guarantee, which shall be final and binding on the Bank.

### **4. Governing Law**

This Guarantee shall be governed by and construed in accordance with the laws of India.

### **For the Bank**

Authorized Signatory with Seal  
(Name, Designation, Address)

## Annexure IX: Change Order Template

(To be issued in case of modifications to scope, deliverables, or timelines)

**Change Order No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reference Contract No.:** NEHHDC/ \_\_\_/ \_\_\_/

**Between:**

- **NEHHDC (Client)**
- **M/s \_\_\_\_\_ (Implementing Partner)**

### 1. Description of Change

(Provide details of the change in scope/deliverables/timelines, including reference to original clauses of the Contract.)

### 2. Reason for Change

(Justification for the modification – e.g., logistical issues, policy directives, force majeure, additional requirements.)

### 3. Impact of Change

- **Cost Impact (if any):** ₹ \_\_\_\_\_
- **Time Impact (if any):** Revised completion date \_\_\_\_\_
- **Deliverables Impact:** (List of new/modified deliverables)

### 4. Approvals

This Change Order shall form part of the Contract and shall be effective upon signature by both Parties.

**For NEHHDC (Client):**

Authorized Signatory

**For Implementing Partner:**

Authorized Signatory

Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

## Annexure X – Weekly Batch Report Template

(To be submitted within 3 days of week completion)

Project: Ashtalakshmi Darshan – Youth Exchange Programme

Implementing Partner: \_\_\_\_\_

Batch No.: \_\_\_\_\_

Host Institution: \_\_\_\_\_

Week Covered: \_\_\_\_\_

### 1. Batch Overview

- No. of participants present
- Gender ratio
- Faculty engaged this week

### 2. Daily Activity Summary

Date	Academic Sessions	Exposure Visits	IEC Activities	Key Highlights	Issues Faced	Actions Taken

### 3. Student Attendance

- Total enrolled: \_\_\_\_
- Present: \_\_\_\_
- Absent: \_\_\_\_ (reasons if any)

### 4. Logistics

- Accommodation status
- Meals feedback
- Travel arrangements

### 5. Safety & Emergency

- Incidents (if any)

- First-aid provided / Medical issues
- Escalations to NEHHDC

## **6. Feedback Snapshot**

- Positive observations
- Areas needing improvement

## **7. Attachments**

- Photos
- Attendance sheets
- Student testimonials (if any)

## Annexure XI – Monthly Progress Report Template

(To be submitted by the 10th of each month for the previous month)

**Project:** Ashtalakshmi Darshan – Youth Exchange Programme

**Implementing Partner:** \_\_\_\_\_

**Month Covered:** \_\_\_\_\_

**Report Submission Date:** \_\_\_\_\_

### 1. Executive Summary

- Number of batches conducted this month
- Number of students covered
- Key highlights and outcomes

### 2. Batch Details

Batch No.	Dates	Host Institution	No. of Participants	Key Activities	Issues/Resolutions

### 3. Travel & Logistics Summary

- Air tickets booked & used
- Accommodation status
- Meals provided (No. & quality remarks)
- Local transport arrangements

### 4. Academic & Training Outcomes

- Sessions conducted (faculty names, topics)
- Kits distributed
- Certificates issued

### 5. Exposure & Cultural Visits

Batch No.	Location Visited	Type (Heritage/Industrial/Institutional)	No. of Participants	Feedback

### 6. IEC & Campaign Activities

- Posters/ads released
- Social media creatives posted
- Engagement analytics

### **7. Challenges & Mitigation**

- Logistical issues
- Student-related concerns
- Risk management measures

### **8. Financial Summary**

- Budget utilised this month (category-wise)
- Cumulative expenditure

### **9. Attachments**

- Photos (20–25 per batch)
- Short video clips / testimonials
- Signed attendance sheets

## **Annexure XII – Quarterly Progress Report Template**

*(To be submitted within 15 days of quarter completion)*

Project: Ashtalakshmi Darshan – Youth Exchange Programme

Implementing Partner: \_\_\_\_\_

Quarter Covered: \_\_\_\_\_

Report Submission Date: \_\_\_\_\_

### **1. Executive Summary**

- No. of batches conducted in quarter
- Total students covered
- Highlights of the quarter

### **2. Cumulative Progress**

<b>Indicator</b>	<b>This Quarter</b>	<b>Cumulative Till Date</b>	<b>Remarks</b>
<b>Batches conducted</b>			
<b>Students covered</b>			
<b>Faculty sessions</b>			
<b>Heritage visits</b>			
<b>Industrial visits</b>			
<b>Certificates issued</b>			

### **3. IEC & Outreach Impact**

- No. of newspaper ads released
- No. of posters/standees displayed
- Social media metrics (reach, impressions, engagement)
- Highlight videos/documentaries produced

### **4. Challenges & Lessons Learned**

- Operational issues
- Risk incidents & responses
- Student/Faculty feedback trends

## **5. Financial Utilisation**

- Quarter-wise expenditure (with category-wise breakup)
- Cumulative expenditure till date

## **6. Next Quarter Plan**

- Batches scheduled
- Outreach targets
- IEC plans

## **7. Attachments**

- Photos & videos
- Copies of IEC creatives
- Testimonials & case studies

## **Annexure XIII – Student Feedback Form Template**

*(To be filled at the end of each batch by every participant; digital/paper acceptable)*

**Batch No.:** \_\_\_\_\_

**Name (Optional):** \_\_\_\_\_

**Gender:** M / F / Other

**Age:** \_\_\_\_\_

### **Section A – Academic Sessions**

1. Quality of faculty sessions  
 Excellent  Good  Average  Poor
2. Relevance of training material  
 Excellent  Good  Average  Poor

### **Section B – Travel & Logistics**

3. Accommodation facilities  
 Excellent  Good  Average  Poor
4. Meals provided  
 Excellent  Good  Average  Poor
5. Transport arrangements  
 Excellent  Good  Average  Poor

### **Section C – Exposure & Cultural Visits**

6. Usefulness of heritage/industrial visits  
 Excellent  Good  Average  Poor

### **Section D – Overall Experience**

7. Overall satisfaction with programme  
 Excellent  Good  Average  Poor
8. Would you recommend this programme to others?  
 Yes  No

### **Section E – Open Feedback**

9. What did you like most about the programme?

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10. What could be improved?

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(Signature of Participant, if not anonymous)