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NEHHDC

**North Eastern
Handicrafts and Handlooms
Development Corporation**

**REQUEST FOR NOTICE INVITING
TENDER
FOR
SELECTION OF AGENCIES
FOR
CRAFT TOURISM
THROUGH TWO (02) NOS. OF
LUXURY VEHICLES**

Notice Inviting Tender (NIT)

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam invites Technical Bid & Financial Bid (Monthly Rental charge) from experienced, competent and reputed Firms/Agencies/Organizations/Tourist operators for selection of "AGENCIES" for 'CRAFT TOURISM' through two(02) nos. of Luxury Traveller vehicles on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam for a period of two (02) year with the provision of extending for another one (01) year based upon his satisfactory performance and at the discretion of Competent Authority.

The Schedule of NIT:

1	NIT No	
2	Description of Service	Notice Inviting Tender for selection of "AGENCIES" for promotion of 'CRAFT TOURISM' through two(02) nos. of Luxury Traveller vehicles on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam
3	Date of issue/download of EOI	02.04.2025
4	Pre Bid Meeting	08.04.205
5	Venue of Pre Bid Meeting	Through VC (Link to be uploaded in NEHHDC website)
4	Last Date and Time for Receiving of NIT	22.04.2025
5	Time and Date of opening of EOI	23.04.2025
6	Date and Time of Result	After Completion of Scrutiny.
7	Bid Validity Period	90 days
8	Last date of Submission of EOI	22.04.2025 at CPP portal only.
9	Subject Line for Submission	Request for Proposal (EOI) for empanelment "AGENCIES" for promotion of 'CRAFT TOURISM' on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam
10	Website for Downloading the EOI	https://eprocure.gov.in/eprocure/app



प्रबंध निदेशक Managing Director
North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam
पूर्वोत्तर हस्तशिल्प और हस्तकर्म विकास निगम लि. (NEHHDC)
North Eastern Handicrafts & Handlooms
Development Corporation Ltd.
(भारत सरकार का उद्यम)
(A Govt. of India Enterprise)
डोनर मंत्रालय, भारत सरकार के अधीन
Under the Ministry of DoNER, Government of India

North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam invites proposals from experienced, competent and reputed Firms/Agencies/Organizations/ Tourist Operators for empanelment of "AGENCIES" for 'CRAFT TOURISM' on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam for a period of two (02) year with the provision of extending for another one (01) year based upon his satisfactory performance and at the discretion of Competent Authority.

Scope of Work:

To promote crafts of North East India through " Crafts tourism for the people visiting North Eastern Region of India (Assam, Meghalaya, Arunachal Pradesh) through two(02) nos. of Luxury Tourist (Traveller) vehicles owned by NEHHDC. The bidders will promote the works of the weavers related to handicrafts and handlooms sector of NE states through the tourist who visits NE states through them.

The intending bidders have to pay monthly rentals to NEHHDC for utilizing the two (02) nos of vehicles on the terms & conditions as will be fixed by North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam.

The details of the vehicle are given below:

Vehicle1:

CRAFT TOURISM VEHICLE 1 (AS01QC2940)

S.No.	Details	Information
1	Vehicle Make & Model	Force Motors Traveller T2 BSVI FM2.6 CR 4020
2	Vehicle Description	Monocoque, Diesel Engine, Power Steering, ABS, High Back Seats, Rear Door, Fire Detection Alarm System, Front & Rear Disc Brake, (6)215/75 R15 Tubeless Tyres
3	Year of Manufacture	12/2022
4	Year of Purchase	28.03.2023
5	Colour	S White
6	RC No.	AS01QC2940
7	Chassis No.	MC1E4FMA2PP015953
8	Engine No.	D71024127
9	Seating Capacity	20+D
10	Total Invoice Amount at the Time of Purchase:	Rs. 1644367
11	PUC	Certificate No: AS00100950018666 Validity: 02.04.2025

प्रबंध निदेशक
Managing Director
पूर्वांचल हस्तशिल्प और हथकरघा विकास निगम लिमिटेड
North Eastern Handicrafts & Handlooms
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12	Insurance	National Insurance, Policy No: 20060131236360002470 Policy Period: 22/03/2024 to 21/03/2025
13	Road Tax	AS250225V0944229 / AS250225C1819585 01-Jan-2025 to 31-Dec-2025
14	State Permits (Assam, Meghalaya, Arunachal)	AZ/AS/1/042023/3073 Validity: 30/03/2025
15	Kilometer travelled	70151 KMS

Vehicle 2:**CRAFT TOURISM VEHICLE 2 (AS01QC3874)**

S.No.	Details	Information
1	Vehicle Make & Model	Force Motors Traveller T2 BSVI FM2.6 CR 4020
2	Vehicle Description	Monocoque, Diesel Engine, Power Steering, ABS, High Back Setas, Rear Door, Fire Detection Alarm System, Front & Rear Disc Brake, (6)215/75 R15 Tubeless Tyres
3	Year of Manufacture	12/2022
4	Year of Purchase	28.03.2023
5	Colour	S White
6	RC No.	AS01QC3874
7	Chassis No.	MC1E4FAA0PP016278
8	Engine No.	D71025933
9	Seating Capacity	20+D
10	Total Invoice Amount at the Time of Purchase:	Rs. 1644367
11	PUC	Certificate No: AS02500560003797 Validity: 04.06.2025
12	Insurance	National Insurance, Policy No: 2060131246360000141 Policy Period: 24/04/2024 to 23/04/2025
13	State Permits (Assam, Meghalaya, Arunachal)	AZ/AS/1/062024/2599 Validity: 26/04/2028
14	Kilometer travelled	37634 KMS

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The intending bidder have the liberty to have a physical look of the two vehicles on the following dates which are presently parked at the campus of the office of North Eastern Handicrafts and Handlooms Corporations (NEHHDC), Garchuk, Pamohi Road, Guwahati, Assam.

Date: 09.04.2025 and 11.04.2025

A. General Conditions

1. The EOI documents can be downloaded from the website of North Eastern Handicrafts and Handlooms Corporation Limited and CPP portal.
2. Online tenders addressed to **Managing Director (MD), North Eastern Handicrafts and Handlooms Corporation Limited, Guwahati, Assam** must be submitted through CPP portal only **on or before 22.04.2025**
3. The proposals shall be submitted in the following manner and shall contain details/documents as listed below:
 - i. Forwarding letter on the letter head of the firm/organization.
 - ii. 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.
 - iii. In case the proposals 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.
 - iv. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the proposals are signed by any Authorized signatory, a copy of the power of attorney/ authorization letter (in company's letter head) is to be enclosed along with Bid
 - v. It shall be ensured that every page of bid document is duly numbered and signed with seal of the bidder without any cutting and over writing.
4. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
5. Tenders received after the prescribed time and date will not be considered.
6. Conditional tenders will not be accepted and will be summarily rejected.
7. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing of bids will be treated as cancelled.
8. Any changes/modification with respect to this NIT will be duly notified in our official website.
9. It shall be ensured that every page of NIT document is duly numbered and signed with seal of the bidder without any cutting and over writing.
10. North Eastern Handicrafts and Handlooms Corporation Limited 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 NEHHDC.
11. The contractor/firms/organizations 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.
12. In case of any labour/employee problems related to the workmen staff of the vendor, the same will be settled at the vendor's end only.
13. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.

मुख्य निर्देशक
Managing Director
North Eastern Handicrafts & Handlooms
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(भारत सरकार का उपक्रम)
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14. The contractor shall not use North Eastern Handicrafts and Handlooms Corporation Limited address on his letter-head/ stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on North Eastern Handicrafts and Handlooms Corporation Limited premises.
15. The vendor shall remove any employee immediately for engagement with NEHHDC without any cross question who in the opinion of North Eastern Handicrafts and Handlooms Corporation Limited is guilty of misconduct, or is in any manner unfit or unsuitable for service.
16. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
17. The vendor/firm should not assign or sublet the empanelment or any part or it to any other vendor/firm in any form. Such actions shall result in termination of empanelment
18. North Eastern Handicrafts and Handlooms Corporation Limited reserves the right to reject any or all of the tenders received without assigning any reason thereof.
19. The participating bidders will be required to deposit an amount of Rupees 10000/- (Ten Thousand) in the form of EMD amount by depositing the same in the bank details as provided below.

Sl No.	Bank Account Details:	
01	Name of the Bank	State Bank of India
02	Branch Name of the Bank	Garchuk
03	Account Number	10566982760
03	IFSC code of the Bank	SBIN0005240
04	MICR code of the Bank	781002034

20. The EMD amount of the unsuccessful bidder will be returned to their respective bank accounts, the bank details of which is required to be provided by each & every Bidder in a separate sheet and should be properly indexed mentioning the page number where it is provided. NEHHDC will not be liable to refund the EMD of the unsuccessful bidders, if the same is not submitted along-with the tender documents with proper indexing. NEHHDC will
21. not be liable for any wrong payment in the form EMD refund, if the bank details are not submitted correctly along-with the tender documents.
22. The participating bidders must submit supporting documentary proof of submission of amount equivalent to EMD amount in NEHHDC bank account through online mode and it should be clearly indexed showing the page number as incorporated at the time of submission of tender document.
23. The security deposit may be adjusted with the EMD amount of successful bidder. In such a case, the EMD money of the successful bidder will be treated as Security Deposit and the successful bidder will have to deposit balance amount by means of a Demand Draft from scheduled bank drawn in favour of "**North Eastern Handicrafts and Handlooms Corporation Limited**" payable at Guwahati.
24. NEHHDC is not responsible/accountable for any commission amount deducted by Bank for the purpose of issuance of Bank draft or any other similar documents.
25. **Security Deposit: The successful bidder/Party shall provide a Security Deposit of Rs.200000 /- (Rupees Two Lakh only) as a security deposit, which will be held by NEHHDC until the contract ends.**

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Managing Director
 पूर्वोत्तर हस्तशिल्प और हथकरघा विकास निगम लिमिटेड
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26. The security deposit shall be **returned upon contract completion**, after clearing all financial obligations.
27. **Any dispute arising out of the contract will be settled under Guwahati Jurisdiction.**

B. Basic Requisite eligibility documents:

1. The Bidder shall be a legally registered entity in India.
2. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.
3. Copy of valid up to date Trade License or equivalent specific to the job.
4. Copy of the GST registration certificate
5. Photocopy of I.T PAN card (In the name of firm/proprietor/partners etc)
6. Non-Black Listed certificate (Self Signature in the form of declaration)
7. CA certified statement showing the average annual turnover of the bidders be at least Rs 05 (five) lakhs in India during each last three financial years i.e. for the year ending March 31, 2021-22, 2022-23, and 2023-24
8. The Party should have minimum at-least five (05) years of experience in the business of dealing/management of fleet of vehicles through tourism sector by catering the tourist visiting North East India.

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

C. Specific Terms and conditions

While submission of the bid, the bidder have to consider the following specific terms & conditions which the selected bidder will have to comply without fail while utilizing the two vehicles for promotion of craft tourism.

1. Submission of financial quote:

- The **intending bidder will have to quote** an amount as a monthly **hiring fee** (Rupees only) for the two vehicles separately against the NIT and the bidder quoting the highest rate and who get qualified in the Technical bid will be considered as H1 bidder and will be awarded the work.
- If any intending bidder wishes to quote for a single vehicle, he has the liberty to quote for a single vehicle; however in that case also the bidder who quotes the highest rate for that vehicle and who gets technically qualified will be awarded the work.
- The consideration of H1 bidder will be determined independently against each vehicle.

2. Maintenance & Expenses

- The Periodic maintenance (Periodic servicing) of the vehicles must be carried out in an **"authorized service centre"** after **every six months**. The documentary evidence of such periodic maintenance of the vehicles must be submitted in the office of NEHHDC, Garchuk, Guwahati, Assam.
- Failing to comply with such **"periodic maintenance"** of the vehicle will result in withholding all pending and future bills along -with the amount of security deposit.

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- Any damage to the vehicles resulting in non compliance of such periodic maintenance of the vehicles will be recovered from the amount of security deposit and any pending/future bills.
- The amount of periodic maintenance cost that is to be borne by the successful bidder (H1 bidder) is capped to Rs 10000/- on each occasion of such periodic maintenance. Any amount up and above the capped amount of Rs 10000/- will be borne by NEHHDC on each occasion of periodic servicing.
- The periodic maintenance will include all the requisite activities such change of engine oil, lubricant oil etc or change/replacement of any other parts as may be required for proper maintenance of the vehicle as per the vehicle manufacture's norms.
- The cost of replacement of the old tyre with new tyre of the vehicles as and when required as per vehicle manufacture's norms will have to be borne by the successful bidder to whom the work will be awarded (H1 bidder). NEHHDC will not bear the cost of new tyre of both the vehicles. The documentary evidence of replacement of the old tyre with new tyre must be submitted to NEHHDC.
- **Routine maintenance** (puncture repairs, washing, minor running repairs etc) up to Rs.5000/- per month will be borne by the **successful bidder (H1 bidder) to whom the work will be awarded.**
- Any **extra maintenance cost exceeding Rs. 5000/- per month** will be borne by NEHHDC upon submission of a proper bill by the **Second Party.**

3. Legal & Regulatory Compliance

- NEHHDC will bear the costs of **road tax, insurance, fitness, permits and other periodic regulatory expenses** of the vehicles and provide **Photostat copies** of documents to the **party to whom the work will be awarded.**
- Any **modifications** to the vehicle for tourist purposes require **explicit written permission** from NEHHDC and must comply with **RTO/MVI approval and government norms.**
- The party/bidder will be solely responsible for any violation of any traffic rules during the contract period that may arise while operating the vehicles.
- The party/bidder will be responsible for any untoward incident such as accidents etc during the contract period that may arise while operating the vehicles and the bidder/party will be solely responsible for repair of the vehicles at his own cost for any such untoward incidents.

4. Driver & Marketing Responsibilities

- The **successful bidder/Party** to whom the work will be awarded will be solely responsible for paying the **salary/remuneration** of the **driver/handyman** of the vehicle.

5. Prohibited Use

- The **successful bidder/ Party** shall **not engage the vehicle in any illegal activities and the vehicle shall be explicitly utilized for handloom & handicraft promotion (craft promotion) through tourism and catering to the tourists only.**The successful bidder/ Party in any circumstances cannot sublet the work he is awarded against this NIT.

D. Pre-mature Termination of Registration

Premature termination of registration of vendor may be done with the approval of competent authority on unsatisfactory performance:

- A. Vendor is declared bankrupt or insolvent or its financial position has become unsound,

- B. Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- C. The integrity of vendor is suspected. Blacklisting of firm can be done on the recommendations of the Competent Official.
- D. North Eastern Handlooms & Handicrafts Corporation Limited (NEHHDC) will have the right to terminate the contract if the contractor commits the breach of any of the conditions confined in this tender document and fails to render the services to the satisfaction of North Eastern Handlooms & Handicrafts Corporation Limited (NEHHDC).

E. Price Bid:

Price Schedule(s) as per BoQ format must be filled up with all the details for each vehicle separately and needs to be uploaded.

Schedule of price bid :

The price bid format is provided as BoQ along with this Tender Enquiry Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ as it is and quote their offer/rates in the permitted column and upload the same. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with of North Eastern Handlooms & Handicrafts Corporation Limited (NEHHDC).

Bids, where prices are quoted in any other way shall be treated as non -responsive and rejected.

All the columns shown in the Price Schedule should be filled up as required. If any bidder wish to bid for only one (01) vehicle, he should put Zero (0) in the BOQ column in which he does not wish to bid. However, in such scenario the intending bidder should clearly mention in the forwarding letter that he wish to bid for a single vehicle (showing the respective Registration Number of the vehicle)

E. Selection Criteria

Based on the proposal/bids as received by North Eastern Handlooms & Handicrafts Corporation Limited (NEHHDC), it will select the most appropriate/eligible and deserving vendor in line with the requirement and suitability of NEHHDC. The selection criteria for selection of the vendor will be done on the basis of Highest Cost Basis Method (HCB) of tendering, i.e the bidder who quote the highest rate and who gets technically qualified will be awarded the work

In the first stage of evaluation process, only **Technical Bid** of the bidders will be opened. Those bidders satisfying the technical requirements as determined by NEHHDC and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of NEHHDC. **Under Technical Evaluation the bidder satisfying all the conditions/submission of documents as mentioned in this tender document will only be considered as technically qualified.**

Under the second stage of evaluation process, **Price Bid** of only those bidders who have been short-listed earlier in first stage (Technical Evaluation) will be opened.

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

2A

प्रबंध निर्देशक
Managing Director
पूर्वांचल हस्तशिल्प और हथकरघा विकास निगम लिमिटेड
North Eastern Handlooms & Handicrafts
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Under the Ministry of DoNER, Government of India

Forwarding Letter

(To be submitted on bidder's letterhead)

No.:

Date:

To
The Managing Director
North Eastern Handicrafts and Handlooms Corporation Limited

Sub: Submission of Proposal in response to

Dear Sir/Madam,

1. This has reference to your NIT notice for selection of "AGENCIES" for 'CRAFT TOURISM' through **two(02) nos./ one (01) nos of Luxury Traveller vehicles bearing registration number** on behalf of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDC), Assam We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I / We 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 North Eastern Handicrafts and Handlooms Corporation Limited verifying any or all the information furnished in this document with the concerned authorities, if necessary.
6. I/We understand that North Eastern Handicrafts and Handlooms Corporation Limited reserve 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)

प्रबंध निर्देशक
Managing Director
पूर्वांतर हस्तशिल्प और व्यवसाय विकास निगम लिमिटेड
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Check List:

Sl No.	Particulars	Document type	Page No.
1	Name and Postal address of the Firms/ Agencies/ Organization		
2	Certificate of Incorporation along-with Article /Memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be		
3	Valid up to date Trade License		
4	Copy of the GST registration certificate		
5	Photocopy of PAN card of firm/proprietor/partners or as the case may be		
6	Bank Details		
8	Average annual financial gross turn over (05 lakhs per annum) 2021-22 2022-23 2023-24		
9	CA certified statement showing the average annual turnover of the bidders be at least Rs 05 (five) lakhs in India during each last three financial years i.e. for the year ending March 31, 2021-22, 2022-23, and 2023-24		
10	Non-Blacklist Certificate (Self Signed in the form of Declaration)		
11	The Party should have minimum at-least five (05) years of experience in the business of dealing/management of fleet of vehicles through tourism sector by catering the tourist visiting North East India.		
12	In case the Bid is signed by the Authorized signatory, a copy of authorization letter is to be enclosed along with Bid.		

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


 प्रबंध निदेशक
 Managing Director
 पूर्वोत्तर हस्तशिल्प और हथकरघा विकास निगम लिमिटेड
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Annexure III

SELF DECLARATION BY THE PARTICIPATING BIDDER

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 that the information furnished and attachment(s) submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration. I/we shall be bound by the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given. I/we undertake to communicate promptly with the authority of the O/o NEHHDC if any changes in the conditions or working of the firm take place.

Date:

Place:

Signature Name:

Designation:

Vendor/Firm/Company Seal

Annexure IV

SELF 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

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प्रबंध निदेशक
Managing Director
पूर्वोत्तर हस्तशिल्प और हस्तकला विकास निगम लिमिटेड
North Eastern Handicrafts & Handicrafts
Development Corporation Ltd.
(भारत सरकार का उद्योग)
(A Government Undertaking)
डोनर मंत्रालय, भारत सरकार के अधीन
Under the Ministry of DoNER, Government of India