Utkalika

ODISHA STATE CO-OPERATIVE HANDICRAFT CORPORATION LTD.

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

For the year 2026-27 & 2027-28

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

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The issuance of this EoI document does not imply that the Authority is bound to select any Applicant or to appoint the Selected Applicant for the assignment. The Authority reserves the right to reject all or any of the proposals without assigning any reason whatsoever.

Each Applicant shall bear all costs associated with or relating to the preparation and submission of its EoI, including but not limited to costs of preparation, copying, postage, delivery, and expenses associated with any demonstrations or presentations required by the Authority. All such costs and expenses shall remain with the Applicant, and the Authority shall not be liable in any manner whatsoever for the same, 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 functioning under the administrative control of the Handlooms, Textiles and Handicrafts Department, Government of Odisha. The Corporation has been actively engaged in providing marketing support to the artisans and weavers of the State, thereby promoting and preserving the rich cultural heritage of Odisha.

Utkalika facilitates the sale and promotion of handicraft and handloom products through its wide network of emporiums and sales outlets. At present, the Corporation operates 11 outlets within the State and 6 outlets outside Odisha. In addition, it has expanded its outreach through digital platforms by promoting Odisha handicrafts through its official online portal, www.utkalikaodisha.com

B. OBJECTIVES

In order to broaden market outreach and provide enhanced access to marketing platforms for a larger number of artisans and weavers, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Odisha proposes to engage eligible and experienced agencies/artisans for the display and sale of their handicraft and handloom products through its various outlets.

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	Managing Director Odisha State Co-operative Handicrafts Corporation Ltd (Utkalika), Odisha e-mail: oschcutkalika@gmail.com Phone: 0674-2975390
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

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SelectionMethod	By a Committee to be constituted for the said purpose
Preparation of EoI	
Date of Publication of EoI	**25.11.2026**
Due date for submission of Pre-Bid Query	**02.12.2026(11:59 PM)**
Pre-Bid Meeting	**05.12.2026 (3:30 PM) in the Conference Hall, Utkalika**
Issue of Pre-Bid Clarification	**08.12.2026**
Language	EoI shall be submitted in English language.All correspondence for the assignment shall be in English language.
Submission of EoI	**The EoI shall comprise the following**: 1) SCHEDULE–A: Format of particulars of the bidder 2) SCHEDULE–B: Power of Attorney for Signing of EoI 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	**05.30** PM on **17.12.2026**
Opening of EoIs of Applicants	**11.30** AM on **18.12.2026**
Time period for the assignment	24 months.
Letter of Award	To be intimated to selected Organization
Start Date	To be intimated to selected Organization

Note:

1. The Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Odisha reserves the right to modify, alter, or revise any schedule.
2. The Expression of Interest (EoI) must be received within the date and time specified in the Fact Sheet. Any EoI received after the stipulated deadline shall not be considered and is liable to be rejected.

D. 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	• Artisan I Card in case of individual artisan • Resolution copy in case of PHCS • Resolution copy in case of SHG • Resolution copy in case of Producer Group • MSME Registration

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			certificate in case of MSME unit
2	Other requirements	The agency must have a PAN card and must filed GST return for 2023-24 and 2024-25	• Goods and Service Tax registration • PAN number of the agency • GSTR-3
3	Turnover	The Agency should have the following minimum average annual turnover during the last two financial year`s corresponding to the sales target offered: • Minimum turnover of Rs. 10 lakhs for sales target up to Rs. 20 lakhs. • Minimum turnover of Rs. 20 lakhs for sales target from Rs. 21 lakhs to Rs. 49 lakhs. • Minimum turnover of Rs. 50 lakhs for sales target from Rs. 50 lakhs to Rs. 99 lakhs. • Minimum turnover of Rs. 100 lakhs for sales target of Rs. 100 lakhs and above.	• Audited Balance Sheet/ Statement of Accounts duly certified by a CA • Income Tax Return
4	Tender Processing fees	The party must submit Demand Draft of Rs2,000/- only towards Tender Processing fees (Non-Refundable)	• Demand Draft of Rs 2,000/- drawn in favour of Odisha State Co-operative Handicrafts Corporation Ltd. Payable at – Bhubaneswar

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

2. **EoI Process:-**
   i. The Agency shall submit the EoI in a sealed envelope clearly indicating the name and address of the Agency. The EoI, along with all supporting documents, shall be submitted in English. The envelope should be superscribed as **"Expression of Interest (EoI) for Selection of Agency for Sale and Display of Handicrafts and Handloom Products."**. It should contain the forms (Schedule A, B, C, D& E) and any other relevant documents, duly signed by authorized representative of Agency with Seal.
   ii. EoI documents complete in all respects must be submitted to **TheManaging 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 stipulated deadline shall be returned unopened. EoIs submitted through Fax/E-mail shall not be entertained.

3. **Selection process:** -The EoIs received shall be opened and scrutinized by a duly constituted Committee. The Committee shall evaluate the proposals based on the offered sales target and other relevant criteria. The Agency offering the highest (H1) sales target and meeting the eligibility requirements shall be selected. A detailed engagement order shall thereafter be issued to the selected Agency.
4. **Signing of Agreement**: -The selected Agency shall enter into an Agreement with Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Odisha on mutually agreed terms and conditions.

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5. **Schedule of Payment** : - Payment to the engaged Agency shall be made on a monthly basis, preferably by the 15th day of the succeeding month, towards the display and sale of handicrafts and handloom products, subject to submission of necessary documents.
6. All disputes shall be subject to the jurisdiction of courts at Bhubaneswar, Odisha.

7. The **ManagingDirector, Odisha State Cooperative Handicrafts Corporation Ltd, Utkalikareserves** the right to reject any or all offers without assigning any reason thereof.

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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 & 2024-25(Supporting Documents to be submitted)	
11.	GSTIN No	
12.	PAN No	
13.	List of Exhibition participated during 2025-26 with supporting documents	
14.	Mention Award or Recognition received from Govt., other achievement, if any	
15.	Production capacity per annum	

Signature of the Applicant

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2. SCHEDULE – B

POWER OF ATTORNEY FOR SIGNING OF EoI

Know all men by these presents, we, **(Name of the Agency along with registered office address)**, do hereby irrevocably constitute, nominate, appoint and authorize **Mr./Ms. (Name of the Authorized Person)**, son/daughter/wife of **(Name)**, and presently residing at **(Address)**, who is presently employed with us and holding the position of **(Designation)**, as our true and lawful attorney (hereinafter 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 the submission of our Expression of Interest (EoI) for **selection of agency for sale and display of handicrafts and handloom products under consignment model** in Utkalika outlets by Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Odisha (hereinafter referred to as "the Authority").

The Attorney is hereby authorized to sign and submit all applications, EoI documents, undertakings, and other related documents, participate in meetings and discussions, provide clarifications, represent us before the Authority, and to sign and execute agreements, contracts, and any other documents as may be required in connection with the said EoI and subsequent engagement.

We hereby agree to 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. All such acts shall be deemed to have been done by us.

IN WITNESS WHERE OF WE, (Name of the Agency and address of the registered office), THEABOVE-NAMED PRINCIPAL HAS EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY _____MONTH OF, 2026.

Yours sincerely,

Authorized Signatory with Seal

Name of the Signatory: _____

Designation: _____

Name of Agency: _____

Address: _____

Seal of the Agency

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3. SCHEDULE – C

Bidding Format Checklist

Sl. No.	Documents Required	Submitted (Yes/ No)	Page No.
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 Aaadhar 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 2023-24 & 2024-25		
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		

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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 Annual Gross sale Target	
Proposed discount	
Offer of annual Net sale Target	

Authorized Signature with Seal

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Schedule – E

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 2026-27.

Madam,

With reference to the EoI Document for selection ofAgency for engagement as Consigner for sale and displayof 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

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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

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ANNEXURE – II

Details of the Branches of Utkalika with Crafts/Products and Base Target for Consignment (Special) Business for the Year 2026–2027

(Rs. in Lakhs)

Sl. No.	Name of the Branches	Craft / Products	Base / Reserve Target
1	Utkalika, Bhubaneswar	Silver Filigree	328.00
		Dhokra and Tribal Jewellery	46.00
		Brass and Bell Metal	45.42
		RMG for Gents Shirt and Jackets	22.52
		RMG for Ladies Kurti and Kids	21.00
		Painting Saree	14.22
		Ladies Handbags	13.00
		Wood Carving & Wooden Art	10.00
		Straw Painting	20.00
2	Angul	RMG (All Types)	22.00
		Silver Filigree	10.00
		Brass and Bell Metal	6.00
3	Jeypore	RMG (All Types)	10.00
		Silver Filigree	6.00
		Brass and Bell Metal	5.00
4	Rourkela	RMG (All Types)	26.00
		Silver Filigree	74.00
		Brass and Bell Metal	6.00
5	Bangaluru	Brass and Bell Metal	6.00
		Silver Filigree	6.00
6	Hyderabad	RMG (All Types)	6.00
		Silver Filigree	6.00
		Brass and Bell Metal	5.00
		Dhokra and Tribal Jewellery	5.00
7	Utkalika, Kolkata	Silver Filigree	37.00
		Readymade Garments (All Types)	20.00
		Gems and Jewellery	10.00
		Brass and Bell Metal	10.00
		Dhokra and Tribal Jewellery	12.00
8	Utkalika, New Delhi	Silver Filigree	102.00
		RMG (All Types)	18.00
		Brass and Bell Metal	18.00
		Dhokra and Tribal Jewellery	18.00
9	M & S Hub	Silver Filigree	71.00
		RMG for Gents Shirt and Jackets	56.00
		RMG for Ladies Kurti and Kids	56.00
		Brass and Bell Metal	16.00
		Tassar and Patta Painting & Framing	39.00
		Palm Leaf & Other Painted Items	19.00
		Painting Saree	10.00
		Ladies Handbags	10.00
		Horn	10.00
		Sea Shell	15.00
10	Keonjhar	RMG	15.00
		Brass and Bell Metal	15.00
		Silver Filigree	20.00
11	B. P Airport	RMG	10.00
		Silver Filigree	18.00
12	Ekamra Haat	Silver Filigree	20.00
		TOTAL	**1,364.16**

Managing Director
O. S. C. H. C. Ltd.
Bhubaneswar

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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 24 months, can be extendable by maximum upto 3 months subject to satisfactory performance.

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 borne by the party.
4. During the annual rebate spell period, the party will give 10% rebate on Handicrafts item and extra 10% on Handloom products.
5. Service charges will be 15% on net sales for metal crafts and 20% for all others.

6. Beyond the approved annual rebate period, if the party feels to gives extra discount, it will be borne by the party. (Example: Gross sales Rs.100 - Rebate Rs. 10 = Net Rs. 90.)

7. The party shall maintain stock records and a daily sales register at the counter. All activities shall be regulated through Utkalika's ERP system. The party must submit stock details to the branch manager periodically. Stock entry shall be done by the party as per branch manager instructions.

8. Payment against bill/ sale proceeds will be made to the party after submission of bills.

9. The party shall engage their own excellent-quality sales staff for product sales and display. Staff must adhere to showroom operating timings (like Utkalika's own staff), exhibit professional and courteous behaviour, possess strong communication skills, product knowledge, neat appearance, punctuality, and a customer-focused attitude, and be trained in retail basics. Identity details of all salespersons must be submitted to the branch manager beforehand.

10. The party will ensure quality of stock and obey rules and regulations of Corporation and maintain stock levels at a minimum of 60% of the sales target. Utkalika reserves the right to verify stock periodically; any discrepancies must be rectified by the party immediately.

11. The party must provide silver filigree items, accompanied by purity certificates of BIS and hallmarks, but purity of any items should not be less than 80%.

12. Insurance coverage/ transportation/ loading & unloading charges of the stock to be made by the party and copy of insurance policy must be submitted to the Branch head.

13. The party shall deposit 10% of the net sales target as security before agreement/work order. Any shortfall in service charges if found to be recovered from sales proceeds.

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14. 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 and security to be forfeited.

15. That the Second Party shall not engage in the trade or sale of similar items within the same market complex/area where the emporium of the First Party is situated, either personally or through his/her representatives. In case any such activity is detected, the First Party shall have the right to terminate the agreement forthwith without issuing any further notice.

16. Proper packaging of all the items in an attractive way must be done by the agencies/artisans.

17. Authority possesses every right to cancel the EOI process, if required.

18. 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.

Managing Director

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