

EXPRESSION OF INTEREST (EOI)

Himalayan Distillery Ltd. (HDL) invites **Expressions of Interest (EOI)** from eligible, reputed, and experienced human resources management firm/ company providers for comprehensive outsourcing of staff to support its nationwide operations across production, sales, logistics, and administration. The engagement aims to establish a strategic partnership to secure a qualified, disciplined, and scalable workforce. This will enhance operational flexibility, ensure compliance with statutory labor regulations, and allow HDL to focus on its core business objectives.

Scope of Services Includes:

The selected service provider will be responsible for supplying, managing, and administering staff for various roles as per HDL's requirements. Key responsibilities will include:

- **Recruitment & Deployment:** Sourcing, screening, and hiring staffs as per HDL's specifications.
- **Statutory Compliance:** Full responsibility for all employer obligations under Nepalese law, including but not limited to the timely deposit of Provident Fund, Social Security Fund contributions, Gratuity, and insurance (medical, accident, etc.) for all deployed staff.
- **HR Administration:** Managing the complete payroll processing, attendance tracking, leave management, and disciplinary actions in alignment with HDL of the outsourced staffs.
- **Replacement & Scalability:** Guaranteeing timely replacement of resigned staffs and the ability to scale the workforce up or down based on operational demands.
- **Liaison & Reporting:** Regular coordination with HDL's HR department and submission of mandatory reports and documentation.

Submission Requirements:

Interested agencies must submit a detailed EOI containing:

- Company profile, outlining years of operation and core expertise.
- Relevant experience in providing outsourced manpower, especially to the manufacturing, FMCG, or Alcobev sector.
- Details of current clientele and at least two client references.
- Proposed service delivery model and governance structure for HDL's account.
- Overview of recruitment methodology, training capabilities, and manpower pool.
- Certified copies of:
 - Valid Company Registration Certificate.
 - PAN / VAT Registration Certificate.
 - Latest Tax Clearance Certificate.
 - Social Security Fund Registration Certificate.
 - Valid license for outsourcing
- Contact details of the authorized signatory.

Eligibility Criteria:

- Minimum 5 years of proven experience in end-to-end manpower outsourcing.
- In-depth expertise and flawless track record in Nepalese labor law, SSF, PF, and tax compliance.
- Financial soundness and organizational capacity to manage a large, distributed workforce.
- Ability to provide staff across multiple regions/territories where HDL operates.
- Strong ethical HR practices and a commitment to fair labor standards.
- Legal eligibility to provide such services in Nepal.

Interested and qualified firms/companies are requested to submit their sealed Expression of Interest (EOI), clearly marked "EOI for Manpower Outsourcing Services," along with all required documents within 7 days from the date of publication of this notice to the contact office of Himalayan Distillery Ltd located at Jawalakhel, Lalitpur, Nepal.



Human Resource Department
Himalayan Distillery Ltd.
113/25, Uttar Bagaincha Marg, Manbhawan, Shri Tole
Contact No: 01 5427465

Note: The Company reserves the right to accept or reject any or all EOIs, fully or partially, without assigning any reason whatsoever and without incurring any obligation.