



**ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.**  
**D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010**  
**Ph-0674-2975390, GSTN:- 21AAAAO0096K2ZQ**  
**E-mail : [oschcutkalika@gmail.com](mailto:oschcutkalika@gmail.com) Facebook: [www.facebook.co/utkalika](http://www.facebook.co/utkalika)**

Letter No. 2226

Date: 03.07.25

### **EXPRESSION OF INTEREST**

Sealed offers (bids) are invited for engagement of Consignors for Consignment (Spl.) business in different Utkalika branches and M & S Hub, Rasulgarh in different Crafts/ Products during the Financial Year of 2025-26. The details of the EOI documents format can be downloaded from the Corporation Website – [www.utkalikaodisha.in](http://www.utkalikaodisha.in). Interested Individuals / SHG/ NGO/ Individual Co-operative Societies / PG / PC Unit may offer their Technical and Financial bid in separate envelop by 18.07.2025 up to 03:00 P.M. at Head Office, Rasulgarh, Bhubaneswar – 10. All the offers (bids) shall be opened on 19.07.2025 at 11:00 A.M. in the Head Office, Rasulgarh, Bhubaneswar. Any application received beyond the scheduled date and time shall not be received and entertained.

The undersigned reserves the right to either accept or reject any or all such offers (bids) without assigning any reason thereof.

**Expression of Interest (EoI)**  
**for**  
**Engagement of Agency for Special Consignment**  
**Business in Utkalika Outlets**

**PUBLISHED BY**  
**ODISHA STATE CO-OPERATIVE HANDICRAFTS**  
**CORPORATION LTD, (UTKALIKA),**  
**ODISHA**  
**BHUBANESWAR**

### **DISCLAIMER**

The information contained in this Expression of Interest (EoI) Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha or any of its employees, is provided to Applicants on the terms and conditions set out in this Document and such other terms and conditions subject to which such information is provided.

This EoI Document is not an agreement and is neither an offer nor an invitation by Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha to the prospective Applicants or any other person. The purpose of this EoI Document is to provide interested parties with information that may be useful to them in the formulation of their Expression of Interest pursuant to this EoI Document. This EoI Document includes statements, which reflect various assumptions and assessments arrived at by Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EoI Document may not be appropriate for all persons, and it is not possible for the Authority, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI Document. The assumptions, assessments, statements and information contained in this EoI Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI Document and obtain independent advice from appropriate sources.

Information provided in this EoI Document to the Applicants is on a wide range of matters, some of which depends upon interpretation of 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. Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha, its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations, 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 Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EoI Document and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI Document or arising in any way in this Selection Process.

Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EoI Document.

Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI Document.

The issue of this EoI Document does not imply that Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the assignment and Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha reserves the right to reject all or any of the offers without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its offer including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha or any other costs incurred in connection with or relating to its EoI. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the EoI, regardless of the conduct or outcome of the Selection Process.

#### **A. BACKGROUND**

Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha established in 1959 is an apex Cooperative Society under the administrative control of Handlooms, Textiles and Handicrafts Department, Govt of Odisha. It has been providing marketing support to Artisans and weavers of Odisha through its Emporiums and sales outlets. Corporation has 11 outlets inside the State and 6 outlets outside Odisha. It also promotes Odisha Handicrafts by online shopping through its own website [www.utkalikaodisha.in](http://www.utkalikaodisha.in).

#### **B. OBJECTIVES**

The Odisha State Cooperative Handicrafts Corporation Ltd. (Utkalika) has decided to engage agencies for display and sale their Handicrafts products in different outlets of Utkalika in order to include more and more crafts and artisans.

The contract shall be for a period of 09 months. The detail information is available in Utkalika website [www.utkalikaodisha.in](http://www.utkalikaodisha.in) . The last date for submission of EOI is xx/06/2025

#### **C. DATA SHEET/ FACT SHEET**

Activity	Description
Assignment Name	Selection of Agency for display and sale of Handicrafts products on Utkalika outlets
Name of the Client	Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha
Nodal Officer Contact details	Handicrafts Promotion Officer(HPO) Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha e-mail: <a href="mailto:oschcutkalika@gmail.com">oschcutkalika@gmail.com</a> Phone: 0674-2975390 / 9861948370



Address	Managing Director Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha D2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-10 e-mail: oschcutkalika@gmail.com Phone: 0674-2975390
<b>Selection Method</b>	<b>By a Committee to be constituted for the said purpose</b>
<b>Preparation of EoI</b>	
Date of Publication of EoI	04-07-2025
Language	EoI shall be submitted in English language. All correspondence for the assignment shall be in English language.
<b>Submission of EoI</b>	<b>The EoI shall comprise the following:</b> 1) SCHEDULE–A: Format of particulars of the bidder 2) SCHEDULE–B: Power of Attorney for Signing of BID 3) SCHEDULE–C: Supporting Documents in support of GST, Sales Turnover and PAN card 4) SCHEDULE - D: Offer of Annual Gross Sale Target 5) SCHEDULE - E: Declaration
Last date of submission of EoIs	By 03.00 PM on 18-07-2025
Opening of EoIs of Applicants	By 11.00 AM on 19-07-2025
Time period for the assignment	12 months.
Letter of Award	To be intimated to selected Organization
Start Date	To be intimated to selected Organization

Note:

1. Managing Director, Odisha State Cooperative Handicrafts Corporation Ltd(Utkalika) reserves the right to change any schedule.
2. EoI must be received not later than time, date mentioned in the Fact Sheet. EoI received after the date line will not be considered.

**D. INSTRUCTION TO BIDDERS**

**1. General**

While every effort has been made to provide compressive and accurate background information, requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements.

**2. Completeness of Response**

Bidders are advised to study all instructions, forms, terms & conditions and other information in the EOI carefully. Failure to comply with the requirements may render the proposals non-compliant and the proposal may be rejected.

**3. Key requirements of the Bid**

OSCHC Ltd. may terminate the EOI process at any time and without assigning any reason. The proposal should be accompany by a power of attorney in the name of signatory.

#### **4. Preparation and submission of proposal**

The bidders shall be responsible for all cost incurred in connection with participation in the EOI process. OSCHC Ltd. will in no case be liable for those costs regardless of the outcome of the bidding process.

#### **5. Deviations**

Proposals must be submitted on or before xx/06/2025 by xx pm on through speed post / Registered post / Courier. Bids received after due date on time shall not be entertained. OSCHC Ltd. will not be responsible for any postal delay / non-delivery / non-receipt of the documents. OSCHC Ltd. reserves the right to modify and amend any of the above stipulated conditions / criteria depending upon project priorities.

#### **6. Evaluation Process**

The evaluation committee by OSCHC Ltd. shall evaluate the responses to the EOI and all documents. Inability to submit the requisite supporting documents may lead to rejection. The decision of the evaluation committee shall be final. The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations. Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI. The proposals submitted by the bidders will be opened by the committee on the scheduled date and time in presence of the bidders or their representatives.

#### **7. Criteria for Evaluation**

Tenders will be accessed in accordance with H1 Best Selection Method.

#### **8. Financial Bid Evaluation**

Any conditional bid would be rejected..

#### **9. Appointment of Agency / Firm**

OSCHC Ltd. will award contract to the successful bidders. OSCHC Ltd. will notify in writing or email that its proposal has been accepted. OSCHC Ltd. shall reserve the right to negotiate with the bidders whose proposal has been ranked H1 bid on the basis of Financial Evaluation. On this basis Draft contract agreement would be finalised for award and signing. OSCHC Ltd. will require the selected bidders to provide a performance bank guarantee from a Nationalised bank within 15 days from the Notification of Award for a value equivalent to 10% of the total offer sale target. OSCHC Ltd. shall invoke the performance guarantee in case the selected vendors helps to discharge their obligations during the period. For signing of contract, a draft legal agreement will be provided at the separate document as a template to the successful bidders.

## E. GENERAL TERMS & CONDITIONS

### 1. Eligibility:-

S.N	Particulars	Description	Documents to be submitted
1	Legal Entity	Applicant must be a artisan/Primary Handicrafts Co-operative Society/ SHG/Producer Group/MSME unit of Odisha	<ul style="list-style-type: none"><li>• Artisan I Card in case of individual artisan</li><li>• Resolution copy in case of PHCS</li><li>• Resolution copy in case of SHG</li><li>• Resolution copy in case of Producer Group</li><li>• MSME Regd certificate in case of MSME unit</li></ul>
2	Other requirements	The agency must have a PAN card and must filed GST for 2022-23 and 2023-24	<ul style="list-style-type: none"><li>• Goods and Service Tax registration</li><li>• PAN number of the agency</li><li>• GSTR-3</li></ul>
3	Turnover	The agency should have a minimum average annual turnover from sale of Handicrafts product of Rs.1 Crores for the last two Financial years for offer value more than Rs 1 crore and Rs.40 lakhs for the last two Financial years for offer value more than Rs 40 lakhs	<ul style="list-style-type: none"><li>• Audited Balance Sheet/ Statement of Accounts duly certified by a CA</li><li>• Income Tax Return</li></ul>
4	Tender Processing fees	The party must submit Demand Draft of Rs 2000/- only towards Tender Processing fees (Non-Refundable)	<ul style="list-style-type: none"><li>• Demand Draft of Rd 2000/-</li></ul>

The relevant self-attested copies of the documents in support of the above claim should be furnished.

### 2. EoI Process:-

- a) Agency shall submit the EoIs in a sealed envelope. The name and address of the Agency should be mentioned on the envelope. The language of the EoI as well as the supporting documents shall be in English. The cover of the envelope should clearly mention “Expression of Interest for Selection of Agency for sale and display of Handicrafts ”. It should contain the forms (Schedule A, B, C, D,) and any other relevant documents, duly signed by authorized representative of Agency with Seal.

EoI documents complete in all respects may be submitted to Managing Director Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), D2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-10 through courier / speed post / hand-delivery only so that they are delivered to the address on or before the time and date mentioned in the Data Sheet. Any EoI received after the closing time shall be returned unopened. EoIs received by fax / E-mail will not be entertained.

3. **Selection process:** - The EoIs will be opened by the committee for scrutiny for selection. The Committee shall examine the offer sale target of eligible agencies and a detail engagement order will be issued to the Agency selected i.e. H1 offer.
4. **Signing of Agreement:** - The agency selected for the purpose will enter into an Agreement on the terms & conditions mutually agreed upon.
5. **Schedule of Payment :** - Payment to the engaged agency will be made within 15<sup>th</sup> of every succeeding month towards display and sale of Handicrafts products.
6. All the disputes are under Bhubaneswar jurisdiction.
7. The **Managing Director, Odisha State Cooperative Handicrafts Corporation Ltd, Utkalika** reserves the right to reject any or all offers without assigning any reason thereof.



**Terms and conditions for Special Consignment business (all crafts) at All outlets of Utkalika**

After selection, the concerned consignor will abide by the rules & regulations for consignment business In Utkalika outlet in and outside the state with commercial principle for display & sale their product.

- 1) The period of consignment business will be for a period of 09 months i.e. from 1<sup>st</sup> July 2025 to 31<sup>st</sup> Mar 2026.
- 2) All the products will be sold through Corporation bill) and the Corporation will impose service charge on the net sale price (i.e. Gross price minus discount offered to the customers).
- 3) The selected Party shall allow 10% discount on Handicrafts & 20% on Handlooms on the price mentioned for the product to all the Customers indiscriminately from their own source.
- 4) The service charges will be 20% on net sale.
- 5) During the annual rebate spell period, the party will give 10% rebate on Handicrafts item and extra 10% on Handloom products which will be borne by the party.
- 6) Beyond the approved annual rebate period, if the party feels to gives extra discount, it will be borne by the party. Service charge will be collected on Net Sale Price after 10% discount on Gross Sale.
- 7) Stock records and daily sales register of the counter will be maintained by the party.
- 8) Sale will be made in the cash memo / invoice of Utkalika only. Sale proceeds will be collected/ deposited in Bank account of Utkalika. GST return on sale will be filed by Utkalika.
- 9) Payment against bill/ sale proceeds will be made to the party after submission of bills R.E / Sales statement to Head Office on monthly basis.
- 10) The party will have to engage their own staff for sale and display of their products. The staff will come as per timing of the Showroom like Own staff of Utkalika and show proper behaviour to customers.
- 11) Quality of the Sale person engaged by the party should be excellent. The sales person should be trained having basic exposure to retail business.
- 12) The party will ensure quality and variety of stock and obey rules and regulations of Corporation.
- 13) Insurance coverage/ transportation/ loading & unloading charges of the stock to be made by the party.
- 14) Any other action needed for smooth functioning of business will be settled mutually.
- 15) If any dispute arises it will be settled at Head Office level of Utkalika.

- 16) Branding of Utkalika is mandatory in each and every product. If the Agencies/artisans keeping products in their own brand name is noticed at any point of time, the party will be disengaged immediately.
- 17) Proper packaging of all the items in an attractive way must be done by the agencies/artisans.
- 18) Authority possesses every right to cancel the EOI process, if required.
- 19) Any dispute(s) arises between the parties shall be settled with mutual understanding and if not settled, the same shall be settled within the jurisdiction of the court(s) of Bhubaneswar only.
- 20) Any action taken by any Consigner which will be contrary to the interest of Utkalika will be viewed seriously and action as deemed proper will be taken for termination of contract.

Managing Director

1. SCHEDULE – A

## Format of Particulars of the Applicant

Sl. No.	Items	Details
1.	Name of the bidder	
2.	Address of the bidder	
3.	Status of Applicant (Co-Operative Society/Artisan/SHG/MSME Unit/ Producer Group/ Others)	
4.	Name of the Branch applied for	
5.	Name of the crafts applied for	
6.	Description of items for sale and display	
7.	Aadhaar No. of Contact Person	
8.	Telephone No. of Contact Person	
9.	E-mail Id of Contact Person	
10.	Sales Turn Over during 2023-24 (Supporting Documents to be submitted)	
11.	GSTIN No	
12.	PAN No	
13.	List of Exhibition participated during 2024-25 with supporting documents	
14.	Mention Award or Recognition received from Govt., other achievement, if any	
15.	Annual Net Sales Target offer	
16.	Production capacity per annum	

Signature of the Applicant

## 2. SCHEDULE – B

### POWER OF ATTORNEY FOR SIGNING OF BID

Know all men by the represents, we, (Name of the Agency and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (Name), son / daughter / wife of and presently residing at, who is [presently employed with us / and holding the position of], as our true and lawful attorney (here in after referred to as the “Attorney”) 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 Offer against the EoI Document for selection of outsourcing agency for supply of man power for management of Handicraft Projects by Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha (the “Authority”) including but not limited to signing and submission of all applications, Offer and other documents and writings, participate in meetings and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Offer and generally dealing with the Authority in all matters in connection with or relating to or arising out of our EoI for the said assignment and / or upon award thereof to us and / or till the entering into of the Agreement with the Authority.

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

IN WITNESS WHERE OF WE, (Name of the Agency and address of the registered office), THE ABOVE-NAMED PRINCIPAL HAS EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY \_\_\_\_\_ MONTH OF, 2025.

Yours sincerely,

Authorized Signatory with Seal

Name of the Signatory: \_\_\_\_\_

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

Name of Agency: \_\_\_\_\_

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

Seal of the Agency

## **Bidding Format Checklist**

<b>Sl. No.</b>	<b>Documents Required</b>	<b>Submitted (Yes/ No)</b>	<b>Page No.</b>
1.	Particulars of the Bidder		
2.	First page of the resolution in case of NGO, SHG or Co-op Society and SS Unit. Artisan I Card for Individual artisan		
3.	Copy of the Aadhaar Card		
4.	Supporting documents regarding turnover during last two years		
5.	Copy of the PAN card		
6.	Copy of the GST Reg. Certificate		
7.	Copy of updated GST 3B & GSTR1		
8.	Copy of the IT return filing during last two 2022-23 & 2023-24		
9.	Business with Utkalika or similar Organization.		
10.	Work order from Utkalika or any other Govt./Semi Govt. organization regarding participation in Exhibition		
11.	letter of Authorization if, required		
12.	Under taking for Purity of Silver Filigree, Gems & Jewellery items		

Schedule – D

**Financial Bid**

Name of the Bidder	
Name of the Branch	
Name of the craft	
Detail description of the items to be sold	
Offer of Gross sale Target for 12 months	

Authorized Signature with Seal



**DECLARATION**

(On Agency letter head)

Location-

Date-

To,

**The Managing Director,**

Odisha State Co-operative Handicrafts Corporation Ltd.

Odisha, Bhubaneswar.

**Subject:** Selection of Agency for sale and display of Handicrafts Products in Utkalika Outlets for the year 2025-26.

Madam,

With reference to the EoI Document for selection of Agency for engagement as Consigner for sale and display of Handicrafts products in Utkalika outlets dated ....., I/we, having examined the offer Document and understood their contents, hereby submit my / our offer for the captioned assignment. The Offer is unconditional and unqualified.

1. All information provided in the Offer and in the Appendices is true and correct.
2. This statement is made for the purpose of qualifying as an executor for undertaking the captioned assignment.
3. I / We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Offer.
4. I / We acknowledge the right of the Authority to reject our offer without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 03 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
6. We certify that we have not been barred by Government of Odisha (GoO), or any other State Government in India (SG) or Government of India (GoI), or any of the Agency(ies) of GoO / SG / GoI from participating in their projects.
7. I / We have examined and have no reservations to the EoI Document, including any Addendum issued by the Authority.
8. I / We do not have any conflict of interest in accordance the EoI Document.
9. I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any assignment issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and

10. I / We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
11. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any offer that you may receive for the captioned assignment, without incurring any liability to the Agency.
12. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
13. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
14. I / We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency / Institution, or in connection with the Selection Process itself, in respect of the captioned assignment and the terms and implementation thereof.
15. I / We have studied the EoI Document carefully and also understood the scope of the assignment. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection process including the award of assignment.
16. The Fee / Price has been quoted by me / us after taking into consideration all the terms and conditions stated in the EoI Document.
17. I / We agree and undertake to abide by all the terms and conditions of the EoI Document / Declaration. In witness thereof, I / we submit this Offer under and in accordance with the terms of the EoI Document.

Yours sincerely,

Authorized Signature with Seal

Name of the Signatory: \_\_\_\_\_

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

Name of Agency: \_\_\_\_\_

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

Seal of the Bidder

