



राष्ट्रीय डिज़ाइन संस्थान, असम
National Institute of Design, Assam

National Institute of Design, Assam (NID Assam)

an autonomous Institute of National Importance under the Ministry of Commerce and Industry,
Government of India.

Village- Tocklai, Post Office Rajabari, Jorhat- Mariani Road, Jorhat Assam. Pin- 785014

EXPRESSION OF INTEREST (EOI) FOR

**Empanelment of CBOs/MSMEs/Societies/Enterprises for assisting National Institute of Design Assam in
activities of identification of Artisans & Clusters, Candidates and Market Linkages.**

DISCLAIMER

The information contained in this Expression of Interest document ("EOI") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the National Institute of Design Assam, is provided to Bidders on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement or an offer by the National Institute of Design Assam (NID Assam) with the prospective Bidders and shall not be treated as binding on NID Assam upon merely its acceptance by the prospective Bidders. The purpose of this EOI is to provide bidders with information that may be useful to them in the formulation of their proposals according to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the NID Assam with respect to the bidders for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans Clusters, Candidates and Market Linkages. The assumptions, assessments, statements, and information contained in this EOI, may not be complete, accurate, adequate, or correct other than for the limited purpose of giving a background of this scheme and hence each bidder should, therefore, conduct his investigations and analysis and check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the applicants is on a wide range of matters, some of which depend on the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The NID Assam accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.

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

The NID Assam reserves the right to change any or all conditions/information in this EOI Document by way of revision, deletion, updating, or annulment through the issuance of an appropriate addendum and/or modify the scope of work for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages as may deem fit without assigning reason thereof. NID Assam reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The NID Assam will not entertain or be liable for any claim for costs and expenses concerning the preparation of the proposals to be submitted in response to this EOI Document. The NID Assam also accepts no liability, whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any bidder upon the statements contained in this EOI.

The bidder/applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NID Assam, or any other costs incurred in connection with or relating to its for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages. All such costs and expenses will remain with the applicant and the NID Assam shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by an applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Expression of Interest (EOI)

National Institute of Design Assam (NID Assam) invites Expression of Interest (EOI) for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages. The empanelment shall typically be for a period of three (03) years, with the provision of extending for another one (01) year based upon satisfactory performance and at the discretion of the Competent Authority. Eligible and interested party may submit their "Proposal" with requisite documents. For details visit: <https://nidj.ac.in/en/projects>

The schedule of EOI is

Sl. No.	Particulars	Details
1.	Description of Service	EXPRESSION OF INTEREST (EOI) FOR Empanelment of CBOs/MSMEs/Societies/Enterprises for assisting National Institute of Design Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages
2.	Date of Issue/ download of EOI	03.07.2026
3	Last Date and Time for Receiving of EOI	14.07.2026
4.	Date and Time of Result	After Completion of Scrutiny.
5.	Subject Line of Submission	EXPRESSION OF INTEREST (EOI) FOR Empanelment of CBOs/MSMEs/Societies/Enterprises for assisting National Institute of Design Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages
6.	Website for downloading of EOI	https://nidj.ac.in/en/projects
7.	Empanelment Period	36 Months (03 Years), with the provision of extending by another one (01) year
8.	Queries	In case of any query, the bidders should send such queries through email on director@nidj.ac.in and ramender.kumar@nidj.ac.in

"Corrigendum/Addendum, if any, would appear only on the official website of NID Assam (<https://nidj.ac.in/en/projects>) and not to be published in any newspaper".

**Sd/-
Project Head
NID Assam.**

About National Institute of Design, Assam (NID Assam):

National Institute of Design (NID) Assam is an autonomous **Institute of National Importance** under the **Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India**. It was established through the **National Institute of Design (Amendment) Act, 2019** and started its academic session in 2019

A. Scope of Work: Broad Terms of Empanelment (Coverage Area: Pan India)

NID Assam intends to empanel CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages.

The scope of work for the “Empanelled parties” shall include, but not be limited to, the comprehensive delivery of services required to support NID Assam overall development initiatives.

- i. Proper identification of artisans, weavers, SHGs, Firms, Cooperative societies, Producer Companies etc. who are involved in the Handloom handicraft Apparels and other Design sector , where NID Assam within its mandate can serve them.
- ii. To conduct need based and scoping study if and when required.
- iii. Identification of potential cluster pockets based on the availability of the raw materials, weavers and artisans for Handloom handicraft Apparels and other Design sector.
- iv. Identification of potential beneficiaries/ artisans for linking them with cluster development activities (Mobilization, Training, Marketing) through government projects and schemes.
- v. Help NID Assam to tie up with buyers & exporters for some selective products with large volume for which product specific training programmes will be undertaken under the capacity building component of the project. Tie up with vendors/ shops of nearby areas/ locality.
- vi. Assisting in linkage with marketing organizations and online marketing agencies. Proper identification of artisans, weavers, SHGs, Firms, Cooperative societies, Producer Companies etc. who are involved in the Handloom handicraft Apparels and other Design sector , where NID Assam within its mandate can serve them.

The role and responsibility of Empaneled Parties includes the following:

- I. Sensitization and awareness generation in the clusters about government scheme and programmes;
- II. Identification of potential clusters;

- III. Empanelled parties will assist in engagement of a Design House/Designer in cluster level with appropriate terms of reference and detailed scope of work for extending appropriate input of design, product processing, product development and proper packaging.
- IV. To assist NID Assam in engagement of Business Development Services (BDS) providers, out sourcing/improving tools and equipment, developing strategies & best practices for credit linkage as far as possible;
- V. Empanelled parties may advise NID Assam for making plans for procurement of raw materials along with various micro and macro level tools and machineries and other processes as identified for cluster development.
- VI. Empanelled parties will assist to draw up strategy and intervention – cluster level and detailed plan in regard to the following:
 - a) Product development
 - b) Packaging
 - c) Product pricing
 - d) Product positioning and promotion
 - e) Product mix/ diversification
 - f) Dealer/Distributor Network under offline marketing mode
 - g) Tapping e-commerce for online marketing.
 - h) Determining supply chain and logistics
 - i) Ensuring quality of product and standardization
 - j) Tapping the export potential through appropriate interventions
- VII. Empanelled parties will assist NID Assam to facilitate linkages between the artisans, candidates and weavers and artisans and various other stakeholders, particularly the Government organizations, buyers and financial institutions.
- VIII. Empanelled parties will plan out in consultation with NID Assam to frame the training requirement of artisans and stakeholders and group their requirements as per the need of the clusters. Accordingly, the NID Assam will develop proposals and identify training institutions and will be done in defining the courses duration, fees and other necessary requirements as per the cluster.
- IX. Empanelled parties will assist NID Assam to rollout the Govt Project in Gound by proving necessary support in mobilization of candidates , support in identifying infrastructure for execution of project and other derivable which is mandatory as per the guidelines of project

Note: The” scope of work” and “role and responsibility of Empanelled parties” as mentioned above is indicative and should not be considered limited as above.

B. Terms and Conditions

1. The EOI documents can be downloaded from the website of National Institute of Design Assam (<https://nidj.ac.in/en/projects>)
2. EOIs addressed to **Director, National Institute of Design Assam** submitted through postal mode/ By Hand/ Online by Mail to ramender.kumar@nidj.ac.in

Address for Postal and By hand Mode

National Institute of Design, Assam Project Section
Tocklai, Post Office Rajabari, Jorhat- Mariani Road, Jorhat Assam. Pin- 785014

3. The proposals shall be submitted in the following manner and shall contain details/ documents as listed below:
 - a) Forwarding letter on the letterhead of the firm/organization.
 - b) A complete set of the EOI documents along with all other supporting documents duly filled and signed by the authorized signatory of the firm/organization with the official seal of the organization/firm etc.
 - c) In case the proposals are being submitted by a partnership firm, it must be signed by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
 - d) An Index page showing contents/annexure & page no should be annexed first, followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as a token of acceptance of Terms & Conditions. In case the proposals are signed by any Authorized signatory, a copy of the power of attorney/ authorization letter (in the company's letterhead) is to be enclosed along with the Bid
 - e) It shall be ensured that every page of the bid document is duly numbered and signed with the seal of the bidder.
4. Falsification/suppression of information shall lead to disqualification of the bidder/cancellation of the contract, even after the award of work during the currency of the contract.
5. Bidders shall not obtain or attempt to obtain any unfair advantage over other bidders in the preparation and submission of their proposals. Engaging in such practices may lead to disqualification of the bidder.
6. Tenders received after the prescribed time and date will not be considered.
7. Conditional tenders will not be accepted and will be summarily rejected.
8. The participating bidders shall comply with the legal bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.
9. In case of any employee problems related to the workmen staff of the vendor, the same will be settled at the vendor's end only.
10. It will be the firm's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
11. The empanelled parties shall not use National Institute of Design NID Assam address on his letter-head/ stationery for purposes of Registration with any Government/Local Body or any

- other organization or person and no tenancy shall be created by the presence of his workmen/employee on National Institute of Design NID Assam premises.
12. The vendor shall remove any employee immediately for engagement with NID Assam without any cross question who, in the opinion of NID Assam, is guilty of misconduct, or is in any manner unfit or unsuitable for service.
 13. The bidder shall ensure that none of his personnel on duty is inebriated state or consumes drugs, prohibited substances, etc, while on at the designated workplace.
 14. The track record of the bidder should be clean and should not have any involvement in illegal activities or financial fraud. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
 15. The Empanelled parties should not assign or sublet the work or any part of it to any other vendor/firm in any form. Such actions shall result in the termination of empanelment
 16. National Institute of Desing Assam reserves the right to reject any or all of the tenders received without assigning any reason thereof.
 17. National Institute of Desing Assam will have the option to terminate the contract if the bidder commits the breach of any of the conditions confined in this EOI and fails to render the services to its satisfaction and is also entitled to recover any losses from the bills as submitted to NID Assam.
 18. All information collected by Empanelled parties will be used only for the purpose of delivering the scope specified in the SCOPE OF WORK. No part of the information shall be used for any other purpose without the prior explicit consent of the client. All material and data collected shall be the property of the client.

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

C. Eligibility:

The Bidder must be incorporated & registered in India, under

- i. Section 8 of the Companies Act, 2013
- ii. A Society registered under the Societies Registration Act, 1860;
- iii. A Co-operative Society under an appropriate statute;
- iv. A Producer Company under Companies Act;
- v. Private Limited Company under Companies Act; or
- vi. A Trust.
- Vii. Registered Firms, LLPs
- viii. MSMEs having UDYAM Registration
- ix. CBOs.

Entrepreneurs with UDYAM Registration.

1. The Bidder must be in operations in India for last two years ,however “Start-ups” having are also encouraged to apply.
2. The bidder should have minimum average annual turnover of INR 10 Lakhs or above for the last two financial years (2023-24, 2024-25) . (Copies of Audit Reports to be furnished certified by CA). [Start-ups, SHGs and MSMEs with Udyam registration are exempted]
3. Preference shall be given to bidders having prior experience in the field of Handloom and Handicraft Apparels and other design -related fields.
4. The bidder should not have been blacklisted by any Central/State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent

practices.

D. Requisite eligibility documents:

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

- i. Forwarding Letter on the letter head of the Organization as per **Annexure A**.
- ii. It must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law with prior validity at least for 12 months from the date of the submission of proposal. Such start-ups MSMEs with Udyam registration which were operationalized less than 12 months prior to submission of proposal are exempted for the time period criteria, however they have to compulsorily submit all requisite documents from the date of their incorporation. In this regard, Certificate of Incorporation/Certificate of Registration or similar legal document must be submitted.
- iii. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.
- iv. Copy of the GST registration certificate, if applicable
- v. Photocopy of I.T PAN card (In the name of firm/proprietor/partners etc)
- vi. Details of Bidder' experience (credentials) along with supporting documents.
- vii. Non-Black Listed certificate in the letter head of the organization as per Annexure B
- viii. Authorization letter to sign Bid Documents in the letter head of the Organization as per Annexure C
- ix. Document (s) to demonstrate that the Agency is in the business for the last two (2) years: [Start-ups, SHGs MSMEs with Udyam registration are exempted.
- x. Audit Reports along with Certificate from the statutory auditors/ Chartered Accountant certifying the year wise amount of turnover from consultancy business' during the last two (02) financial years (2023-24, 2024-25), if applicable.
- xi. Check List as per Annexure D.

E. Queries and Clarifications

In case of any query, the bidders should send such queries through email on Director@nidj.ac.in, ramender.kumar@nidj.ac.in in the following format.

Sl. No	EOI Document Reference(s) (Section & Page Number(s))	Content of EOI requiring Clarification(s)	Points of clarification

F. Selection Criteria

Based on the EOI proposal as received by National Institute of Design Assam, it will select the most appropriate/eligible and deserving bidder in line with the requirement and suitability of National Institute of Design Assam. The selection criteria of the firm/organization will be done on the basis of successful submission

of all requisite documents as specified at **point no. "C" & point no. "D"** in this EOI and the selected firm/organization will be considered as qualified for empanelment. However, this will not give any claim to the party for award of work/ purchase order.

G. Copyright

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

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

Signature of the authorized person with seal

Name of the signatory

(In block capital letters):

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

Annexure – A

Forwarding Letter

(To be submitted on bidder's letterhead)

No.:

Date:

To
The Director
National Institute of Design Assam

Sub: Submission of Proposal in response to Expression of Interest (EOI) for for empanelment of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages.

Dear Sir/Madam,

1. This has reference to your EOI notice..... for of firms/organizations. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the EOI document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the EOI document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
5. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to National Institute of Design Assam verifying any or all the information furnished in this document with the concerned authorities, if necessary.
6. I/We understand that National Institute of Design Assam reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person

of the firm/bidder with office seal)

Annexure B

DECLARATION- NON-BLACKLISTED

This declaration should be signed by the proprietor, partner, Director and/ or authorized signatory, who has the authority to do so and must be enclosed with the application on the Vendor's/Firm's Company's Letter Head)

I/we..... declare and confirm, we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

Date:

Place:

Signature Name:

Designation:

Vendor/Firm/Company Seal

ANNEXURE - C

ON THE LETTERHEAD OF THE BIDDER

Ref:

Date:

To
The Director
National Institute of Design Assam

SUB: AUTHORIZATION TO SIGN BID DOCUMENTS

REF: EMPANELMENT of CBOs/MSMEs/Societies/Enterprises for assisting NID Assam in activities of identification of Artisans, Clusters, candidates and Market Linkages.

Sir,

This is to state that for the above said EOI, we have hereby authorized working in capacity of with M/s..... to execute all documents on our behalf for the above said RFP.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :

Designation :

Seal :

Annexure D

Information Form

S No.	PART A - GENERAL INFORMATION	
1.	Name of the firm/Company/Agency/LLP etc	
2.	Type of Incorporation	
3.	Address for communication	
4.	Name of Contact Person	
5.	Designation	
6.	Phone No./ Mobile No	
7.	Email address	

PART B - CHECK LIST OF DOCUMENTS ATTACHED:

S. No.	COMPONENT	Page No
	Registration Document of Company/Firm/LLP/Start-up/MSME etc (This has to be given for all participating bidders) Start Up Category Documents: Registration documents with DPIIT indicating the Start Up Registration. Firm / Company Certification Document issued by Competent Authority. MSME Category Document MSME Certificate: The firm or bidder claiming exemption from Bid Documents Cost shall submit Udyam Aadhar Certificate. Other Categories: Relevant Supporting Documents	
	Copy of the GST registration certificate, if applicable	
	Photocopy of I.T PAN card (In the name of firm/proprietor/partners etc)	
	Supporting documents certified by CA along-with UDIN number that the bidder have an average annual turnover of more than 10 lakhs during last two financial years, if applicable	
	Details of Work Experience with documentary evidence of at least two years of experience in the Handloom handicraft Apparels and other Design sector similar assignments undertaken to support the shortlisting criteria accompanied by completion or acceptance certificate(s); [Start-ups and SHGs MSMEs with Udyam Registration are exempted but they need to	

	produce any documents where it depicts that they are involved in Handloom handicraft Apparels and other Design sector	
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	Forwarding Letter on the letter head of the Organization as per Annexure A.	
	Non-blacklisting undertaking as per ANNEXURE – B	
	Authorization to sign EOI document as per ANNEXURE -C	
	Copy of signed EOI documents with addendums, if any	

Yours faithfully,

(Signature, Date & Seal of Authorized Representative of the Bidder)

Date :

Place