

North Eastern Handicrafts and Handlooms Development Corporation Limited  
(A Government of India Enterprise)  
Ministry of Development of North Eastern Region, Govt. of India  
Website: [www.nehhdc.com](http://www.nehhdc.com)  
Phone No. - 0361-2910002; +91-9707096875

File No: NEHHDC/DEPTT. of Advocacy, Consultancy & Projects/2022-23/01

Date: 29-05-2022

**EXPRESSION OF INTEREST**  
**FOR**  
**“KNOWLEDGE PARTNER, BUSINESS DEVELOPMENT & STRATEGY PARTNER; AND**  
**RESEARCH & CONSULTANCY IMPLEMENTATION PARTNER”**

## **1. Introduction**

Incorporated in 1977, North Eastern Handicrafts and Handloom Development Corporation (NEHHDC), as the name suggests is an organization that attempts to develop and promote the indigenous crafts of the region by connecting craftsmen to prospective markets and consumers and generating economic, cultural and social opportunities for creators while adding cultural value for consumers. NEHHDC acts as the Regional Apex Handicrafts and Handlooms Development & Promotion Organization of the North Eastern States and act as catalyst for growth of sustainable livelihoods, Entrepreneurship, Industrialization and Employment Generation. Salient features of activities of NEHHDC are as follows:

- i. Promotion of livelihood & Industries.
- ii. Industries Infrastructure and Logistics Facilities Development.
- iii. Financial Support to Entrepreneurs, artisans and weavers.
- iv. Promotion and Development of craft Economy.
- v. Training, Capacity Building, Financial Literacy and Skill Development.
- vi. Business Development, Associations & Collaborations.
- vii. Joint Venture and Partnerships including Public Private Partnerships.
- viii. All kinds of Consultancy Support Services and Consulting Partners.

## **2. Purpose**

The purpose of this EOI is to shortlist and register Government Companies, Reputed Private Firms / Companies, National and International Level Organizations, Educational Institutions of Repute and Registered Societies under Central and State Government willing for Registration with NEHHDC and willing to provide their Consulting Services to NEHHDC as “KNOWLEDGE PARTNER, BUSINESS DEVELOPMENT & STRATEGY PARTNER; AND RESEARCH & CONSULTANCY IMPLEMENTATION PARTNER” to enhance, solidify & strengthen the Quality, Efficiency, Capacity, Monitoring & Management, Knowledge Base and Delivery Mechanism of NEHHDC in achieving its objectives including Government Flagship Programmes, Schemes and Initiatives in various areas of North Eastern States.

Departments seeking services –

- a) Department of Advocacy, Consultancy & Projects
- b) Department of Business Development
- c) Department of Livelihood & Entrepreneurship
- d) Department of HR & Admin
- e) Department of Accounts

### **3. Scope of Work**

NEHHDC would like to join hands, associate, partner and work with Government Companies, Reputed Private Firms / Companies, National and International Level Organizations, Educational Institutions of Repute and Registered Societies under Central and State Government (hereinafter referred as applicants/entities) for the following purpose for which initially the Registration would be done for a period of 3 (Three) years which may be extended by the Managing Director, NEHHDC for further period on application on yearly and case to case basis on the basis of performance and willingness of the partner (s) -

1. Project Conceptualization, Project Formulation, Project Development.
2. PPP Model and Multi Concept Business Model development.
3. Impact Assessment Studies with special reference to Input, Output and Outcome, Key Performance Indicators (KPI), Monitoring Framework Outlining Development of the key activities, timelines, roles and responsibility and mapping of activity outcomes.
4. Feasibility Studies including Techno-Economic Feasibility, Project Viability Studies, Aspiration Mapping and Desk Review.
5. Study and document the Government Schemes and Programmes and availing opportunities from them.
6. Development of Vision Documents, Investment Plans, Concept Notes, Detailed Project Reports (DPRs), Quality Presentations, Project Closure Reports (PCR), Mid- term surveys, Mid-term Evaluation Reports, Environment & Social Management Framework, Nature Conservation, Sustainable Development, Convergence Plans and any other need based studies and reports preparation.
7. Brainstorming Sessions, Seminar, Symposia, Workshop, Live Stations, PPTs, ICT, Multi Media, documentation etc.
8. Assist in Ease of Doing Business (EoDB), Procurement Process Development of Standard Operating Procedures (SoP), Process Manual, Policy Revision and Formulation for Standardization, Quality improvement etc.
9. Development of need based plans for end-to-end supply chain strengthening (forward and backward linkages) to promote the local producers in both domestic and international market.
10. Value Chain Development and Block Chain Management.
11. Livelihood Enhancement, Capacity Building (Trainings) and Employment Generation.

12. Common Facility Centres (CFCs), Training Centers, Skill Development Centres, Design Centres & Design Studios, MSME, FPO, Clusters, SHG, Cluster Federations, Innovation Hub, Export Hubs, Incubation Centre, Centre of Excellence, Research Centre, IT, ICT, Craft Tourism, Skill Development and Vocational Trainings and related works.
13. Map and partner with relevant ancillary industries for establishing market linkage of the identified high value products including packaging, branding and marketing.
14. Project Monitoring Support, Project Management Support
15. Sector Specialized Human Resource Support/Supply
16. Design a knowledge management mechanism for capturing the best practices and success stories to be showcased and replicated.
17. Formation, strengthening and promotion of Self-Help Groups (SHG), Farmer Producer Companies (FPC)/ Farmer Producer Organizations (FPO), Clusters, Cluster Groups, Cluster Federations, Micro Finance Institutions and Bank Linkage for livelihood enhancement & CSR funds.
18. Develop market linkages for women, farmers, rural poor people, entrepreneurs etc. and to develop infrastructure for promotion of livelihood activities for communities.
19. As deemed in the categories below, the selected agencies shall have to provide technical assistance in design, development, suggestions and way forward in wider term of Professional Ethics as deemed necessary from time to time.

#### 4. Sector(s) and Category(s)

A. Sectors – Sericulture, Handlooms and Handicrafts

B. Category

Category	Area / Field
I	Livelihood Development, Cluster Development, Value Chain Development, Research
II	Business Development, Business Strategy, Business Advisory, Investment Promotion & Opportunities, Ease of Doing Business, Innovation, Incubation, Commercial Growth, Competitive Presence, Operations, Collaboration, Export, Import E-Commerce, Collaboration etc.
III	Enterprise, Entrepreneurship, Financial Literacy, MSME, Start Up, Financial Inclusion, Micro Finance, Tax, Audit & Financing etc.
IV	Industries, Industrial Infrastructure, Technology Hub, Export Hub, Logistics and Mechanization etc
V	Craft Tourism, Seri Ecotourism
VI	Tools, Machines, Mechanization & related Infrastructure Development.
VII	IT, ICT, IEC, e-education Development
VIII	Capacity Building and Skill Development
IX	Events (Domestic & International), BSM, RBSM, Seminar, Workshops
X	Sector Specialized Human Resource Support/Supply

N.B.-

1. The applicants/entities are requested to carefully go through the terms and conditions of this EOI document and submit their applications and they will be eligible to apply against a maximum number of 3 (three) categories only out of the above stated categories.
2. Experience in North East Region
3. Application submitted should be accompanied with the non-refundable application fee of Rs 25,000/- in all the cases.
4. In case NEHHDC received more than three (3) categories, the Managing Director, NEHHDC reserves the right to cancel all the applications of that organization.
5. The Managing Director, NEHHDC may at his sole discretion reserves the right to consider and approve the capable and eligible applicants / entities and such applicants / entities shall be known as Registered Government Companies, Reputed Private Firms / Companies, National and International Level Organizations, Educational Institutions of Repute and Registered Societies under Central and State Government with NEHHDC.
6. Such registered applicants / entities with NEHHDC shall prima facie be eligible for consideration for providing their Consulting Services to NEHHDC as "KNOWLEDGE PARTNER, BUSINESS DEVELOPMENT & STRATEGY PARTNER; AND RESEARCH & CONSULTANCY IMPLEMENTATION PARTNER" through limited tender enquiry.
7. The above stated applicants / entities are liable to be removed from the registered list in case of their false documents, misleading information or they are blacklisted by any agency / department of State and Central Government.

**5. Procedure for the Selection of Vendor/Agency from the List of NEHHDC Empaneled vendors/agencies for award/assignment of work:**

Case-I : (Name of vendor/agency selected directly)

In case the client/User-Department clearly and specifically recommends in writing the name of a particular vendor/agency from the list of NEHHDC Empaneled vendors/agencies, then competent authority may assign the work to that vendor/agency.

Case-II : (Name of vendor/agency selected through committee)

I. In case the Client/User-Department does not indicate any particular vendor/agency from the list of NEHHDC empaneled vendors/agencies, the work would be awarded as per the recommendations of a committee to be set up by the client/user-department. The Committee would be headed by a chairperson nominated from the client/user-department concerned.

II. All the empaneled vendors/Agencies would be invited by the Committee to make their presentations regarding the proposed work/project under consideration. The presentations shall be evaluated objectively and on the recommendation of the Committee, the most suitable vendor/agency shall be assigned the work by NEHHDC.

III. There should be full participation and involvement of the client/User-Department in the process of selection of vendor/agency for award/assignment of work.

## 6. Documents to be submitted

1. The interested applicants/entities are required to submit the following documents:
2. Letter on their organization's letterhead from the Head or Chief Executive Officer or any officer duly authorized clearly stating the interest / willingness for the same and mentioning the EOI advertisement number and date addressing to the Managing Director, NEHHDC, Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati – 781035
3. A detailed write-up of about five pages on the activities and achievements of the organization justifying its suitability in providing services to NEHHDC as "KNOWLEDGE PARTNER, BUSINESS DEVELOPMENT & STRATEGY PARTNER; AND RESEARCH & CONSULTANCY IMPLEMENTATION PARTNER"
4. Valid Registration Certificate, Incorporation Certificate, PAN, GST and other certifications viz ISO etc.
5. Present list of the Board of Directors / Partners / Governing Body etc clearly indicating the names, background / brief profiles.
6. Audited Statement of Accounts for the last two years (2021-22, 2022-23).
7. Separate Undertaking that the organization is not blacklisted by any State and Central Government authorities and also Non convicted.
8. An application fee of Rs 25,000/- (Rupees Twenty-Five Thousand) only is must to be submitted along with the application for this EOI in the form of Bank Demand Draft only issued from any scheduled bank in favor of the Managing Director, NEHHDC, Guwahati, please note that the application fee is Non-Refundable. Applications received without the application fee shall not be considered in any case and liable to be summarily rejected.

Organizations willing to submit online has to attach the receipt of online transaction.

Account name - AC&P DEPARTMENT NEHHDC

Account No - 50100500765215

IFSC code - HDFC0002282

Branch name - Maligaon Branch

9. All the above documents duly filled-in along with self-attested copies of supporting papers/documents, in a sealed cover duly superscripted and written on the top of envelope the EOI No. File No: NEHHDC/DEPTT. of Advocacy, Consultancy & Projects/2022-23/01; Dated 29.05.2023 must be submitted in HARD COPY ONLY which must reach the office of the Managing Director, North Eastern Handicrafts and Handlooms Development Corporation (NEHHDC), Guwahati on or before 3.00 PM on 23<sup>rd</sup> of June, 2023.

NB: 1. A list of documents attached should also be submitted along with the application. 2. Please attach Work orders / Agreement / Letter of Association (LOA). 2. NEHHDC reserves the right to accept or reject any of the applications received without assigning any reasons thereof. 2. In addition to the above, before signing the formal Memorandum of Understanding (MOU) with NEHHDC, the successful applicants/entities, if felt necessary, may have to give a Power Point Presentation on their Vision, Plans, Suggestions and Views with regard to their Applied Category

vis-a-vis Industrial & Financial Development of the State and its prospects inside and outside the State at the time and venue at the discretion of the Managing Director, NEHHDC.

## 7. Application format:

<b>I</b>	<b>Institutional Structure / Registration Details</b>		
a	Registered Name		
b	Legal Status of entity		
c	Date of Incorporation / Registration		
d	Registered Address		
e	Present Office Address / Locations		
f	Details of Bank Demand Draft/transaction receipt of Rs 25,000/- only as non-refundable application fee.		
g	Please mention the Category against which this application is to be considered for empanelment	Category	Area/field
<b>II</b>	<b>Governance Structure</b>		
a	Name, Designation, Background / Profile / Composition of Board of Directors / Partners / Trustees / etc., and Background of Members etc		
<b>III</b>	<b>Operational Profile</b>		
a	Major Objectives:		
	Vision, Mission and Goal of the Organization		
b	Focus areas of operation		
c	Provide key projects / activities of managing large scale Program/ Project Management Consultancy (PMC)/ Program/ Project management Agency (PMA)		
d	Provide details of taken up /implemented large scale projects.		
e	Provide details of relevant projects and experience Program / Project Management Unit (PMU) / Program / Project Management Consultancy (PMC)		
f	Provide details of relevant experience of working with government department in the North Eastern region		
g	Mention key clients/ donors associated with, for project implementation along with details on the nature of association		
h	HR profile to handle proposed sectors (sectorial expertise is mandatory)		
<b>IV</b>	<b>Contact Details</b>		

a	Name of Contact Person	
b	Designation of Contact Person	
c	Correspondence Address	
d	Contact Number	
e	Email Address	
f	Name of alternate Contact Person with designation and contact details.	

## 8. Eligibility Criteria for Registration

- a) The applicant /entity should have experience of categories they apply.
- b) The annual average financial turnover of the applicant /entity should not be less than Rs 1.00 (one) Crore for latest two financial year (FY-2021-22, FY2022-23).
- c) The Government organizations under the Central and State Governments, Government administered organizations and all categories of Educational Institutions having Professional Courses of Repute are exempted from the a) and b) above and they may be considered and invited for consultancy services whenever required however, they are not exempted from application fee.

N.B.: Please attach copies Work orders/Agreement/Letter of Association (LOA) for the relevant experience as listed in the application format.

-sd/-  
Managing Director  
North Eastern Handicrafts & Handlooms Development Corporation Ltd  
(Ministry of DoNER, Govt. of India)  
Crafts Promotion & Experience Center,  
Garchuk, Pamohi Road, Guwahati - 781035  
<https://nehhdc.com/> ; <https://purbashree.com/>  
acpdepartment.nehhdc@gmail.com