

**EXPRESSION OF INTEREST DOCUMENT**

EXPRESSION OF INTEREST FOR PROVIDING SERVICES OF

**TECHNICAL & NON-TECHNICAL PERSONNEL FOR OFFICIAL WORK &  
SALES ACTIVITIES**



**ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD. (BOYANIKA)  
BOYANBHAWAN, PANDIT JAWAHARLAL NEHRU MARG, KHARAVEL NAGAR,  
UNIT-3, BHUBANESWAR-751001, PHONE: 0674-2395387**



No: 1263

Date: 26.05.2026

**ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY  
LTD., BHUBANESWAR-751003, ODISHA**

Website: [www.boyanika.com](http://www.boyanika.com)

E-Mail: [boyanikabbsr@yahoo.in](mailto:boyanikabbsr@yahoo.in)

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**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES  
FOR PROVIDING DIFFERENT KINDS OF SERVICES**

Odisha State Handloom Weavers Co-operative Society Ltd. (Boyanika) invites EOIs from Agencies to provide different kinds of services for Head Office, Bhubaneswar and Sale Branches inside & outside of the State.

The registered Agencies having good track record and eligibility criteria laid down in the EOI Documents to provide different services as specified in the EOI document may submit their offer along with all supporting documents on or before **24.06.2026 (up to 5:00 PM)** addressed to the Managing Director, Odisha State Handloom Weavers Coop. Society Ltd. (Boyanika), Boyan Bhawan, PJN Marg, Kharavela Nagar, Unit- 3, Bhubaneswar-751001 by registered post / speed post / courier only. Boyanika shall not be responsible for any postal delay. The technical bid will be opened on **Dt. 30.06.2026 at 11:00 AM**, and financial bids of technically eligible bidders will be opened on **04.07.2026 11:00 AM**. For details, please visit website [www.boyanika.com](http://www.boyanika.com).

  
**Managing Director**

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**IMPORTANT INFORMATION TO THE BIDDER**

a	Availability of EOI documents	:	Manpower Service Providers should download the EOI document from the website of Boyanika(www.boyanika.com)
b	Last date and time of receipt of EOI document by Speed Post / Registered Post / Courier	:	<b>Up to 5:00 PM of Dt.24.06.2026 only through Speed Post /Registered post/ Courier</b> (During office hours, except Sundays and Govt. Holidays). Any document received after this time shall not be taken into consideration.
c	EOI Fees	:	Non-refundable Rs.10,000/- for DLR and Outsource Manpower drawn in favour of the Odisha State Handloom WCS Ltd on any scheduled/ commercial bank payable at Bhubaneswar.
d	Earnest Money Deposit	:	Rs.2,00,000/- for drawn in favour of the Odisha State Handloom WCS Ltd on any scheduled/commercial bank payable at Bhubaneswar.
e	Date & time of opening of EOI	:	
	i. Technical Bids	:	<b>Dt. 30.06.2026 at 11:00 AM</b>
	ii. Financial Bids of technically eligible Bidders	:	<b>Dt.04.07.2026 at 11:00 AM</b>
f	Venue of opening of Bids	:	Conference Hall, Boyanika, Bhubaneswar
g	Likely date for commencement of Services	:	<b>01.08.2026</b>
h	Contact Person	:	OSD (Estt.)/System Analyst
ij	Complete address for submission of Bid	:	Managing Director, Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Unit-III, Kharvel Nagar, Bhubaneswar, Pin-751001. Phone-0674-2395387 E-mail:boyanikabbsr@yahoo.in

## INSTRUCTION TO THE BIDDER

1. Odisha State Handloom WCS Ltd. (Boyanika) intends to outsource different kinds of services through a reputed, well established, financially stable and registered service providers to provide services as specified at Annexure-A on outsourcing basis to manage the day-to- day official work and sales outlets established across the country.
2. The period of contract for providing the services will be for one year from the date of effectiveness of contract. The period of the contract may be further extended for 2 years subject to the the requirement of Odisha State Handloom WCS Ltd. (Boyanika). However, Odisha State Handloom WCS Ltd. (Boyanika), reserves all rights to terminate the contract at any point of time after giving 30 days' notice to the service provider.
3. The tentative requirements of different types of service areas are specified at schedule of requirements. The requirements may increase/decrease in any/ all the categories as per the discretion of the Boyanika authorities either way. Partial bidding will not be taken into consideration i.e. Bidder needs to submit for all types under each category.
4. The EOI is invited under two bids system and bidders are advised to submit in sealed envelopes super-scribing "Technical Bid for providing for different services and "Financial Bid for providing services for Odisha State Handloom WCS Ltd. (Boyanika)". The sealed envelopes should be put in another envelop super scribing "Bid for service. The EOI should be addressed and sent to the **Managing Director, Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Unit-III, Kharvel Nagar, Bhubaneswar, Pin-751001, Odisha.**
5. Earnest Money Deposit (EMD): The bidder shall have to furnish EMD (refundable without interest) of **Rs. 2,00,000/-** (Rupees Two Lakh in shape of Demand Draft from any scheduled/ commercial Bank drawn in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar, failing which the EOI shall be rejected summarily. No relaxation will be given to any firm registered under NSIC/DIC/MSME etc. The bid/proposal submitted without EMD, mentioned above, will be out rightly rejected. The EMD may be forfeited, if a bidder withdraws its bid during the period of bid validity.
6. The service provider is not authorized to exercise choice of place for engagement of any outsourced personnel. Any intervention may lead to cancellation of the agreement and the authority shall have the liberty to outsource from the remaining agencies/firms as per the specified norms.
7. The successful agency/firm/bidder will have to deposit a **Performance Security Deposit minimum 5% of the contract value** in form of Bank Guarantee from any scheduled/commercial bank drawn in favour of the Odisha State Handloom WCS Ltd valid for a period of 3 months more than the contract period. Agreement shall be executed on confirmation of the performance Bank Guarantee from the concerned Bank.
8. The Technical bids will be opened on **Dt.30.06.2026 at 11:00 AM** at Conference Hall, Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar in the presence of the authorized representatives of the participating bidders (limited to one only), if any, who wishes to be present at the meeting. The financial bids of technically qualified bidders will be opened on **Dt.04.07.2026 at 11:00 AM** in the Conference Hall, Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar in the presence of the authorized representative of the participating bidders (limited to one only), if any, who wishes to be present at the meeting.

9. Any form of consortium and joint venture is not allowed under this EOI.

10. The competent authority reserves the rights to accept or reject any / all bids and cancel the entire EOI process without assigning any reasons thereof.

**Complete Address for submission of bid:**  
 Managing Director,  
 Odisha State Handloom WCS Ltd,  
 Boyan Bhawan, PJN Marg, Unit-III, Kharvel  
 Nagar, Bhubaneswar, Pin-751001.

**11. SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID.**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents to be furnished along with Technical Bid</b>
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> <li>• Companies Act 1956/2013</li> <li>• Indian Partnership Act 1932</li> <li>• Indian Trusts Act 1882</li> <li>• Societies Registration Act 1860.</li> <li>• Limited Liability Partnership Act 2008.</li> </ul>	Certificate of Incorporation / Registration certificate
2	Must have at least five years in business of providing different kinds of services (up to the date of issue of this EOI) of similar type to Central/ State Government / Autonomous bodies / agencies / societies / corporate bodies as mentioned.	Copies of the work order/ contract document/completion certificate from the previous authorities along with their name, contact number and email address.
3	The registered office/ branch of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone /Electricity Bill/ Lease Agreement of the rented premises)
4	Must have an average annual financial turnover of 2.5 crores for which bid is submitted for last five financial years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25) and from the business related to resources deployment services only for each category.	Filled in Form-T1 along with certified copies of audited Income/ Expenditure statement and Balance sheet for the concerned period by Chartered Accountant.
5	Must have its own Bank account in any scheduled/commercial bank situated in Odisha.	Copy of the Bank Pass Book and transaction statement for the last 6 months from the date of issue of the EOI.
6	Must not have been blacklisted by any Central /State Government or any other public sector undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format <b>(FORM—T2)</b>
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed procedure and format <b>(Form-T3)</b>
8	Other statutory documents to be furnished as part of technical bid:	Copies of: <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GST,</li> <li>• EPF &amp; ESI Registration Number</li> <li>• IT Return for the last five financial years (2020-21, 2021-22, 2022-23, 2023-24 and</li> </ul>

		2024-25) • Annual GST return for the 2022-2023,2023-2024 and 2024-2025.
9	Agreeing to all terms and condition of the EOI	Self-attested EOI document

Bidders should submit the required documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above and Sl.No. 14 as applicable) will lead to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the EOI document. The bid must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the EOI requirements will result in outright rejection of the bid

12. The Service providers are required to enclose self-attested photocopies of the following documents along with the Technical Bid failing which their bids shall be rejected and will not be considered any further.

- a) Original EOI fee of Rs.10,000/- (non-refundable) in shape of DD drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar.
- b) Original EMD fee of Rs.2,00,000/- returnable without interest at the end of contract period in shape of DD drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar.
- c) Registration Certificate of the applicant's organization registered under the Companies Act 2013 or the Indian Partnership Act 1932,  
Or the Indian Trusts Act 1882 or the Societies Registration Act 1860 or the Limited Liability Partnership Act 2008 or if any other relevant Act.
- d) Registration Certificate of the applicant's organization under GST (no provisional certificate shall be accepted).
- e) Copy of valid contract labour license (R&A) Act,1970.
- f) Copy of the License to engage in the business of private security agency issued by Home Department, Govt. of Odisha only in case of Security Guards (PSARA).
- g) Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Bhubaneswar/other places of Odisha.
- h) Documentary proof of 5 years' experience in providing different kinds of services with respect to the category of services noted at Annexure-A to State Government/Central Government Departments/PSU on similar work.
- i) Copy of the Bank passbook (Bank account must be in India) in the name of the organization along with bank statement containing transactions made during the last six months from the date of notification of EOI.
- j) Copy of the audited statement of accounts (Balance Sheet, Profit and Loss A/c etc.) showing **minimum average annual financial turnover of 2.5 crores for which bid is submitted for the last 5 years (2021-22, 2022-23, 2023-24 and 2024-25).**
- k) Copy of a contract on similar work (for which bid is being submitted) worth Rs.50.00 lakhs or more per annum for in FY 2020-21,2021-22, 2022-23, 2023-24 and 2024-25).
- l) Copy of GST registration certificate & return for last 3years
- m) GST clearance certificate up to December-2025.
- n) Copy of PAN/GIR.
- o) Copy of the IT return filed for the last five financial years i.e.(2020- 2021, 2021-2022,2022-2023,2023-2024 &2024-2025)(i.e. assessment year 2021-2022, 2022-2023, 2023-2024, 2024-2025 & 2025-2026).
- p) Copies of EPF registration certificates.

- q) Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the last three months-October-2025, November-2025 and December-2025.
- r) Copies of ESI registration certificates.
- s) Copy of ESI return and e-challan of ESI for the last three month- October-2025, November-2025 and December-2025.
- t) EOI document duly signed by the authorized persons of the service provider in each page as a token of acceptance of all terms and condition of the EOI along with rubber stamp.
- u) Copy of power of attorney in the name of authorized signatory.
- v) Undertaking certificate as per the prescribed format **(Form-T2)** indicating that the agency/firm has not been blacklisted by any Central / State government or any other public sector undertaking/organization as on the date of submission of EOI.
- w) Undertaking certificate as per prescribed format **(Form T3)** indicating that no judicial/ criminal proceeding is drawn or pending against the Proprietor/ Director/ personnel to be engaged by the service provider.
- x) An undertaking certificate indicating that the service provider shall maintain personal file of each manpower supplied. The personal file should contain name, photo, date of birth, sex, age, Aadhar No/ voter ID, bank account, EPF/ESI details full permanent and residential address, etc.
- y) Declaration about providing services to all outlets of Boyanika located at different parts of Odisha/India.

## **SUBMISSION OF BID**

The Technical bid complete in all respects as specified in the EOI document, must be accompanied with a non-refundable EOI fee of Rs.10,000/- (Rupees Ten Thousand) only for which bid is being submitted in the form of Demand Draft on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. payable at Bhubaneswar. The Technical bid should also be accompanied with Rs.2,00,000/- (refundable without any interest) in form of Demand Draft drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. towards EMD. The bid complete in all respect should be submitted through Speed Post/ Registered Post / Courier so as to reach the Managing Director, Odisha State Handloom WCS Ltd. (Boyanika), Boyan Bhawan, PJN Marg, Unit-III, Kharvel Nagar, Bhubaneswar-751001 by **Dt.24.06.2026 (up to 5:00 PM)**.

The authority will not be responsible for any postal delay. **Bids without Bid Processing Fee shall be out-rightly rejected.** Bids submitted after due date and time shall not be taken into consideration.

The successful bidder will have to deposit a Performance Security of minimum amount of 5% of the contract value in the form of Performance Bank Guarantee (PBG) as per **Form-T4** from any scheduled/Commercial Bank preferably situated at Bhubaneswar, Odisha in favour of the "**Odisha State Handloom WCS Ltd., Bhubaneswar**" valid for a period of three months beyond the contract period. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder as per the instructions of the authority.

*Any deviation from the prescribed procedures / required information / formats /conditions shall result in out-right rejection of the bid. Any conditional bid shall not be considered.*

All entries in the bid documents should be legible, filled in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Performance Security shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the Service Agreement.

The Technical bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the technical bids and no request for any variation in quoted rate-s and / withdrawal of bids on any ground by the bidder shall be entertained.

To assist in the analysis, evaluation and computation of bids, the EOI inviting authority may ask the bidders individually for brief explanation on their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The remuneration of the engaged personnel shall not be more or less than the minimum wage fixed / notified by the Finance Department/ Labour & ESI Department, Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves all rights to accept or reject any or all the bids and terminate the bidding process without assigning any reason thereof.

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**METHOD OF EVALUATION  
FOR SELECTION OF BIDDERS**

The Odisha State Handloom WCS Ltd. (Boyanika) shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.

**Technical Bid Evaluation:**

The Technical bid evaluation shall be done based on the following criteria. During the technical evaluation stage, each bidder shall be assigned marks out of total 100 marks as per the criteria specified below.

Sl.No.	Criteria	Criteria Tool
I	Manpower on Roll	Maximum 20 marks
	a) Less than 100	05 marks
	b) 100 to less than 200	10 marks
	c) 200 to less than 500	15 marks
	d) More than 500	20 marks
II	<b>Financial/Annual Turnover of last three financial year, i.e. 2022-23, 2023-24 &amp; 2024-25)</b>	Maximum 15 marks
	a) Less than 3 crores for each year	5 marks
	b) 3 crores to less than 5 crore each year	10 marks
	c) More than 5 crore each year	15 marks
III	<b>Number of years in operation in outsourcing service of</b> <i>(Marks shall be counted for each category separately)</i>	
	<b>(i) Sweeping &amp; cleaning, armed &amp; unarmed security service, unskilled, semi-skilled, skilled &amp; highly skilled personnel</b>	Maximum 20 marks
	a) Less than 5 years	5 marks
	b) 5 years to 10 years	10 marks
	c) More than 10 years	20 marks
<b>(ii) Technical and non-technical manpower</b>	Maximum 20 marks	
a) Less than 5 years	05 marks	
b) 5 years to 10 years	10 marks	
c) More than 10 years	20 marks	
IV	Experience in similar completed /on-going projects	Maximum 25 marks
	a) 1 project worth Rs.50 Lakhs and above	25 marks
	b) 1 project worth Rs.31 Lakhs to Rs.50 Lakhs	20 marks
	c) 1 project worth Rs.16 Lakhs to Rs.30 Lakhs	10 marks
	d) 1 project worth Rs.15 Lakhs	5 marks

***Bidders who score more than 70 marks will be considered as technically qualified subject to submission all required documents, fees and agreeing to all terms and conditions of the EOI document.*** The financial bids of all the technically qualified bidders will be opened for financial evaluation.

## **Financial Bid Evaluation**

The work will be awarded to the L-1 bidder as per the financial bid for service charge only. In case the financial bid of more than one agency is same as L-1, then the contract will be awarded to the agency which gets the maximum marks in technical evaluation. In second case if more than L-1 agency is equal in technical evaluation mark then it will be awarded to the agency having higher average turnover. In the third case, preference shall be given to the agency having more experience in Govt. Offices/PSUs etc. Even in this process similar case is found, then contract will be awarded on open lottery basis among the agencies arrived out of the last above process.

In case the selected bidder fails to provide service to the satisfaction of the BOYANIKA or the bidder withdraws before the contract period, bidder with 2nd highest marks in technical bid with L1 in Financial bid shall be awarded contract for the rest of contract period with same terms and conditions. In case only single L-1 bidder is there and the bidder fails to provide the services, the authority can withdraw before the end of contract period and then bidder with L-2 with maximum technical marks shall be awarded.

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## SCOPE OF WORK

1. **Odisha State Handloom WCS Ltd. (Boyanika)** invites sealed bids from the eligible service providers for providing different kinds of services as mentioned at point No.1 of Instruction to Bidders of this EOI document.
2. The service provider should engage trained and appropriately qualified and experienced personnel to execute and perform the job and work assigned efficiently. If required, the Service Provider may conduct a screening test before engaging at Boyanika.
3. It shall be the responsibility of the service provider to verify the qualification and experience of the engaged human resources. The engaged personnel will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced human resources. If during the course of engagement of any outsourced resources, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/ experience, the service provider will have to terminate the service of such staff immediately.
4. The service provider should have an empaneled human resource list of armed & unarmed security guard/cleaning personnel/unskilled/skilled/semi-skilled/highly skilled personnel/trained and experienced technical & non-technical resources so that un- interrupted continuous services can be availed during the contract period. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms and condition.
5. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, mutually agreed by both parties for a maximum period of three years.
6. The personnel engaged by the Service provider may be required to report for work beyond normal duty hours, for which he/she would not be paid any extra remuneration. In case manpower deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day or as decided by the authority will be made as per the instructions of MD, Boyanika.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the manpower engaged could be availed without any disruption.
9. The attendance rolls for the resources deployed by the service provider at the premises of client should be maintained through Biometric Attendance System. The Service provider should ensure proper functioning of the Attendance machine. The Service Provider will stand responsible for regular monitoring and maintenance of the Biometric machine at his /her own cost. The attendance sheets shall be signed by the authorized representative of service provider who shall get it verified from the designated officer of client and the same shall be presented along with the bills for reimbursement.
10. The entire financial liability in respect to the manpower engaged in the client's location shall be that of the service provider and the client will in no way be liable for the same. It will be the responsibility of the service provider to pay appropriately to the engaged personnel that is a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The service provider shall provide a substitute well in advance if any personnel leave the job due to his/her own personal reasons. The payment in respect of the overlapping

- period of the substitute shall be the responsibility of the service provider.
12. The personnel engaged shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the personnel deployed liable for penal action under the applicable laws for breach of contract.
  13. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the resources engaged by 7th of the succeeding month after deduction of applicable statutory dues like ESI and EPF. The service provider should credit the monthly remuneration in the respective Bank Account.
  14. The outsourced manpower is not allowed to place any matter before the Authority directly. Being employer, the Service Provider shall have to take all those responsibilities completely. Any outsourced resource deployed can be removed any time by giving 24-hour notice to the service provider and the service provider will have to provide suitable replacement acceptable to client within 03 working days from the date of intimation of the notice.

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**ANNEXURE-A**

**SCHEDULE OF REQUIREMENTS**

**TECHNICAL & NON-TECHNICAL PERSONNEL FOR OFFICIAL WORK & SALES ACTIVITIES**

S I N O	Category of Post	No of Manpo wer Requir ed	Educational Qualification	Remuneratio n per month
(A)	(B)	(C)	(D)	(E)
01	BDM	01	MBA or equivalent qualification from a renowned and recognized university with more than seven years of relevant experience in retail and Govt. or public sector and technical skill strong leadership and team management capabilities, excellent communication and inter- personal skills and critical thinking for data driven decision making.	Rs.55,000/-
02	Marketing Executive	01	MBA Degree with minimum 1 year field experience in Supervising marketing of textile related work.	Rs.26400/-
03	Junior Engineer (Civil)	01	Diploma/Degree in civil with minimum 3 years field experience in supervising construction work /building with expert in Auto cad for preparation of plan & estimate etc.	Rs.26400/-
04	Weaving Supervisor (Diploma)	02	Passed Diploma in Handloom Technology/Textiles Technology from IIHT or Recognized Institute with 3 years working experience in Handloom Sector.	Rs.26400/-
05	Quality Control Assistant (QCA)	08	Passed HSC with certificate /Vocational Course in the field of Handloom / Textiles sector from IHWD, Khordha or any other recognized Institute with 01 year Working experience in Handloom sector.	Rs.15,600/- -
06	Driver	03	Valid LMV License Holder with 3 Years of Similar Exp.	Rs.15600/-
07	Multi skill Asst	10	Graduate and well conversant with computer system. Typing in and English language is mandatory.	Rs.15600/-
08	Sales Assistant	67	Graduation in any stream or equivalent passed from a recognized University with Computer savvy etc.	Rs.15600/-
09	Sales Attendant	87	Minimum qualification +2 or above with Computer Knowledge.	Rs.13900/-
10	Computer Assistant	03	Graduation in any stream or equivalent passed from recognized University with computer savvy along with computer heats of minimum 40 words per minutes.	Rs.13900/-
11	Accounts Assistant	04	Graduation with working knowledge of ERP system at least one year with preferably in Commerce.	Rs.15600/-
12	Accounts	03	B.com /Inter cost /5 years experience in accounting and double entry book keeping	Rs.26400/-

	Executive		system.	
13	Sales Executive	05	Graduation and well conversant with computer system having managerial ability with one years of experience in dealing with Textiles/ Handloom Sales. The candidate having MBA qualification shall be given preference.	Rs.26,400/- -
14	Public Relation Officer	01	Graduation with Computer Knowledge. Minimum 10 Years experience in media sector (Print & Electronic)	Rs.26400/-
15	Armed Security	16	Having requisite qualification	Skilled
16	PSO (Security Personnel)	02	Having requisite qualification	Highly Skilled
17	Laboratory Assistant, Textile	02	Diploma/Degree in Textile from any recognized institute /University.	Rs.26400/-
18	Weaver for Demo loom	01	Having requisite qualification	Highly Skilled
19	Sweeper	05	Having requisite qualification	Semi-Skilled
20	Electrician	06	ITI in Electrical with Valid License	Highly Skilled
21	Fire Fighter	02	Diploma in Fire	Highly Skilled
22	Lift Operator	01	ITI in Electrical	Highly Skilled
23	Plumber	01	ITI, Plumber/requisite qualification	Semi-Skilled
24	DLR	35		Semi-Skilled

**N:B : Age Limit:** She/he should be above 18 years of age and not exceeding 50 years of age as on 01.01.2026. But in case of experience preferably in Sales in Textiles / Handlooms retails/ Accounts/Quality Check/Public Relation Procurement, age relaxation may be considered.

## **GENERAL TERMS AND CONDITION**

1. The Agreement shall commence from **Dt.01.08.2026** and shall continue for an initial period of one year unless it is curtailed or terminated by BOYANIKA/Authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of BOYANIKA. The Agreement may be extended further on the same terms and condition or with some additions/deletions/modification, for a further additional period of 2 years as mutually agreed upon by the manpower service provider and BOYANIKA/Authority.
2. The Agreement shall automatically expire at the end of contract period unless extended further by the mutual consent of the manpower service provider and BOYANIKA/Authority.
3. BOYANIKA/Authority shall provide all the consumable items (sweeping items, floor and wall brush, waste collection baskets, floor cleaning liquid, bathroom/room fresheners etc.) required for cleaning and sanitation. The service provider shall maintain a logbook for details of items received and consumed on daily basis and should submit for verification at end of each month or when demanded by BOYANIKA/Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the BOYANIKA.
5. The manpower service provider will be bound by the details furnished by it to BOYANIKA/ Authority while submitting the EOI or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
6. BOYANIKA/Authority reserves the right to terminate the agreement after giving a 30 days' notice to the manpower service provider.
7. The service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF & ESI, Bonus, and Gratuity etc. relating to the resources to be deployed by it at the Client's location.
8. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of resources deployed for the purpose.
9. The service provider shall maintain a personal file in respect of all the engaged personnel those are deployed in the different establishments of BOYANIKA. The personal files should invariably consist of personal details such as name, sex, date of birth, Aadhaar card Voter ID, EPF, ESI details, Photo and residential address (temporary/permanent) etc.
10. The personnel engaged by the service provider should not have any adverse police records/criminal cases against them. The service provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the service provider prior to signing of the agreement.
11. The agency deployed, shall be required to provide service as per the duty assigned. Manpower deployed by the agency may be required to work beyond normal working hours for which no extra remuneration shall be paid. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. The person engaged for services may be called on holidays to attend duty on remuneration fixed by Boyanika management.

12. The service provider shall exercise adequate supervision to ensure performance of manpower engaged to provide the services in accordance with the requirements. The service provider shall depute one full time supervisor to BOYANIKA for overall management of the services to be rendered at the site, immediate interaction with the authorized officer so that optimal services of the persons deployed could be availed without any disruption. The agency shall make its own arrangement for engagement of staff and labour and for their payment in compliance to labour, EPF & ESI laws.
13. The entire financial liability in respect of manpower service deployed in BOYANIKA shall be that of the manpower service provider and BOYANIKA shall in no way be liable. It shall be the responsibility of the manpower service provider to pay the person deployed a sum not less than the minimum rate specified in the BID and submit such evidence as may be required by BOYANIKA.
14. The payment of remuneration to the engaged manpower has to be online bank transfer to their account only. No cash payment can be made to them. The agency will have to submit the copy of online payment made to the workers as proof while submitting bills to BOYANIKA for reimbursement. Bills submitted without online money transfer of wage/remuneration to deployed resources shall not be accepted. The rate of wage/remuneration for cleaning, sweeping, security and unskilled, semi-skilled, skilled & highly skilled personnel shall not be less than the prevalent rate as per the minimum wages Act of Labour & ESI Department, Government of Odisha (for each category of manpower) for services remuneration shall be paid as per the funding agency instructed by BOYANIKA and/or GA & PG Department, Government of Odisha Resolution No.7982/GAD Dt.07.03.2024 read with GA & PG Department Letter No.8365/Gen Dt.12.03.2024, failing which bills submitted shall be summarily rejected.
15. For all intents and purposes, the manpower service provider shall be “Employer” within the meaning of different Rules and Acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar.
16. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar shall, in no way be responsible or settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the manpower service provider, the deployed person can place their grievance before a joint committee consisting of a representative of the BOYANIKA or officer concerned and an authorized representative of the manpower service provider.
17. The Odisha State Handloom WCS Ltd. (Boyanika) shall not be responsible for any financial loss i.e. theft or missing of goods or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation. The agency shall be responsible for insurance cover for the persons to be engaged during the contract period and prove to this effect shall have to furnish to BOYANIKA. The Authority shall not be liable for any compensation in case of any fatal injury /death caused to any resources while performing/discharging their duties/for inspection or otherwise.
18. The manpower deployed by the service provider shall not claim nor shall been titled to pay, DA and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
19. In case of termination of Agreement, expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
20. The person deployed shall not claim any benefit or compensation or absorption or

regularization of deployment with office under the provision of rules and acts but they will be entitled to avail one weekly holiday as per rules of business of BOYANIKA and 12 (twelve) special leave as per Govt. in F.D.O.M. No.-30794 dt.06.11.2021 or as declared/adopted by BOYANIKA authority. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

21. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and employees' state insurance, whatever applicable.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the BOYANIKA. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
23. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Resources to be deployed by the Service Provider should be above 21 years of age and physically fit and sound to perform the duties.
24. The Service Provider will also ensure that the personnel engaged are medically fit and will keep a record of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
25. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the BOYANIKA.
26. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the BOYANIKA.
27. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed as Security guard and cleaning personnel.
28. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to BOYANIKA and maintain liaison with the police. FIR will be lodged by BOYANIKA, wherever necessary. If need be, joint enquiry comprising both the parties shall be conducted and responsibility will be fixed.
29. In case of any loss caused to BOYANIKA due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. BOYANIKA shall have the right to deduct an appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, BOYANIKA shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
30. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
31. In case of delay in providing required replacement for the period beyond three working days, the amount of penalty **calculated at the rate of Rs.100/- per day for each replacement** on account of delay shall be deducted from the monthly bills in the succeeding month.
32. There would be no increase in rates of service/administrative charges to Service Provider during the Contract period but wages of the deployed personnel to be regulated as per Government norms/circular from time to time. Other terms & conditions except statutory financial remuneration to be adopted by BOYANIKA is applicable for the outsourced personnel. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the

proof of deposit to BOYANIKA for records.

33. BOYANIKA reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to address any existing /emerging difficulties.

#### **LEGAL**

34. The personnel engaged shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the personnel deployed liable for penal action under the applicable laws for breach of contract.
35. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it. BOYANIKA shall have no liabilities in this regard. However, in case of any remuneration declared by BOYANIKA for payment to the deployed personnel in case of charges/liability or in case of high performance, the payment shall be made through service provider, but no service/administrative charges shall be paid towards service/administrative charges in this score.
36. The service provider shall also be liable for depositing all taxes-levies, cess, etc. On account of service provided to BOYANIKA to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Further, the Service Provider shall also cover all the personnel in-charge of stock and cash of BOYANIKA under Fidelity Insurance. Attested photocopy of such documents must be furnished to BOYANIKA.
37. The service provider shall maintain all statutory registers under the law and shall produce the same on demand to BOYANIKA or any other Authority under law.
38. The tax deduction at source TDS/GST shall be done as per the Income Tax/GST act/rule and other Govt. Norms, as amended from time to time and certificate to this effect shall be provided to BOYANIKA.
- “Note: Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.***
39. In case, the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the BOYANIKA is put to any loss/obligation, monetary or otherwise, BOYANIKA will be entailed to get it reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent of the loss or obligation in monetary terms.
40. The Agreement is liable to be terminated because of non-performance, deviation from terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. BOYANIKA shall have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the BOYANIKA by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security deposit.

## FINANCIAL

41. **Service Charges/Administrative Charges quoted by the bidder necessarily has to be minimum 3.85% and maximum up to 7% according to the Finance Circular No.19595 dt.11.07.2023. In place of Service charges/Administrative Charges quoted by the bidder necessarily has to be over and above 3.85% and maximum up to 7% according to the Finance Circular No.19595 Dt.11.07.2023.**
42. The Technical bid should be accompanied with Rs.2,00,000/- as Earnest Money deposit(refundable without interest)in the form of Demand Draft drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. Payable at Bhubaneswar **failing which the EOI shall be rejected out-rightly.**
43. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical bid (first stage)/ financial bid (second competitive stage) shall be returned to them without any interest. **In case of successful tendered, if the agency fails to deploy the required manpower against the requirement within 30 days from date the order is placed, the EMD shall stand forfeited without giving any further notice.**
44. The successful Tendered will have to deposit a Performance security deposit of Rs.20.00 lakhs in the form of Bank guarantee / Bank draft / bankers cheque drawn issued / drawn on any scheduled / commercial bank in favour of the Odisha State Handloom WCS Ltd. Payable at Bhubaneswar valid for a period more than three months beyond the contract period. In case, the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successful tendered/bidder. In case of renewal, the amount of performance security deposit is to be determined by the BOYANIKA taking into account the contractual obligation of the manpower service provider.
45. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
46. The service provider will be responsible for payment of wages / remuneration / salary to the personnel deployed by them by 7<sup>th</sup> of every month. Each month the Agency shall furnish a photocopy of acquaintance roll exhibiting payment released to each personnel, along with proof of online payment/NEFT statement paid to resources. Biometric attendance sheet duly verified by BOYANIKA authorities, EPF & ESI payment slip, NEFT payment statement along with the bill (in triplicate) reflecting service charge, GST (wherever applicable) shall be submitted by the agency by 14<sup>th</sup> of every month. Thereafter it shall be reimbursed by BOYANIKA after verification preferably by 28<sup>th</sup> of every month.
47. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the BOYANIKA.
48. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
49. BOYANIKA reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
50. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his/her decision and the same shall be binding on all parties.
51. All disputes shall be under the jurisdiction of the court located at Bhubaneswar.
52. The successful bidder will enter into an agreement with the Managing Director, Odisha

State handloom WCS Ltd., Bhubaneswar for supply of suitable and qualified manpower as per requirement of BOYANIKA on the above terms and conditions.

**TECHNICAL BID**  
**APPLICATION FOR TECHNICAL BID**  
**For Providing Manpower Services to**  
**Odisha State Handloom Weavers Coop. Society Ltd.**  
**Bhubaneswar-751001**

1	Name of Tendering Manpower Services provider	:	..... .. . ..... .. .
2	Details of EOI Fee	:	DD No..... Dt..... Rupees..... .. Bank..... .
3	Details of Earnest Money Deposit	:	DD No.....Dt.....of Rs..... ..... Drawn on..... ..... ..
4	Name of Proprietor/Partner/Director	:	.....
5	Full Address of Registered Office	:	..... .. ..... .. Telephone No.....Fax No..... Email Address.....
6	Full Address of operating/Branch Office at Bhubaneswar	:	..... .. ..... .. Telephone No.....Fax No..... Email Address.....
7	Name & Telephone No. of Authorized Officer/Person to liaise with Field Office(s)	:	..... .. ..... ..

8	Banker of manpower service provider <i>(Attach certified copy of statement of A/c for the last three years)</i>	:	..... .. Telephone No. of Banker.....
9	PAN/GIR No. <i>(Attach attested copy)</i>	:	.....
1 0	GST No. <i>(Attach attested copy)</i>	:	.....
1 1	EPF Registration No. <i>(Attach attested copy)</i>	:	.....

12	ESI Registration No. (Attach attested copy)		:		
13	Valid License issued by Home Department, Govt. of Odisha (Attach attested copy only in case of Security Guards)		:		
14	Power of Attorney/Authorization Letter for signing of the Bid		:		
15	Financial Turnover of the tendering Manpower Service Provider For the below mentioned Financial Years on similar contract			:	
	Financial Year	Amounts (in Lakhs)		Remarks, if any	
	2020-21				
	2021-22				
	2022-23				
	2023-24				
	2024-25				
16	Give details of the major contracts handled by the tendering Manpower Service Provider during the last three years i.e. 2020-21,2021-22, 2022-23, 2023-24 and 2024-25 in the following format				
	Sl No	Name of Client, address, Telephone& Fax No.	Manpower Service Provided	Amount of contract (Rs.In lakhs)	Duration of contract
			Type of manpower provided No.		From To
17	GST: Return for the last 3 years (Attach Separate Sheet if space provided is insufficient)			:	
	Sl. No.	GST No.	Returns	Year	
	1				
	2				
	3				
	4				
18	Total Nos. of pages in the EOI Documents			:	
19	Income Tax statement for the last 5 financial years (2020-21,2021-22, 2022-23, 2023-24 and 2024-25 (i.e . assessment year 2020-21,2021-22, 2022-23, 2023-24 and 2024-25)			:	

Signature of Authorized Person with seal

Date:  
Place:  
Note:

Name:  
Seal:

***The bidder needs to put page no on each page and mention the page number against the document submitted at right side column of the above form***

**DECLARATION**

1. I,.....Son/Daughter/Wife  
Of Shri.....Proprietor/Director/  
Authorized Signatory of the Service Provider.....is competent to  
Sign this declaration and execute this EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI and  
undertake to abide by them.
3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/We am/are well aware of the fact  
that furnishing of any false information /fabricated document would lead to rejection  
of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person with

Date:  
Place:

Name:  
Seal:

**COVERING LETTER  
(ON BIDDER'S LETTER HEAD)**

Location & Date

To

The Managing Director,  
Odisha State Handloom WCS Ltd., Bhubaneswar-  
751001.

Sub: EOI for providing services on outsourcing basis through service providing agency to  
BOYANIKA (Technical Bid)

Madam,

I, the undersigned, offer to participate in the EOI for providing the services through outsourcing basis to BOYANIKA in accordance with your EOI Notice No.                      Dt.                      .We are hereby submitting our Bid with includes technical proposal and financial proposal sealed in separate envelope.

I do hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days from the EOI notification date and I confirm that this proposal will be remain binding up on us and may be accepted by you any time before the validity of the Bid.

I, hereby unconditionally undertake to accept that all the terms and conditions as stipulated in the EOI document. In case any provision of this EOI is found violated, then your office shall have the rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely.

I, remain.

Yours' faithfully,

(Authorized Signatory with date and Seal)

Name and Designation Address of the  
Bidder:

**UNDERTAKING**

(On the Stamp Paper of Rs.10.00 in shape of affidavit from the Notary regarding non-blacklisting)

I, do hereby undertake that, our organization has not been debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the last 5 years.

Yours sincerely,

(In full and Initials)

Name and Designation of the Signatory Name of the Bidder  
and Address

**UNDERTAKING**

(On the Bidder's Letter Head regarding not has any pending judicial Proceedings for any criminal offences)

I do hereby undertake that there is no criminal case pending in any Court of Law against our organization or against the Proprietor/ Director / Persons to be deployed by our organization.

I / we further certify that Proprietor/ Director/ Persons to be deployed by our organization have not been convicted of any offence in any Court in Odisha / India during the last 5 years. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature  
(In full and initials)

Name and Designation of the Signatory: Name of the Bidder  
and Address:

Model Bank Guarantee Format for Performance Security [Ref. Para 22 (i)]

To

The Managing Director,  
Odisha State Handloom WCS Ltd., Bhubaneswar-  
751001.

WHEREAS.....(name and address of the  
supplier/tendered (here in after called “the supplier”) has undertaken, in pursuance of Letter of Award No  
.....dated ..... to supply.....

(description of goods and services) (herein after called “the contract”) AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the .....day of, 20.....

Our .....branch at.....\*  
(Name & Address of the .....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\*branch a written claim or Demand and received by us a tour.....\*branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer Seal,  
Name & address of the Bank and address of the Branch

\* Preferably at Bhubaneswar, the headquarters of the authority competent to sanction the expenditure for the services as or Letter of Award.

**FINANCIAL BID**

For Providing Manpower Services (Security Guards, Cleaning Personnel and Unskilled, Semi-Skilled, Skilled & Highly Skilled Personnel)  
Odisha State Handloom Weavers Coop. Society Ltd.  
Bhubaneswar-751001

1. Name of Tendering Manpower Service Provider  
.....

2. Rate per person per month (26 days, 8 hours per day) as per rule inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

S I N O	Manpower Type	Monthly Rate per Employees								
		Remunerat ion (As per Govt. rates on daily wage basis)	Employer Share in percent		Employee Share in percent		Other Stat utor y due s, if any	Service Charge in rupees (can not be less than 3.85%& Maximum upto 7%)	G S T	Tota l per Pers on
			E P F	ESI	E P F	ESI				
1	PSO, Security Personnel, Highly Skilled									
	Security Guards (Unarmed-Skilled)									
2	Weaver for Demo Loom, (Highly Skilled)									
3	Cleaning Personnel (Semi-Skilled)									
4	Electrician, (Highly Skilled)									
5	Fire Fighter (Highly Skilled)									
6	Lift Operator (Highly Skilled)									
7	Plumber (Semi - Skilled)									
8	Daily Wages Personnel (Semi-Skilled)									

***N.B The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. All rates should be written in alphabetically up to two decimal, Numerical information is not allowed.***

Date :  
Place :

Signature of Authorized Person with seal  
Name:  
Seal

**Notes:**

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days/ for which duty has been performed by each manpower.
3. The service charge quoted by the Manpower Agency should not be less than 3.85% & maximum up to 7% as stated in the EOI document. Nil or lower service charge quoted by bidder shall be out rightly rejected.
4. EOI of the Bidder quoted less remuneration than the remuneration mentioned above shall be rejected.
5. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of BOYANIKA is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of BOYANIKA is final and binding to all the bidders.
6. The remuneration along with statutory dues as per norm cited above for each employee in the financial bid or Bid document may vary subject to the instructions of the Managing Director, BOYANIKA from time to time.
7. Proof of payment towards GST/Service Tax against bills raised in favour of requisitioning authority should be provided by 14<sup>th</sup> of next month regularly, else payment shall be held up till submission of the certificate.

**APPLICATION-FINANCIAL BID (OUTSOURCE)**  
For Providing Manpower Services (Technical & Non-Technical)  
Odisha State Handloom Weavers Coop. Society Ltd.  
Bhubaneswar-751001

1. Name of Tendering Manpower Service Provider  
.....
2. Rate per person per month(8 hours per day)inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

S l N o	Categories of Resources	Monthly Rate per Employees							G S T	Tot al per Pers on
		Remunerati on (As per Govt. rates on daily wage basis)	Employer Share in percent		Employee Share in percent		Other Statut ory dues, if any	Service Charge in rupees(ca n not be less than3.85 % & maximum upto7%)		
			E P F	ES I	EP F	ESI				
01	BDM	55,000.00								
02	Marketing Executive	26400.00								
03	Junior Engineer (Civil)	26400.00								
04	Weaving Supervisor (Diploma)	26400.00								
05	Quality Control Assistant (QCA)	13900.00								
06	Driver	15600.00								
07	Multi Skill Asst	15600.00								
08	Sales Assistant	15600.00								
09	Sales Attendant	13900.00								
10	Computer Assistant	13900.00								
11	Accounts Assistant	15600.00								
12	Accounts Executive	26400.00								
13	Sales Executive. (SE)	26400.00								
14	Public Relation Officer	26400.00								

*N.B The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. All rates should be written in alphabetically up to two decimal, Numerical information is not allowed. EPF to be deposited on maximum remuneration of Rs.15000.00 as per present EPF Rules. But it may vary as per any changes such*

*stipulation from time to time.*

Date :  
Place :

Signature of Authorized Person with seal  
Name:

Seal

**Notes:**

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. The service charge quoted by the Manpower Agency should not be less than 3.85% & maximum up to 7% as stated in the EOI document. Nil or lower service charge quoted by bidder shall be out rightly rejected.
4. EOI of the Bidder quoted less remuneration than mentioned above shall be rejected.
5. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of BOYANIKA is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of BOYANIKA is final and binding to all the bidders.
6. The remuneration along with statutory dues as per norm cited above for each employee in the financial bid or Bid document may vary subject to the instructions of the Managing Director, BOYANIKA from time to time.
7. Certificate towards payment of GST/Service Tax against bills raised in favour of Odisha State Handloom WCS Ltd. (Boyanika) should be provided by 7<sup>th</sup> of next month regularly, else payment shall be held up till submission of the certificate.

\*\*\*\*\*

**SERVICE AGREEMENT**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in between Odisha State Handloom WCS Ltd. (Boyanika) represented by \_\_\_\_\_ here-in- after referred to as the "BOYANIKA/Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

**And**

M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_ here-in-after called the "Human Resource Service Provider Agency" which expression shall, Where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "BOYANIKA/Authority" desires that the services of " \_\_\_\_\_ "are required in BOYANIKA.

And whereas the Human Resource Service Provider Agency has offered its willingness to the same in conformity with the provisions of the agreement;

And whereas the "BOYANIKA/Authority" has finalized the rate as per the terms and conditions of the agreement to the Manpower Service Provider.

**Now therefore, it is here by agreed between the two parties as follows :**

1. That the Annexure containing the Terms and Conditions and Scope of work shall be deemed to form and to be read and construed as integral part of this agreement.
2. That in consideration of the payment to be made by BOYANIKA/Authority to the "Manpower service provider" the "Manpower service provider" hereby agrees with the "BOYANIKA/Authority" to provide personnel in conformity with the provisions of the schedule of requirements.
3. That the "BOYANIKA/Authority" hereby further agrees to pay the "manpower service provider" the contract price at the time and in the manner prescribed in the said Terms and conditions.
4. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular:
  - a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
  - b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and inconsideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

**5. Mode of Payment**

The Service Provider will open a specific Bank Account for BOYANIKA related transactions. The Service Provider will furnish the details of the Bank Account to the Authority within 7days from the signing of the Agreement. This Agreement constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties

6. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
7. That this agreement is valid up to \_\_\_\_\_

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer  
Authorized to sign on behalf of  
Human Resource Service Provider Agency

Signature of Authority  
an officer acting in the premises  
for and on behalf of the BOYANIKA

**In the presence of witness:-**

**Witness**

**Witness**

1	Name.....	1	Name.....
	Address.....		Address.....
2	Name.....	2	Name.....
	Address.....		Address.....

**BID SUBMISSION CHECK LIST(TO BE INSERTED AS FIRST PAGE OF TECHNICAL BID, with page marking)**

Sl	Description	Submitted (Yes/No)	Page No.
<b>Technical Bid(Original)</b>			

1	Covering letter along with information in Bidders Letter Head.		
2	EOI Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Registration Certificate of the applicant's organization		
5	Registration Certificate of the applicant's organization Under GST		
6	Copy of valid contract labour license (R&A) Act,1970		
7	Copy of the License to engage in the business of private security agency issued by Home Department, Govt. of Odisha only in case of Security Guards (PSARA).		
8	Documentary proof of the registered office or one of the Branch offices of the manpower service providers located in Bhubaneswar/other places of Odisha.		
9	Documentary proof of 5 years' experience in providing Manpower service.		
10	Copy of the Bank passbook		
11	Copy of the audited statement of accounts (Balance Sheet, Profit and Loss A/c etc.) showing <b>minimum average annual financial turnover of 2.5crores for the DLR and Outsource Manpower for which bid is submitted for the last 5 financial years (2020-21,2021-22, 2022-23, 2023-24 and 2024-25)</b>		
12	Copy of a contract on similar work worth Rs.50.00 lakhs or more per annum for the FY 2022-2023, 2023-24 and 2024-25).		
13	Copy of GST registration certificate & annual return for last 3 years (2022-2023, 2023-2024 and 2024-2025).		
14	GST clearance certificate upto December-2025.		
15	Copy of PAN/GIR.		
16	Copy of the IT return filed for the last five financial years i.e.( 2020-21,2021-22, 2022-23, 2023-24 and 2024-25) (i.e. assessment year 2021-22,2022-2023,2023-2024,2024-2025 and 2025-2026)		

17	Copies of EPF registration certificates.		
18	Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the months of Oct-2025, Nov-2025, Dec-2025.		
19	Copies of ESI registration certificates.		
20	Copy of ESI return and e-challan of ESI for the month of Oct-2025, Nov-2025, Dec-2025.		
21	Copy of power of attorney in the name of authorized signatory.		
22	Undertaking certificate as per the prescribed format <b>(Form-T2)</b> .		
23	Undertaking certificate as per prescribed format <b>(Form T3)</b> .		
24	Model Bank Guarantee Format for Performance Security <b>(Form-T4)</b> .		
24	An undertaking certificate indicating that the service provider shall maintain personal file of each manpower supplied.		
25	Declaration about all locations where agency will provide resource.		
<b>Financial Bid(Original)</b>			
1	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page is page number along with Index page.

All pages of the proposal need to be sealed and signed by the authorized representative.

**Authorized signatory (in full and initials):** \_\_\_\_\_  
**Name & Designation with Date and Seal:** \_\_\_\_\_

