

H. P. STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED

Block No.3, D-2. SDA Commercial Complex, Kasumpti, Shimla-171009
Telephone No. 0177-2621557, 2621275

TENDER FOR INVITING BIDS FOR ALLOTMENT OF SALES COUNTER (NEW) IN HIMACHAL EMPORIUM, SHIMLA.

Sealed tenders for allotment of 01 newly carved Sales Counter in Himachal Emporium, The Mall Shimla (HP) as per following detail are hereby invited:

SN	Name of Counter	Items of sale (in brief)	Minimum Annual Sale(MSG) on which handling charges will be realized (Rs. in lakh)	Criteria for selection of allottee in brief
1.	One Counter & two show windows on Floor below Main Hall (Counter No. 08)	Handicrafts of H.P. including miniature & other paintings of H.P.	Rs. 07.00 (Rs. Seven lakh)	Annual Highest sale offered (AHSO) over and above. MSG.

Allotment will be made for a period of two years, subject to fulfillment of terms and conditions of allotment. The detailed advertisement, items of sale, tender document and schedule of tender can be downloaded from the official website of the Corporation <http://www.himcrafts.com>. The Corporation will charge 20% of sale proceeds as handling charges per annum. The last date for the receipt of tender is **01.11.2022 at 1.00 PM** in Himachal Emporium, The Mall, Shimla-171001.

The Corporation shall reserve the right to accept or reject any or all offers without giving any reason/s.

Sd/-
General Manager

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED

BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.

(Note this document contains 1 to 12 pages)

DETAILED ADVERTISEMENT AND TENDER DOCUMENT FOR INVITING BIDS FOR ALLOTMENT OF SALES COUNTERS (NEW) IN HIMACHAL EMPORIUM, SHIMLA.

1. The Himachal Pradesh State Handicrafts & Handloom Corporation Limited (hereinafter referred as Corporation) hereby invites offer(s) from the original manufactures or traders of the products having valid Goods & Service Tax (GST) number for the allotment of Sales Counter(s) in Himachal Emporium, The Mall, Shimla for a period of two years. The schedule of receipt and opening of bids and other details are as under:-

SN	Name of emporium	Last Date & time of receipt	Date & time of opening the Technical Bids	Date & time of opening the Financial Bids	Place of receipt/opening of bids following two bid system
1.	Shimla	01.11.2022 01.00 PM	01.11.2022 01.30 PM	01.11.2022 4.00 PM	Himachal Emporium, 3 The Mall Shimla-1 (Contact No. 2801234)

2. The Sales Counter(s) shall be allotted for a period of two years from the date of initial allotment subject to fulfillment of terms and conditions contained in this document.
3. The detail of products authorized to be sold from the sale counters, reserve price, criteria of selection are as under :-

SN	Name of Counter	Items of sale	Minimum Annual Sale (MSG) on which handling charges will be realized (Rs. in lakh)	Criteria for selection of allottee in brief
1.	One Counter & two show windows on Floor below Main Hall (Counter No. 08)	<ul style="list-style-type: none">➤ Traditional brass handicrafts of HP.➤ Traditional wooden handicrafts, handmade replica of temples, buildings etc.➤ Framed Kangra Paintings (original as well as prints with copy rights).➤ Stone handicrafts of HP➤ Chamba Rumals.➤ Chamba Chappals & leather embroidery.➤ Bamboo crafts.➤ Thanka Paintings.➤ Hand knitted items➤ Pullan Chappals.➤ Pottery of Himachal Pradesh Any other item allowed by HPSHHC Ltd. in writing	Rs. 07.00 (Rs. Seven lakh)	Annual Highest sale offered (AHSO) over and above. MSG.

4. The bidder should satisfy himself of the facilities and space to be provided by the emporium prior to submitting of its offer.
5. The submission of bids for each counter shall be as per two bid system i.e. Technical Bid and Financial Bid. The two separately sealed envelopes of Technical and Financial Bids for one counter mentioning its number and name shall be put inside another bigger sealed envelope which shall be superscripted as "TENDER FOR ALLOTMENT OF COUNTER NO. _____ OF HIMACHAL EMPORIUM, SHIMLA".
6. The sealed "TECHNICAL BID" must be submitted on Annexure B and along with documents as mentioned in the Check List at Annexure-A in sealed envelope superscripted as "TECHNICAL BID" for Counter No. _____ in Himachal Emporium, _____ along with proof of payment of deposition of processing fee (non-refundable) @ Rs. 5,000/- (Rs. Five thousand only) per counter and earnest money (refundable) @ Rs. 10,000/- (Rs. Ten thousand only) per counter. Processing fee and Earnest money may either be deposited online in the Current Account No. 050010200001724, IFSC Code – UTIB0000050, Axis Bank, Branch, Kasumpti, Shimla, H.P. or through Demand Draft in favour of MD, HPSHHCL alongwith offer. The deposition of processing fee and earnest money by cheque or cash is not acceptable and such offer would be summarily rejected. The EMD of unsuccessful bidders would be refunded back without interest and the EMD of successful bidders would be adjusted against the Performance Security as provided in Para of Annexure -C of this document.
7. The sealed "FINANCIAL BID" must be submitted on Annexure E in sealed envelope superscripted as "FINANCIAL BID" for Counter No. _____ in Himachal Emporium, Shimla. In FINANCIAL BID the AHSO offered must be filed in figures and in words. In case of mismatch, the rates quoted in words shall be considered. Financial Bid filled up with lead pencil or AHSO rate offered is overwrite or corrected then the Financial Bid would be out rightly rejected. The annual AHSO offered should be either equal or above the annual AHSO fixed and the successful bidder who offers the highest AHSO would be considered for allotment of the counter on the offered value for a period of two years. In case of tie of AHSO offered, the counter/s would be allotted through open auction among the participating bidders for the same counter over and above the AHSO fixed for the counter. The AHSO accepted will remain unchanged for 1st and 2nd year from the date of initial allotment
8. In case the bidder(s) wants to give bids for more than one counter in same emporium of Corporation then they are required to submit separate Technical and Financial Bid for each counter along with separate set of documents, separate processing fee and separate earnest money for each counter as prescribed in para 7 above.
Example:
Say bidder is bidding for 3 counters in the same emporium or different emporia, he has to submit separate Technical and Financial Bids for each counter along with Processing Fee @ Rs. 5,000/- per counter and earnest money (refundable) @ Rs. 10,000/- for each counter in the separate Technical and Financial Bid for each counter instead of consolidated Processing Fee of Rs. 15,000/- (@ Rs. 5,000/-per counter) and earnest money of Rs. 30,000/- (@ Rs. 10,000/- for each counter).
9. The handling charges @ 20% on annual AHSO offered or on actual sale and approved, whichever is higher, would be deducted on monthly basis by the Corporation on pro-rata basis.
10. Any person/ concern blacklisted by the Corporation or any State/Central Government Department/ Corporations/Boards or any organization controlled or owned by the State/Central Government shall not be eligible for the allotment of counter. Further any legal entity in which such blacklisted person or concern has stake/shareholding, shall also not be eligible for the allotment of counter.
11. Last date of receipt of sealed tenders is **01.11.2022 up to 1.00 PM.**–The sealed tenders should be dropped in the Tender Box available in the office of the Corporation's Incharges mentioned in the last

column of table in para 1 supra. The Technical Bids will be opened on **01.11.2022 at 1.30 PM** and financial bids of bidders qualified in Technical Bid shall only be opened thereafter **at 4.00 PM**. The bidders who wish to be present at the time of opening of Technical and Financial Bids may represent themselves or authorize their representatives with an authority letter. During evaluation of Technical Bids no amendments in the technical bid shall be permitted.

12. The undersigned reserves the right to accept or reject any or all offers without assigning any reason/s. The undersigned also reserves the right to cancel the allotment of counter during the period of allotment in case of violation of terms and conditions as contained in this document at Annexure-C.
13. The undersigned reserves the right to accept any bid offer equivalent or above the reserve price fixed for the Counter(s), if less than 03 tenders participate in the bid, in the business interest of the Corporation.

Sd/-
General Manager

Enclosures:

1. Annexure-A : Checklist to be submitted alongwith Technical Bid.
2. Annexure-B : Proforma for Technical Bid.
3. Annexure-C : Proforma for acceptance of Terms and Conditions of allotment.
4. Annexure-D : Undertaking of the bidder
5. Annexure-E : Proforma for Financial Bid.

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.**Check list of documents to be submitted by the bidder alongwith Technical Bid for Counter No. _____ of Himachal Emporium, _____**

SN	Particulars	Yes/No	Page No
1.	Technical bid on prescribed format (Annexure-B)		
2.	All pages including cover page duly signed.		
3.	GST Certificate (Attach self certified copy)		
4.	Aadhar photocopy of the owner of firm/concern only (Attach self-certified copy)		
5.	PAN photocopy of owner of the firm/concern (Attach self-certified copy)		
6.	Proof of deposition of EMD of Rs. 10,000/- through NEFT/ RTGS/ DD (copy to be attach)		
7.	Proof of deposition of Processing fee of Rs. 5,000/- through NEFT/RTGS/DD (copy to be attach)		
8.	Undertaking on Annexure-D on letterhead pad (preferably) of the bidder firm/concern only		
9.	The Technical Bid on Annexure-B along with C & D and all documents annexed with Technical Bid.		

Signature of the Bidder

Name of the Bidder

Address of the Bidder

Email ID

Telephone No.

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.

Proforma for submission of "TECHNICAL BID" for the allotment of sale counter No._____ in Himachal Emporium, _____

1.	Name of the bidder firm/concern					
2.	Constitution of bidder concern:					
	(a) Proprietorship					
	(b) Partnership					
	(c) Co-op Society					
	(d) Pvt/Public Ltd Company					
(e) Other (Please specify)						
3.	Whether original manufacture or trader of the products					
4.	Full postal address with PIN Code					
5.	Name of the proprietor/partner/ Cooperative Society/ major stakeholder of the Company with complete residential address					
	SN	Name	Aadhar Number of the owner of the firm/concern	Email	Residential address	Mob. No.
	1					
	2					
	3					
6.	Name & address, email & phone no. of the person who is authorized to make/ bid offer on behalf of bidder firm/concern.					
7.	GST No. and certificate of the concern/ firm(Copy to be attached)					
8.	PAN Number of the owner of the concern/firm only					
9.	Detail of deposition of Earnest money (EMD) of Rs. 10,000/- and Processing fee of Rs,5,000/- in favour of H.P. State Handicrafts & Handloom Corporation Limited, Kasumpti, Shimla-171009.					
	SN	Particulars	Amount	Name of Bank & Branch	Date of transfer /NEFT /DD	Ref. of transfer / NEFT /DD
	1.	EMD	10,000/-			
2.	Processing fee	5,000/-				

I certify that the above information given by me is true and nothing has been concealed.

Signature of the Bidder

Name of the Bidder

Address of the Bidder

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.

TERMS AND CONDITION OF THE ALLOTMENT OF COUNTER(s)

(To be signed by each tenderer as a proof of acceptance of same)

1. The successful bidder is required to deposit performance security equal to three months of handling charges on AHSO offered and approved within 15 days of issuance of offer letter failing which, the allotment would be deemed to be cancelled and EMD of Rs. 10,000/- would be forfeited and offer would be either made to the next highest bidder(s) or fresh bid may be invited by the Corporation.
2. The allotment of counter(s) will be made for a period of Two years from the date of initial allotment subject to fulfillment of terms and conditions contained in this document. The possession of the counter shall be handed over after receipt of the performance security equivalent to handling charges for three months on AHSO offered by successful bidder.
3. The AHSO accepted will remain unchanged for 1st. and 2nd year from the date of initial allotment, subject to fulfillment of terms and conditions contained in this document.
4. The handling charges @ 20% on AHSO offered or on actual sale and approved, whichever is higher, would be deducted on monthly basis by the Corporation on pro-rata basis.
5. The GST and other taxes, if any, applicable on handling charges or as applicable during the period of allotment would be recovered by the Corporation from the successful bidder of counter(s). In case successful bidder of counter(s) fails to achieve the sale equal to annual AHSO offered and approved, the GST payable on the difference of handling charges on AHSO fixed and actual sale would be payable by the allottee of counter(s) within 15 days of demand raised by the Corporation, failing which same would be realized from the performance security and allotment of counter shall be cancelled.
6. Business transaction timing on counter shall be 10:00 AM to 7:00 PM from 16th October to 15th April and 10.00 AM to 7.30 PM from 16th April to 15th October OR as decided by the Corporation from time to time.
7. Holiday list includes one weekly off (Sunday) and three National Holidays (i.e. 26th January, 15th August and 2nd October) OR as decided by the Corporation from time to time.
8. The successful bidder can be allowed to undertake the aesthetic repair/ alteration in the Counter with the prior permission written permission of the Corporation at its own cost and the expenditure so incurred shall not be borne by the Corporation
9. Carry bags and logo designed /procured by the Corporation shall be used & the price of the same shall be borne by the allottees of counter.
10. The emporium will be opened and closed by the official of the Corporation and keys will remain in the custody of the Corporation only.

11. Sweeping / cleaning work shall be done by the worker engaged by the Corporation & dusting of the counter area shall be done regularly by the successful allottee itself.
12. A tag (size 5cm X 2.5cm) as provided by the Corporation should be affixed on each product at the cost of the allottee. The bar-coding of products sold from the sales counter of emporia shall be essential and no relaxation shall be sought or allowed.
13. In addition to logo of Corporation, the product specific logo like Handloom Mark, Geographical Indication Mark, Wool Mark, health and hygiene related marks etc. as applicable on different products be affixed as per the provisions of relevant Act(s)/Rules by the allottee.
14. Same products cannot be sold in other counter/s by other parties on the same floor. Additional products can be added with the permission of the Corporation. The Corporation can sell its own manufactured products in the same floor or any part of emporia irrespective of fact that allottee is allowed to sell product of similar nature from the allotted counter.
15. Bills/Cash memos/proforma bills shall be issued by the employees of the Corporation.
16. The Corporation shall not pay any interest on EMD and performance Security.
17. If any good is procured by the Corporation from the allottee of sale counter for further supply to the State/Central Govt. Departments/ Universities/Boards/ PSUs etc, this sale would be treated as sale from the counter and applicable handling charges @ 20% would be charged from the allottee by the Corporation and such sale would be a part of AHSO sale from the counter.
18. The allottee is required to submit the original cashmemos of items on monthly basis for items sold from the counter during the month for verification and record of Manager/ Incharge of the emporia.
19. The allottee of the counter would be at the liberty to vacate the counter for any reason, subject to three months prior notice and deposition of entire outstanding dues of the Corporation, failing which performance security would be forfeited in favour of the Corporation.
20. All expenditure (including taxes) towards freight / transportation and other incidental for consignment of products including insurance shall be borne by the allottee.
21. Any charges incidental to online sale or through Credit/Debit Cards from the counter would be borne by the allottee.
22. The staff deployed by the allottee for sale, purchase, stock management etc., would not be considered as staff/ employees of Corporation under any circumstances and Corporation would not be approached by such employees engaged by allottee for redressal of their grievances and Corporation cannot be impleaded as a party in such matters in the court of law. The allottee would be responsible for verification of credentials of its employees and provide self attested documents like Aadhar Card, PAN Card, Passport, Driving License etc. as a proof of identity alongwith photograph of such employees.

23. The Corporation will not bear the cost of concession or discount, if any offered by the allottee on the sale of its products from the counter(s).
24. The cost of any publicity/advertisement specific for sale of products of the allottee from counter shall be borne by the allottee itself.
25. The accounts shall be settled by the allottee with the Corporation through its Manager/Incharge on monthly basis. For this purpose the allottee shall submit a detailed sales statement (duly certified) and get it tallied with the Cash- memo book on the software latest by 5th day of every month.
26. The Corporation can consider to market the products of allottee outside the emporia through exhibitions etc purely on consignment basis and same would be considered as sale from counter/s on the same terms and conditions. If at any-time, it is found that any substandard or spurious product is being sold by the allottee from the counter then the Corporation reserves the right to stop the sale of such product(s) with or without giving any notice in writing.
27. The sale counter to be provided to the allottee shall not be projected as an independent showroom by the allottee.
28. The allottee is expected to ensure the quality of products offered for sale from counter and should redress the customer complaint immediately. In case the necessity arises for the replacement or payment of any compensation awarded by the court of law, the cost of such compensation including the legal cost or replacement cost would be borne by the allottee.
29. If any dispute arises between the Manager/Incharge of the Corporation and allottee, the matter would be referred to the Managing Director whose decision would be final and binding on allottee as well as Manager/Incharge of emporia.
30. Insurance charges of stock of the consignors in emporia/sale out-lets shall be done by the allottee.
31. In case any necessity arises for relaxing the provision of allotment, handling charges etc due to some unavoidable circumstances like fire, theft, earthquake, riots etc., matter would be referred to the Board of Directors of the Corporation, whose decision would be final and binding on allottee.
32. The allottee shall confine to allotted space only and will not use extra space, if any, without prior permission of the Manager/Incharge of emporia. The allottee is required to keep counter adequately stocked and presentable during the period of allotment.
33. The allottee shall maintain register of its stocks. The Corporation reserves the right to inspect the same from time to time during the period of allotment.
34. The allottee shall convey correct information of the products to the customer. Misleading or exaggerated claims about the product must be avoided. The allottee(s) of counter(s) in emporia of the Corporation shall in no way pressurize or implore the customers. The ambience of the emporia must be maintained.

35. The allottees are expected to maintain decorum in the emporium and adverse commentary on various aspects such as a products, display, management and staff shall be avoided by the allottee and its staff. Information and suggestions, if any, may be discretely given to the Manager or Managing Director of the Corporation.
36. If any dispute arises between the Corporation and the allottee regarding the terms and conditions of the allotment then the matter would be referred to the Director of Industries, Himachal Pradesh whose decision shall be final and binding on both parties.

I, Mr./Mrs _____ S/o/D/o _____ permanent resident of _____ of Prop./Partner/Director of M/s _____ do hereby accept the aforesaid terms and conditions of the tender.

Signature _____

Name _____

Address: _____

Mob.No. _____

Email: _____

(Undertaking on the letterhead pad of the bidder)

To

The Managing Director,
H.P. State Handicrafts & Handloom Corporation Ltd.,
SDA Commercial Complex, Kasumpti, Shimla-171009

Sir,

1. I have carefully gone through the Terms & Conditions of allotment of counter as contained in Annexure-A of tender document regarding allotment of counter No. _____ in **Himachal Emporium**, _____, all the terms/ provisions of this tender are acceptable to me and my firm/concern.
2. That myself or my concerns or any legal entity in which the stakeholders of bidding concerns has shareholding are not debarred/black listed by any government/semi-government or any other organization controlled/owned by State/Central Government.
3. That there is no pending dispute regarding payment of outstanding charges/ quality/ services, court cases etc with the HP State Handicrafts & Handloom Corporation Ltd.
4. I further certify that I am an authorized signatory of my company/firm and I am therefore competent to make this declaration.

Yours truly,

Name: _____

Designation: _____

(with seal/stamp)

Company/firm: _____

Address: _____

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.

Proforma for submission of “FINANCIAL BID” for the allotment of sale counter No._____ in Himachal Emporium, _____

1.	Name of the bidder firm/concern	
2.	Sale Counter Number	
3.	Minimum Sale Guarantee quoted/offered per annum by the bidder.	Rs.(in words)
		Rs.(In figures)

Note:

- (i) Filling of Financial bid with lead pencil or cutting or overwriting is not allowed.
- (ii) Quoted bid rate shall be in words as well as figures. In case of mismatch between these rates, the rates quoted in words shall be considered.
- (iii) Separate Financial Bid for each sale Counter needs to be submitted.

Signature of the Bidder

Name of the signatory on behalf of Bidder firm/ concern _____

Address of the Bidder _____

Email ID _____ Telephone No. _____
