

Envelope-1

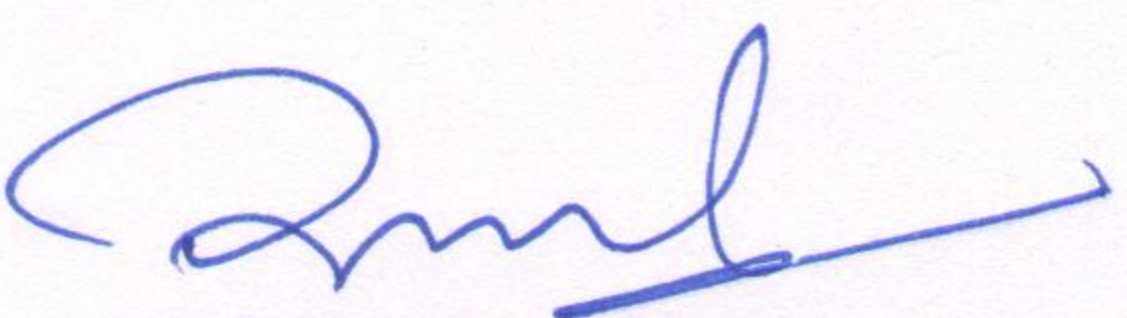
**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED**  
BLOCK NO 3, D/2, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009.  
Telephone No. 0177-2621557, Fax No. 0177-2626234  
Official website [www.himcrafts.com](http://www.himcrafts.com), e-mail id: [hphimcraft@yahoo.co.in](mailto:hphimcraft@yahoo.co.in)

**EXPRESSION OF INTEREST**

Himachal Pradesh State Handicrafts & Handloom Corporation Limited invites expression of interest from bidders/parties for allotment of 'Sale Counters' under Minimum Sale Guarantee policy at **Himachal Emporium, The Mall Shimla, Himachal Pradesh** for the period of three years. The bidders should be either an original manufacturer of the products registered with Department of Industries through DIC's or Co-operative Societies registered under Co-operative Societies Act or Society registered under HP Society Registration Act or authorized dealer/distributors duly registered with Department of Excise and Taxation of Govt. of Himachal Pradesh. The Bid/ 'Tender Document' alongwith relevant details terms and conditions, eligibility criteria etc. can be downloaded from the official website of the Corporation <http://www.himcrafts.com>

Sealed offers on the prescribed proforma accompanied by the processing fee for each counter Rs. 10,000/- (Rs. Ten thousand only) non refundable along with earnest money of Rs. 50,000/- (Rs. Fifty thousand only) for each counter must reach the Head Office of the Corporation i.e. Block No.3, SDA Commercial Complex, Kasumpti, Shimla-171009 on **27<sup>th</sup> January, 2018 before 4.00 PM and shall be opened on 29<sup>th</sup> January, 2018 at 11.00 AM** in the presence of parties who may like to be present at the time of opening of offers. The earnest money of unsuccessful parties shall be refunded within one month without interest. However, the earnest money of successful parties shall be adjusted in the performance security deposit i.e. three months MSG handling charges. The counter can be seen in the emporium on any working day between 11AM to 6 PM.

For further inquiry contact Shri I.D. Sharma, Assistant Manager, Himachal Emporium The Mall Shimla on telephone number: 0177- 2801234 or Sh. Raj Kumar, Accounts Officer on telephone No. 0177 2621557. The Corporation shall reserve the right to accept or reject any or all offers without giving any reason/s.

  
Managing Director

**Envelope-1**

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**Tender Document**  
**For**  
**Allotment of Counter**  
**On**  
**Minimum Sale Guarantee**  
**In**  
**Himachal Emporium,**  
**3, The Mall, Shimla, H.P.**

(This tender document contains 1 to 21 pages)

All the pages should be signed by the party/tenderer and returned with tender offer in sealed cover only.

**Envelope-1**

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

### BID APPLICATION FORM

Himachal Pradesh State Handicrafts & Handloom Corporation Limited invites expression of interest from bidders/parties for allotment of spaces under Minimum Sale Guarantee policy at Himachal Emporium, The Mall Shimla H.P. for the period of three years, which may be extendable further for one year more by increase of 20% of the previous MSG after satisfaction of the authorities. The bidders should be either an original manufacturer of the products duly registered with Department of Industries through DIC's or Co-operative Societies registered under Co-operative Societies Act or authorized dealer/distributors duly registered with Department of Excise and Taxation of Govt. of H. P.

#### A) Offer Details

Expression of interest/offers under Minimum Sale Guarantee policy are invited for allotment of following sale counters at Himachal Emporium, The Mall Shimla for sale of following products.

##### 1. Specification of the area /shelf area for which bids are offered:

SN	Counter No.	Size	Products authorized for sale at the counter
1.	<b>"05"</b> <b>3<sup>rd</sup> floor</b>	Length: 5'.6", Width: 6'.6" one side & Height 7'.9" (Approx.)	All type of readymade ladies and gents Kurta, shirts, neck ties, designed Sherwani for marriage etc khadi and 100% cotton, silk and its blends including kids such as Himachali, Lakhnavi, Gujrati, Assami, Phoolkari, Rajasthani or from other States.
2.	<b>"06"</b> <b>3<sup>rd</sup> floor</b>	Length: 5'.6", Width: 6' one side, 7' another side and Height 7'.9" (Approx.)	Hand-knitted /branded ladies and gents sweaters, Lahaluli Socks, Gloves, Caps, knitted Pullans or all other hand-knitted items woolen and cotton.
3.	<b>"07"</b> <b>2<sup>nd</sup> floor</b>	Length: 16'.5", Width: 9'.8" one side, 7'.9" another side and Height 8' (Approx.)	All type of furnishing items like bed sheets, table cloth, quilts, towels, curtains etc.
4.	<b>"09"</b> <b>G. Floor</b> <b>(31.03.18)</b>	Length: 13' Width: 9' Height: 8' (approx)	All type of durries and allied items in cotton, synthetic and woolen in all sizes made on handloom and power looms.

5.	<p style="text-align: center;"><b>“02” 3<sup>rd</sup> Floor  (20.10.18)</b></p>	<p>Length: 10'.2" Width: 7'.5" Height: 7'.7" (approx)</p>	<p>Ladies and gents jackets made of tweed, blazer (single as well as reversible) except ladies long coats being sold at TRIFED Counter.</p> <p>Kullu, Kinnauri, Bushahri and lahauli caps of good quality.</p>
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**Note: The above counter/s will be allotted to the bidders after completion of present tenure.**

2. The processing fee of document of Expression of Interest is Rs. 10,000/- (Rs. Ten thousand only) non refundable and earnest money deposit (EMD) Rs. 50,000/- (Rs. Fifty thousand only) to be deposited Online/DD in favour of H. P. State Handicrafts & Handloom Corporation Limited, Shimla through NEFT/RTGS/DD in the Current Account No. 366805000050, IFSC Code - ICIC0003668, ICICI Bank, Branch, Kasumpti, Shimla H.P. Please attach proof of deposit of Rs. 10,000/- and Rs. 50,000/ towards processing fee and EMD respectively.
3. The allotment of space to the successful bidders/parties will be valid for three years only, which may be further extendable for one year by increase of 20% of the previous MSG after satisfaction of the authorities.
4. Business transaction timing is 10:00 AM to 7:30 PM or as decided by the competent authority from time to time.
5. Holiday list includes one weekly off (Sunday) and three National Holidays (i.e. 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October) or as decided by the competent authority from time to time.
6. Earnest money deposit (EMD) is Rs. 50,000/- (Rs. Fifty thousand only). The performance security is equal to three months handling charges of MSG per counter. The EMD of successful bidders shall be converted into performance security by the Corporation in respect and balance amount to be deposited by successful bidders through NEFT/RTGS/DD within 24 hours after possession of the counter. In case the possession of the counter is not taken by the bidder within two days of the receipt of allotment letter, the EMD shall be forfeited.

**B) Bidders Profile**

1. Name of the bidder :

2. Nature of the bidder (Please write) :

(a) Individual (Dealer/Trader)

(b) Coop. Society

(d) Company

(e) Agency

(f) Other (Please specify)

3. Registration no. if any

:

4. Full address of registered as well Head Office of Bidder :

(i) Registered Office

\_\_\_\_\_

(ii) Head Office

\_\_\_\_\_

\_\_\_\_\_

Telephone no.

:

Fax No.

Mobile No.

:

E-mail

:

5. Name of the Proprietor/Director of the  
firm/Partnership/Cooperative society/Company  
with complete residential address :

Telephone No.

:

Fax No.

:

Mobile No.

:

E-mail

:

Aadhar Card No.

:

6. Specify status (Manufacturer or Trader/Dealer/Retailer) :

7. Detail of Earnest Money Deposit/Bid Security :  
(Bank name/RTGS/DD/NEFT detail & Date)  
(Attach copy)

8. PAN No.

:

(Attach copy)

9. GST No.

:

(Attach copy)

10. Any other information

:

## **Envelope-1**

### **DECLARATION**

Certified that I have read the guidelines supplied with this tender document from page No.02 to 21.

Signature of the Bidder

Name of the Bidder  
Address of the Bidder

Email ID

Telephone No.

## Envelope-1

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### Check list of enclosed documents

1.	Cover Page duly signed	Yes/No
2.	GST Certificate copy	Yes/No
3.	PAN No. Self Certified Copy	Yes/No
4.	Income tax clearance certificate / copy of last three years income tax returns.	Yes/No
5.	Copy of balance sheet of last three years.	Yes/No
6.	Earnest Money Deposited through NEFT/RTGS/DD for Rs.50,000/- (copy to be attach)	Yes/No
7.	Processing fee deposited through NEFT/RTGS/DD for of Rs. 10,000/- (copy to be attach)	Yes/No
8.	Self Affidavit on Form –I (Not to be notarized)	Yes/No
9.	Self Affidavit on Form –II (Not to be notarized)	Yes/No
10.	Conduct certificate (applicable to old parties)	Yes/No
11.	All pages of the EOI documents that is Code of Conduct, Terms and Conditions, guidelines etc. duly signed and stamped by the party/firm.	Yes/No
12.	Proof of experience	Yes/No
13.	Declaration	Yes/No

Signature of the Bidder

Name of the Bidder

Address of the Bidder

Email ID

Telephone No.

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### GUIDELINES

1. Offers acceptable only in **SEALED COVERS** and on prescribed bid form downloaded from the Website <http://www.himcrafts.com>
2. Processing fee of Rs. 10,000/- (Non refundable) per bid shall be deposited in the Corporation's Current Account No. 366805000050, IFSC Code - ICIC0003668, ICICI Bank, Branch, Kasumpti, Shimla through NEFT/RTGS
3. The proforma for "Technical Bid", "Financial Bid" alongwith "Terms and Conditions of Business", "Code of Conduct", are enclosed at Annexure-A, B, C, & D respectively.
4. **Earnest money (EMD) of Rs. 50,000/- (Rs. Fifty thousand only )** in the shape of NEFT/RTGS/DD drawn in favour of H.P. State Handicrafts & Handloom Corporation Ltd., payable at Shimla must accompany the application form. The earnest money of Rs. 50,000/- shall be converted into performance security money by the Corporation in respect of successful parties and balance amount to be deposited by successful parties through NEFT/RTGS/DD within a week after finalization of EOI/offers.
5. Any application without the Earnest Money and process fee shall outrightly be rejected.
6. Confirmation of deposit of processing fee and EMD into the bank. (attach copy of bank statement/bank receipt.)
7. The envelopes containing bids/offers must be properly sealed and super scribed as **"OFFERS FOR ALLOTMENT OF COUNTER NO. \_\_\_\_\_ UNDER MINIMUM SALE GAURANTEE POLICY OF THE CORPORATION AT HIMACHAL EMPORIUM THE MALL SHIMLA"**. If the envelopes are not sealed and marked as required above, the Corporation will assume no responsibility for the bids misplacement or premature opening.
8. The successful parties will be required to sign the business agreement terms as a token of acceptance of the same.
9. None of the party or its associates will be allotted more than one counter and accordingly the parties should submit offer for only one counter.
10. Incomplete applications will outrightly be rejected.



11. In case of Tie of bid, the counter shall be allotted through open auction to such parties.
12. The bidder should satisfy himself of the facilities and space to be provided by the emporium prior to submitting the tender.
13. The parties/consigners already dealing/earlier dealing with the Corporation on account of such counters must attach a Conduct Certificate to be issued by the Manager in favour of the party/consignor (failing which the tender shall not be considered)
14. The tender committee may finalize the tender & award the contract without any negotiation if it is satisfied with reasonableness and workability of the highest offer. Therefore, the bidders are advised to quote highest possible MSG in the first instance.
15. Bids/offers sent through telefax/telegram/packs/e-mail shall not be acceptable.
16. The bidder/parties shall bear all costs associated with the preparation and submission of its bids and the HPSHHC will in no case be responsible or liable for these costs, whether or not the bid is finally accepted.
17. The bidder is expected to examine the tender document carefully. Failure to furnish all information required as per the tender document may result in the rejection of the bid.
18. The bids/offers once submitted cannot be amended.
19. The offer will be opened on **29.01.2018 at 11.00 AM** in the presence of the representative of the agencies quoting for the offer if they wish to be present. Only one representative of agency quoting the offer would be permitted to participate in the tender opening process.
20. All the columns of offer document and the checklist must be properly and neatly filled and signed. Documents filled with lead pencil will not be acceptable.

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## **Envelope -1**

**Annexure-C**

**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED**

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### **TERMS AND CONDITIONS OF BUSINESS**

1. Timings of the Emporia are absorbed as decided by the competent authority from time to time.
2. The tender in a sealed cover shall contain of three separate sealed envelopes. Each envelope shall contain separately in first envelope "BIDDER APPLICATION FORM", "CHECK LIST", "GUIDELINES", "TERMS & CONDITIONS", "CODE OF CONDUCT", in second envelope "TECHNICAL BID along with FORM I, FORM II" in third envelope contain "FINANCIAL BID".
3. The Three ibid envelopes shall be marked as "BID APPLICATION FORM", "TECHNICAL BID" & "FINANCIAL BID" in bold and legible letters to avoid any confusion.
4. Initially, only two envelopes marked: "BID APPLICATION FORM", "TECHNICAL BID" shall be opened. No decision regarding disqualification or rejection of any bid shall be conveyed in bid open session.
5. The envelope marked as "FINANCIAL BID" shall be retained in the custody without being opened and only be opened such bidders whose technically bids are found successful.
6. During the technical evaluation no amendments in the technical proposal shall be permitted.
7. Shortly, after the evaluation and approval of technical proposal, the "FINANCIAL BID" shall be opened of the technically qualified/accepted bids only. The Financial Bids found technically non-responsive shall not be opened.
8. The Financial Bid found to be the highest evaluated shall be accepted.
9. Key of the emporia shall be retained in the safe custody of the Corporation's official.
10. No alteration/improvement /changes etc. in the Counter/building will be done without prior permission of the Corporation.
11. Carry bags designed /procured by the Corporation shall be used & the price of the same shall be borne by the MSG parties. Other type of carry bag shall not be allowed.
12. The emporium will be opened and closed by the official of the Corporation and keys will remain in the custody of the Corporation only.

13. Sweeping / cleaning work shall be done by the worker engaged by the Corporation & dusting of the counter area shall be maintained by the MSG party staff.
14. Window classes will be cleaned, dusted by the emporium official.
15. A tag (size 5cm X 2.5cm) should affixed on each product at the cost of the party showing as under:-

**Front Side:-**

Logo of the Corporation Name of product
--

**For example:-**

Logo of the Corporation Kullu Shawl Wool 80% Cotton 20% 100% handmade items
---

**Back side:-**

Marketed by:- H.P. State Handicrafts & Handloom Corporation Limited” “HIMCRAFT”
--

16. No product without above tag shall be sold.
17. Same product cannot be sold in other counter/s by other parties in the same floor. Additional product can be added with the permission of the Managing Director, if the need arises in the interest of the Corporation. However, Corporation can sell its own manufactured products in the same floor. Further the Corporation can allot same product in the different floors of the emporium.
18. Bill/Cash memo of the Corporation shall be used.
19. The Corporation shall charge handling charges on net sales.
20. Earnest money deposits (EMD) and all incidental charges for tenders/quotation etc. to be quoted by the Corporation shall be deposited/paid by the party/ parties concerned. The Corporation shall not pay any interest on EMD and performance Security.

21. In case any party is interested to undertake billing sale of approved products through the counters and to charge the sales against the Minimum Sales Guarantee, the rate of commission on such billing sales shall remain the same as is for products sold across the counter against Minimum Sales Guarantee in retail sale.
22. Goods to be stored and sold by the MSG parties during the month the original bill of the sold product should be produced before the Manager and a copy will be retained by the Manager after verification.
23. If a party vacates the counter during the period of MSG, straightway the security shall be forfeited.
24. Proper specification should be affixed on the each product along with selling price.
25. A logo should be affixed on each product showing “manufactured by” (Name of manufacturer) & marketed by “The H.P. State Handicrafts & Handloom Corporation Limited”.
26. Handling charges is to be charged on net sale.
27. All expenditure (including taxes) towards freight / transportation and other incidentals incurred on consignment products including insurance shall be borne by the consignor/s. Goods to be supplied by consignor/s on F.O.R. emporium/destination basis.
28. All expenses on account of consignor’s sales against Credit/Debit Cards shall be debited to the concerned consignor. The cost of verification of Credit/Debit Cards shall also be debited to consignor’s account and accordingly the consignors to ensure the validity of Credit/Debit Cards before acceptance.
29. If any MSG party failed to achieve MSG of counter the handling charges on account of shortfall of sale (MSG) will be taxable under Service Tax Act or taxable under any tax provisions, the amount of tax will be deducted from concerned party.
30. The staff of the consignor/s (if deployed) will work under the overall supervision and control of concerned field Manager of the Corporation and the staff shall have to ensure good conduct failing which the Corporation will be at a liberty to terminate the arrangements.
31. The Corporation will not bear the cost of concession or discount, if any offered by the consignor on the sale of products. However, consignors will be at liberty to offer discount on products from time to time from their side, in consultation with the concerned field Manager.
32. The cost of publicity/advertisement on account of sale of the products of the consignors shall be borne by the consignors. However, the Corporation may bear small part of it.
33. The accounts shall be settled with the consignors on monthly basis. For this purpose the consignor/s will submit a detailed sales statement {duly certified} and tallied with the cash

memo book} to the Manager of the emporium latest by 5<sup>th</sup> day of the month. The due sale proceeds after deducting the decided commission shall be released to the consignor by the field Manager concerned by way of payees account Cheque/NEFT/RTGS. In case payment is required through demand draft, the draft charges shall be debited to the consignor.

34. The Corporation is liable to extend the marketing facilities to the consignor purely on consignment basis and reserves the right to terminate the sale of all the products at any time after giving one-month prior notice. No reason is required to be given for such termination.
35. The space to be provided to the consignors for the sale of products will not be projected as an independent showroom of the consignors.
36. In case of any complaint from the customer/s regarding the quality of the product, the consignor shall be solely responsible and the replacement of goods, if ever, shall be at the cost of consignor/s. The decision of the concerned field Manager in the matter shall be final.
37. The handling charges shall be recovered on monthly average basis or on actual sales whichever is higher from the consignor (MSG).
38. All type of taxes applicable from time to time shall be borne by consignment/MSG parties.
39. Any dispute over the marketing arrangements shall be settled by mutual negotiations, out of court or through mutually acceptable arbitrator. The courts in Shimla will have the jurisdiction in the event of any legal intervention.
40. The Income Tax and Sales Tax/VAT/ Service Tax/GST matters of the parties should be clear and above board. The provisions made in the relevant Acts in this behalf must be adhered to. The manufacturers/ dealers/societies etc. should have been registered with State Sales Tax Authorities.
41. Three months handling charges on MSG amount shall be kept as Performance Security (PS) refundable to the party at the time of completion of the agreement without interest. In case of termination of arrangements in midway due to the fault of the consignor or in case the consignor leaves in between, the performance security shall be forfeited without assigning any reason(s). The PS shall be deposited in the Corporations' account through RTGS or Bank Draft.
42. Insurance charges of stock of the consignors in emporia/sale out-lets will be done by the consignor.
43. Employees of the Corporation or their relations cannot be the consignors to the Corporation. Relatives of employees of the Corporation shall not be appointed as sales staff by the consignors in the emporia/out-lets of the Corporation.
44. Bills/Proforma bills will be issued only by the Corporation personnel in case of billing sale.

45. The sales guarantee and terms of business once fixed shall not be reduced. However, in exceptional circumstances like natural calamity, railway accident, unavoidable circumstances and riots etc. which may result in poor achievement of targets, the reduction of minimum sales guarantee may be reconsidered by the Board of Directors.
46. Parties also participate in exhibition if desired by the management at their own cost and risk. Sales personnel shall also be provided by the party (at its own cost and risk) if required.
47. The parties shall adhere to the allocated counter/space for sale as per the agreement. The space to be allotted to the consignor must remain adequately stocked and presentable for the duration of the marketing facilities.
48. Any party offering minimum sales guarantee for any counter with the Corporation shall not be eligible to do business of same type of products with any other organization/Corporation.
49. Person offering minimum sales guarantee for counter should have sufficient experience in that trade, proof of experience be attached.
- 50. The Managing Director reserves the right to accept or reject any or all offers without assigning any reason/s.**

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## **Envelope -1**

## **ANNEXURE-D**

**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED**

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### **CODE OF CONDUCT**

1. The credibility of the parties will be of paramount importance to the Corporation.
2. Quality of the products being sold through the Corporation should be maintained and in no way inferior products be sold.
3. Wherever applicable, the selling price is to be kept within the listed M.R.P. and the same should be comparable with the prices of similar products in the market.
4. The Corporation reserves the right to impose and control the selling price of the products of the parties to avoid high profit making.
5. The Corporation has a discount schedule and the parties will harmonize their discount accordingly.
6. Confidentiality of the terms of sale, handling charges and the agreement between the parties and the Corporation should be maintained. Further the Corporation and the parties are expected to maintain confidentiality of business matters of the parties/Corporation which is learned in business association.
7. The parties shall maintain register of its stocks. The Corporation reserves the right to inspect the same from time to time as per agreement.
8. Correct information of the products is to be conveyed to the customer. Misleading or exaggerated claims about the product to be avoided. The parties shall in no way pressurize or implore the customers. Ambience of the showroom is to be maintained.
9. The parties are expected to maintain decorum in the emporium and adverse commentary on various aspects such as a products, display, management and staff may be avoided. Information and suggestions, if any, may be discretely given to the Manager. Only persons authorized by the parties shall be allowed to man the sale counter. No other person shall be allowed.
10. There should be complete harmony between personnel of the parties and the staff of the emporium. No personnel of the parties are expected to put forth his/her problem directly to the HQ of the Corporation without bringing the matter to the Manager. In case the personnel of the parties is not satisfied with the action of the Manager on the grievances, the parties should send a representation in writing to the HQ with a copy to the Manager.

11. From time to time State Guests, VIPs, senior functionaries of the Govt. visit the emporia. Normally advance notice to the Corporation is given but however, some unannounced visits are also made by the dignitaries and members of the family. All such dignitaries/family members are to be attended by the Manager / Incharge of the Emporium and in case the Manager is not available then by the second Incharge in the emporium/sale-out. The parties may also be allowed by the Manager to attend on the dignitaries and the parties.
12. The Corporation may carry out publicity campaign in Audio /Video and News paper media. The products of the parties will also receive due publicity. The parties are expected to share the costs on proportionate basis in consultation with the Manager.
13. The different MSG parties should avoid the sale or display of the particular handicrafts and handloom products which are of similarly type/tradition, if it is already allotted to other party in the same floor. However, this condition is not applicable for the counter(s) of HP State Handicrafts & Handloom Corporation Ltd.

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## Envelope -2

ANNEXURE-A

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED

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### TECHNICAL BID

#### Information regarding deposit of EMD:-

1. Earnest money (EMD) of Rs. 50,000/- (Rs. Fifty thousand only) through NEFT/ RTGS/DD in favour of H.P. State Handicrafts & Handloom Corporation Limited Shimla. ICICI Bank Account No.366805000050, IFSC Code - ICIC0003668, Branch, Kasumpti, Shimla H.P.

Name of Bank	Date of Deposit	Receipt/Transfer/DD No.	Deposit Amt.

(Copy to be attached)

2. Annual Turnover of the bidder

(a) 2014-15 Rs. \_\_\_\_\_

(b) 2015-16 Rs. \_\_\_\_\_

(c) 2016-17 Rs. \_\_\_\_\_

**(Minimum Five lakh per year for last three years)**

(Copy of audited balance sheet of last three years be enclosed).

3. Mention the name of State in which above products are manufactured capacity:

\_\_\_\_\_

4. Please mentioned number of years experience of manufacturing/trading/ retailing  
(Minimum three years)

5. Whether firm/party is Himachali bonafide ?

YES/ NO

Signature of the Bidder

Name of the Bidder

Address of the Bidder

Email ID

Telephone No.

## Envelope -2

### DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

#### FORM – I

To

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

Sir,

I have carefully gone through the “Terms & Conditions” and “Code of Conduct” in the tender document regarding allotment of counter No. \_\_\_\_\_ in **Himachal Emporium, 3 The Shimla-171001** against Minimum Sales Guarantee and declare that all the terms/ provisions of this tender document are acceptable to me/ my company/firm. I declare that in Himachal Emporium, Shimla none of my associate/other firm/partner/family member are having counter/s on MSG basis. I further certify that I am the authorized signatory of my company/firm and I am therefore competent to make this declaration. I further declare that none of the employee of the Corporation is related to me.

Yours very truly,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
(with stamp)

Company/Firm \_\_\_\_\_

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

## Envelope -2

### FORM – II

#### DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

To

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

Sir,

I have carefully gone through the Terms & Conditions” and “Code of Conduct” contained in the tender document regarding allotment of Counter No.\_\_\_\_\_ in **Himachal Emporium, Shimla-171001** on Minimum Sales Guarantee and hereby declare that myself/ my company/firm has not been debarred/black listed by any government/semi-government or any other organization nor is there any pending dispute regarding quality/services etc. I further certify that I am an authorized signatory of my company/firm and I am therefore competent to make this declaration.

Yours very truly,

Name: \_\_\_\_\_

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

(with stamp)

Company/firm: \_\_\_\_\_

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

## Envelope -3

## ANNEXURE-B

### HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED

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

Telephone No. 0177-2621557, Fax No. 0177-2626234

Official website [www.himcrafts.com](http://www.himcrafts.com), e-mail id: [hphimcraft@yahoo.co.in](mailto:hphimcraft@yahoo.co.in)

### FINANCIAL BID

A) Specification of the area /shelf area for which bids are offered:

B) Counter No. for which MSG quoted/offered : Counter No. \_\_\_\_\_

C) Minimum sale guarantee quoted/offered per annum by the bidder: Rs. \_\_\_\_\_

(Rs. in lakh)

D) Specify in detail the information in Col. B and Col. C of MSG and handling charges offered:-

Counter No.	Reserve Annual Minimum Sale Guarantee fixed by the Corporation i.e. Annual Sale Target (Rs. in lakhs)	<b>Annual Minimum Sale Guarantee offered by bidder. i.e. Annual Sale Target</b> (Rs. in lakhs)	Minimum Fixed 'Reserve Handling Charges' to be paid to the Corporation by the bidder on the Annual sale target as mentioned in Col. (iii)	<b>'Handling charges' offered by the bidder to be paid to the Corporation on annual sale target as mentioned in col. (iii)</b>  (%) percentage
(i)	(ii)	(iii)	(iv)	(v)
<b>"05"</b>  <b>3<sup>rd</sup> floor</b>	Rs. 15.00 lakh	Rs. _____	20% (on minimum sale guarantee or on actual sales whichever is higher) i.e. minimum Rs. 3.00 lakh per annum	_____% In Figure per annum.
<b>"06"</b>  <b>3<sup>rd</sup> floor</b>	Rs. 15.00 lakh	Rs. _____	20% (on minimum sale guarantee or on actual sales whichever is higher) i.e. minimum Rs. 3.00 lakh per annum	_____% In Figure per annum.

<b>“07” 2<sup>nd</sup> floor</b>	Rs. 60.00 lakh	Rs. _____	20% (on minimum sale guarantee or on actual sales whichever is higher) i.e. minimum Rs. 12.00 lakh per annum	_____% In Figure per annum.
<b>“ 09” Ground Floor</b>	Rs. 7.67 lakh	Rs. _____	20% (on minimum sale guarantee or on actual sales whichever is higher) i.e. minimum Rs. 1.53 lakh per annum	_____% In Figure per annum.
<b>“ 02” 3<sup>rd</sup> Floor</b>	Rs. 69.86 lakh	Rs. _____	20% (on minimum sale guarantee or on actual sales whichever is higher) i.e. minimum Rs. 13.97 lakh per annum	_____% In Figure per annum.

**NOTE: Col. No. (iii) and Col. No. (v) are to be filled up by the bidder very clearly. No overwriting or erasing accepted.**

I certify that the above information given by me is true. In case this information furnished by me is found false, then my earnest money may be forfeited and I will be liable to a legal action against me in accordance with law.

Signature of the Bidder

Name of the Bidder

Address of the Bidder

Email ID

Telephone No.