



# ANNUAL TENDER DOCUMENT

JKHDC

2018-19





**J&K STATE HANDLOOM DEVELOPMENT CORPORATION LTD.**  
**5th Floor Jawahar Lal Nehru Udyog Bhawan Rail Head Complex**  
**Jammu-180012**

**Detailed terms and conditions for the tenders notice issued  
vide no: HDC/GN/2018-19/712 dated 17.10.2018 are as under:-**

**Receipt & opening of Tender:**

1. The tender duly sealed affixed with a revenue stamp of Rs 5/= be sent well in advance by the Registered firms in person or through registered post, speed post or by courier to AGM J&K state Handloom Development Corporation, 5<sup>th</sup> floor Udhog Bhawan Rail Head Complex Jammu or AGM J&K state Handloom Development Corporation, Sanat Ghar, Srinagar on or before 8th November 2018.
2. The tender must be accompanied with earnest money amounting to Rs.5000/= in the shape of CDR/FDR duly pledged with J&K state Handloom Development Corporation Ltd; failing which the tender shall not be entertained.
3. The tender documents can be had from the offices of AGM ,JKHDC Udhog Bhawan Jammu/ Sanant Ghar Srinagar on payment of Rs 100 per set, The tender document can also be downloaded from our website [www.poshish.in](http://www.poshish.in) and in such cases the cost of tender document should be deposited with JKHDC Jammu/ Srinagar and cash receipt should be enclosed with the tender documents.
4. Each page of the tender document must be signed by himself/ themselves Stamped/ dated or through their duly authorized person without which the tender shall not be accepted.
5. Tenders once received shall not be returned, tender documents are also non transferable.
6. Tenders must be computerized or hand written legibly and tendered rates must be quoted both in figures and words. Tenders written with pencil or partly computerized or partly hand written shall not be considered. Any correction in rates quoted in the tender will not be accepted.



7. That the tenderer shall quote the commission / being charged from the J&K state Handloom Development Corporation on net sale conducted at well furnished showroom Gole market Gandhi Nagar Jammu having 2000 sft. Area being handed over to the agency along with stocks of worth Rs.2.5crs approx.
8. That the tenderer shall also mention the number of sales man /woman deployed in the aforesaid showroom for conducting the sale.
9. The last date for purchase of tender document is 5<sup>th</sup> Nov.2018. upto 4.pm  
The tender shall be opened on 12<sup>th</sup> Nov.2018 at 1 pm in the office of MD JKHDC 5<sup>th</sup> floor Udhog Bhawan Jammu in the presence of tenderers or their authorized representative who may wish to be present at the time of opening of the tenders.

### **Terms & Conditions for successful tenderer :-**

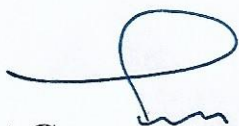
1. The rates to be quoted by the tenderers shall remain valid upto ending march 2020 from the date of issuance of rate contract or till finalization of new rate contract. No escalation in the rates shall be allowed by the Corporation. The rates once quoted cannot be changed or sublet his contract or any substantial part thereof to party during the rate contract period. The successful parties will have to execute an agreement with the Corporation.
2. That the agreement with the sales Agent for outsourcing of retail sale in **Retail Showroom Gandhi Nagar located at 62 A/B, Gole market Gandhi Nagar Jammu having 2000 sft area. of J&K state Handloom Development Jammu** shall commence from Allotment of agency and remain valid upto 31/03/2020 which may further extended on mutual consent.
3. That repairing and maintenance cost of the showroom shall be borne by JKHDC.
4. **The total value of stocks which may be approximate Rs. 2.5 Crs.** shall be offered to the party for sale. The party will either give a bank guarantee of 10 lacs from any nationalised Bank or deposit CDR / FDR duly pledged with JKHDC.
5. JK HDC shall deal in textile items made in the state and Handloom products of other states including traditional J&K state handicrafts /local items like honey, kesar, mushroom etc.



6. The Corporation shall pay a Commission to the agency as fixed on the net sales of the items on monthly basis in every 15<sup>th</sup> of the following month against the bill raised by the agency.
7. The JKHDC shall provide all furniture, infrastructure, computers, stationery and packing material etc.
8. The showroom timing shall be from 11.00am & will close at 9.00 pm. The holidays shall be observed as notified by the Corporation. depending upon the market.
9. The rentals of the showroom shall be paid by the (JKHDC). The water, charges electrical and other Incidental charges relating to the functioning of showroom shall also, be borne by the JKHDC
10. The entire inventory of stocks shall be got insured by the Corporation kept in the showroom for sales. This shall be the responsibility of the Corporation's controlling officer maintaining liasioning & effective control over the showroom in a cordial manner for smooth & effective running of the showroom.
11. That a nominated Corpn's Officer shall carry out the regular inspections of the stocks and if any item is found short during the course of inspection, the corporation shall consider such short material as sold by the party. The officer shall ensure that sales of such stock found short is effected & brought on record & amount is got deposited in the bank.
12. That all the genuine Handloom items kept/displayed for sales shall be bar-coded.
13. That the party/shall not carry out any other business with the Govt/private agency from the showroom and nor shall be accept any supply order from any of Private/Govt. institution.
14. That the Party shall engage sales personnel on his own as per requirement in the Showroom and shall be responsible to pay them monthly wages as per agreement made by the party with such persons. The party shall provide the name & other particulars of such engaged sales personnel to the Corpn. to secure identity card from the corporation for such person who shall be approved Corpn. Representatives after securing the identity card. A copy of such sales personnel's identity card along with other particulars shall be kept in the H.O. JK HDC Jammu.
15. That the party ought to be well versed with the local laws and regulations required for conducting the party retail sales business.




16. That the party shall not make any claim over & above the commission as mutually fixed in case the party engages one or more sales personnel for conducting the sales in the showroom
17. That the **party shall intimate 15 days in advance for need of items required for sales** to the concerned nominated officer of JKHDC. The said officer in turn shall have to make the arrangement of requisitioned material & shall have to ensure the supply of material to the party well in time.
18. That the party **under no. any circumstances shall sublet** any part of the showroom to any party under any circumstances.
19. That the party **shall not do any illegal activity in the showroom** and if any proved, the allotment to the agency allotted shall **be terminated forthwith without any notice besides taking other necessary action as required.**
20. That the party shall **sign a copy of agreements** the original of which, shall be retained by the H.O of JKHDC as taken of acceptance of the above laid down terms & conditions by the franchise.
21. That **any damage to the stocks** shall be recovered from the party. The party shall make adequate arrangement against moth & insects etc.
22. That if due to any **circumstances beyond the control of corporation and or due to change in Govt. policy**, the Corpn. Is required to wind-up the sales, the party shall have no claim to proceed legally against the corporation
23. That any clause may be included/ deleted with the mutual consent of both the parties for the smooth running /operation of the showroom
24. That in case of **any dispute** that may arise between party & corpn. The decision of the Managing Director J&K HDC Ltd. **shall be binding on the agency.**

  
Asstt. General Manager  
JKHDC

## **Duties of marketing Agency**


1. The agency shall intimate the name, address and profile of each sales man to the manager JK HDC Showroom Gandhi Nagar Jammu.
2. The all sales men/ women shall remain in the prescribed neat & clean uniforms including one person specially for cleaning & one person for tailoring alternation of garments
3. The all sales men should be smart, fluent in local languages (Dogri, kashmiri, Hindi & English) and be soft spoken.
4. The lunch & tea time break shall be mutually agreed upon between both the parties.
5. The list of holidays for showroom Gandhi Nagar Jammu shall be notified by the Corporation.
6. In case of misbehaviour/ theft, MD JKHDC is at liberaty to restigrate/ terminates the services of agency.
7. The agreement can be revoked on sufficient ground after written intimation by the either parties on the financial/ ethical grounds.
8. The agency shall keep the stocks in a proper way on the shelves display the items in a good looking manner and keep the showroom neat & clean
9. The agency shall carry the material from the entry gate to the respective counter.

  
**Asstt.General Manager**  
**JKHDC**



## **Duties of JKHDC**

1. The cash counter shall be controlled by the JKHDC.
2. The JKHDC shall be responsible for daily sales remittance and maintenance of Bank Account.
3. JKHDC may itself or appoint third party for security arrangement of stocks inwards & stocks outwards in the showroom.
4. JK HDC shall be responsible for the goods stocked in the showroom are fully bar-coded.
5. JK HDC shall be responsible for maintaining data of stocks sales and accounts regularly.

  
**Asstt. General Manager**  
**JKHDC**

S.No	Particular	Amount	Percentage of commission
1	Net sales (excl. GST) from 1 <sup>st</sup> of every month to last day of the month	"A" (To be determined as per monthly sales register)	To be quoted by the party (excl. GST)  -% of "A"

**Note: - Any other conditions, firm can quote for the smooth Operation of the showroom.**

**Signature of the Party**



**Asstt. General Manager  
JKHDC**