

# HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED

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

(Note This document contains 1 to 15 pages)

## NOTICE INVITING TENDERS (NIT) FOR ALLOTMENT OF DIFFERENT SALES COUNTERS ON MINIMUM SALE GUARANTEE BASIS (MSG).

Managing Director, H.P. State Handicrafts and Handloom Corporation Ltd hereby electronically invite online highest bids/offers from the original manufactures or traders of the products having valid Goods & Service Tax (GST) number for allotment of different sales counter(s) situated in the different emporia of the Corporation. The schedule of receipt and opening of bids and other details are as under :-

Date and time for uploading of bidding documents from e-procurement portal.		Date and time for online submission of bids, required documents, and deposition of processing fee & earnest money.		Date and time for submission of Hard copies of Technical Bids.		Date & time of opening of Technical and Financial Bids.	
From	To	From	To	From	To	Technical Bid:	Financial Bid:
13.01.2026 4.00PM	02.02.2026 4.00 PM	13.01.2026 4.00 PM	02.02.2026 5.00 PM	03.02.2026 10.00 AM	06.02.2026 5.00 PM	07.02.2026 11.00AM	11.02.2026 11.00AM

1. The bidder/tenderer is required to deposit processing fee of Rs. 5,000/- and earnest money deposit of Rs. 25,000/- each counter.
2. The EMD of successful bidders would be converted into performance security and EMD of unsuccessful bidders would be refunded without interest within a week time after evaluation and finalization of tender.
3. Corrigendum, if any, will be published on website only <https://hptenders.gov.in> and also on the website of the Corporation <http://www.himcrafts.com>. Bidders should get registered themselves on website <https://hptenders.gov.in>. The bids shall be opened in the office of Managing Director, HPSHHC Shimla by the authorized officers.
4. The detailed tender/bid notice *inter-alia* including eligibility, qualification criteria, scope of work, procedure for deposition of processing fee & EMD, Counter Numbers, terms & conditions can be viewed or downloaded from <https://hptenders.gov.in> and <http://www.himcrafts.com>.
5. The bidders have to upload clear copies of all the documents. Copies not scanned and signed properly or uploaded not clearly, will not be considered.
6. The bidders are advised to quote highest offer for allotment of counter(s) in different emporia of the Corporation.
7. If the date of opening of tender is declared a holiday, the tender will be opened on next working date on same time.

The Managing Director reserves the right to accept or reject any or all tenders without assigning any reason.



Managing Director



**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED**  
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**I. Instructions to Bidders regarding e-tendering process:**

1. To participate in bidding process, bidders have to get "Digital Signature Certificate" (Class-II or Class-III) as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders, who already possess valid Digital Signature Certificates, need not procure new Digital Signature Certificates.
2. The bidders have to submit their bids online in electronic format with digital signature. No proposal/tender will be accepted on the basis of hard-copies/manual tender in physical form.
3. The Corporation will not be responsible for delay in online submission due to any reasons.
4. Bidders should get ready with the scanned copies of documents in support of information as specified in the tender documents before filing tender online.
5. The bidders have to upload visible copies of all the documents, copies not scanned properly or uploaded not visible, will not be considered.
6. Any type of latest information, amendments, updates or corrigendum etc. should be uploaded on e-tendering website i.e. <https://hptenders.gov.in> and also on <http://himcrafts.com>. It is the responsibility of the bidder to verify the website for latest information related to tender.
7. The tender documents shall be uploaded in two covers. Each cover shall contain separately the "TECHNICAL BID" and "FINANCIAL BID".

**Technical Bid** containing scanned copies of uploaded documents as mentioned in the Terms and conditions of tender and checklist. The Technical Bid shall be opened as per schedule. Hard copy of the Technical Bid along with undertaking in original as per **Annexure-D** must be submitted in the office



of the Managing Director, HP State Handicrafts & Handloom Corporation Ltd., SDA Commercial Complex, Kasumpti, Shimla-171009 as per schedule.

The **Financial Bid** BOQ (Bill of Quantity) to be uploaded online on e-tender as per Annexure-1. Financial bids of only those Bidders, which are declared technically qualified, will be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agency, their technical score (if required) and their Financial Bid will be read aloud.

8. The tender will be rejected, if any changes/tempering is found in the BOQ (Bill of Quantity)
9. Complete tendering process for Rate Contract will be online.
10. Technical Bid will be liable to be rejected, if any bidder fails to upload requisite tender documents as per terms and conditions of tender.
11. The Managing Director, HPSHHC reserves the right of rejection/approval of all or any of the tender without assigning any reasons thereof.
12. For any clarification regarding tender may be sought by email address and phone number from the date of publication up to 02.02.2026 up to 12.00 Noon by mail [mdhpsshhc@gmail.com](mailto:mdhpsshhc@gmail.com) or telegraphically (0177 2621275, Mob. 8219640722).

### Terms & Conditions

1. The different sales counter(s) under MSG shall be allotted initially for a period of three years, which can be extended up to 5 years from the date of initial allotment subject to fulfillment of terms and conditions contained in this document.
2. The detail of counter(s); Minimum Sale Guarantee i.e. the minimum annual sale (including GST charged on product) fixed for the counter (s) or the Reserve Price (hereinafter referred as MSG) and detail of products authorized to be sold from the sale counters are as under :-

SN	Name of Emporium	Counter No.	Product authorized for sale	Annual reserve MSG (Rs. in lakh)
1	New Delhi (Ground Floor)	1	All type of Kinnauri & Kullu Shawls, Stoles, Mufflers, Caps & Jackets, Socks & Gloves, Pullan, Blanket etc	103.62
	Himachal Bhawan (Gift Shop)	H. Bhawan	All type of Himachali Handicrafts & Handloom items	8.61
	New Delhi (Platform)	2	All type of cotton & silk sarees, stoles, dress material, Gents Kurta Pajama etc	23.36
	New Delhi Mezzanine Floor	4	All type of Paintings like Kangra, Chamba, Rajasthani & Madhubani etc	3.49
	New Delhi (Mezzanine Floor)	5	All type of stone, wooden, marbles items and silk ties.	2.55
	New Delhi (Mezzanine Floor)	6	All type of tribal jewellery, artificial & silver jewellery etc.	9.33
	New Delhi (Mezzanine Floor)	8	All type of gift items	3.43
	New Delhi (First Floor)	9	All type of leather products like jackets, chapples, belts ladies & gents purses, canvas, Jute bags etc	4.67



	New Delhi (Mezzanine Floor)	10	All type of Brass and metal items	23.08
	New Delhi (First Floor)	11	All type of furnishing items like bed sheets, table cloth, quilts, towels, curtain cloth etc.	4.67
	New Delhi (Basement)	12	All type of woollen, Silk Carpets, Durries (New Counter)	9.29
	New Delhi (First Floor)	13	All type of bamboo and cane products	6.00
2	Shimla (3rd Floor)	1	All type of Kinnauri & Kullu Shawls, Stoles, Mufflers, Pullan, Pashmina and angora shawls etc.	111.97
	Shimla (3rd Floor)	2	Jacket & Cap, Coat except ladies log coat etc	34.52
	Shimla (3rd Floor)	3	Ladies suits in cotton, silk & woollen, fabric, readymade Tops ladies, ladies fabric running cotton and silk.	45.88
	Shimla (3rd Floor)	4	All type of silver jewellery, precious stone, pearl jewellery etc.	34.92
	Shimla (2nd Floor)	5	All type of furnishing items like bed sheets, table cloth, quilts, towels, curtains etc.	9.25
	Shimla (Gr. Floor)	6	Durrie, livery items and allied items etc.	16.03
	Shimla (Mezzanine Floor)	7	Packed processed fruits & food items of H.P. having FSSAI certification (except Kangra Tea), Printed/ unpainted wooden items/ souvenirs, Emblem of India strictly as per provisions of State Emblem of India (Prohibition of Improper use) Act, 2005 as amended from time to time, Inauguration plates/ name plates.	13.85
	Shimla (2nd Floor)	8	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	11.69
	Shimla (2nd Floor)	9	Stitched apparels having designs peculiar to H.P. (except baskets, Jackets) and furnishing items made with Himachali Handloom & handicrafts motifs, designs, Products of Start-ups of H.P. and products having GI certification.	10.30
3	Solan	1	All type of Kullu, Kinnauri, Designed/ Plain Shawls, Pashmina Shawls, Mufflers, Stoles, Scarft, Jackets, Caps, Dohru, Pattu, Patti, Coat, Blankets, Choli, Gachi, Durries, Furnishing items, Pullan, Socks, Gloves, Jute matting, Khadi Kurta Pajama, readymade suits, suit material, sarees etc. handicrafts items of State of Himachal Pradesh	48.09
		2 (New)	Traditional Brass handicrafts of HP, Traditional wooden handicrafts, Handmade replica of temples, buildings etc. Framed Kangra Paintings(original as well as print with copy rights), Stone handicrafts of HP, Chamba Rumals, Chamba Chappals & leather embroidery, bamboo crafts, Thanka Paintings,	6.00



			hand-knitted items, pullan chappals, pottery of HP	
4	Dharamshala (Ground Floor)	1	All type of Kullu, Kinnauri, Designed/ Plain Shawls, Pashmina Shawls, Mufflers, Stoles, Scarft, Jackets, Caps, Dohru, Pattu, Patti, Coat, Blankets, Choli, Gachi, Durries, Furnishing items, Pullan, Socks, Gloves, Jute matting, Khadi Kurta Pajama, readymade suits, suit material, sarees etc	38.93
	Dharamshala (Ground Floor)	2	Ladies suits in cotton, silk & woollen fabric, readymade Tops ladies, running fabrics, cotton silk and bed sheets, Pillow & pillow covers, blankets woollen & mink, all type of livery items and hosiery items,	35.87
5	Chamba (Chogan)	1	All type of Kullu, Kinnauri, Designed/ Plain Shawls, Pashmina Shawls, Mufflers, Stoles, Scarft, Jackets, Caps, Dohru, Pattu, Patti, Coat, Blankets, Choli, Gachi, Durries, Furnishing items, Pullan, Socks, Gloves, Jute matting, Khadi Kurta Pajama, readymade suits, suit material, sarees etc. handicrafts items of State of Himachal Pradesh	8.07
	Chamba (Chogan)	02 (New)	Traditional Brass handicrafts of HP, Traditional wooden handicrafts, Handmade replica of temples, buildings etc. Framed Kangra Paintings(original as well as print with copy rights), Stone handicrafts of HP, Chamba Rumals, Chamba Chappals & leather embroidery, bamboo crafts, Thanka Paintings, hand-knitted items, pullan chappals, pottery of HP	6.00
6	Manali	1	All type of Kullu, Kinnauri, Designed/ Plain Shawls, Pashmina Shawls, Mufflers, Stoles, Scarft, Jackets, Caps, Dohru, Pattu, Patti, Coat, Blankets, Choli, Gachi, Durries, Furnishing items, Pullan, Socks, Gloves, Jute matting, Khadi Kurta Pajama, readymade suits, suit material, sarees etc. handicrafts items of State of Himachal Pradesh	43.56
7	Nahan	1	All type of Kullu, Kinnauri, Designed/ Plain Shawls, Pashmina Shawls, Mufflers, Stoles, Scarft, Jackets, Caps, Dohru, Pattu, Patti, Coat, Blankets, Choli, Gachi, Durries, Furnishing items, Pullan, Socks, Gloves, Jute matting, Khadi Kurta Pajama, readymade suits, suit material, sarees etc. handicrafts items of State of Himachal Pradesh	18.32

3. The Sales Counter (s) being offered for allotment may be physically inspected by the interested bidder(s) during any working day between 10.00 AM to 6.30 PM to satisfy themselves regarding actual condition thereof. The exact size/ space/ photograph of counter(s) may be obtained or ascertained from the In-charge of the concerned emporium as per following detail:-



SN	Name of emp.	Name & Designation	Phone No.	Mobile No.
1.	New Delhi	Sh. Vinod, Assistant Manager	011 23363087	97360-72907
2.	Shimla	Sh. Rohil, Assistant Manager	0177-2801234	70180-99971
3.	Solan	Sh. Praveen Kumar, Incharge	01792-223762	70180-90831
4.	Chamba	Sh. Sheetal, Assistant Manager	01899-222333	85447-94468
5.	Dharamshala	Sh. Sheetal, Assistant Manager	01894-231210	85447-94468
6.	Manali	Sh. Akshay, Assistant Manager	01902-222576	87270-10875

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, \_\_\_\_\_".
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) separately for each counter and earnest money (refundable) @ Rs. 25,000/- (Rs. Twenty-five thousand only) for each counter. Processing fee and Earnest Money may either be deposited online in the Current Account No. 4193001100000155, IFSC Code PUNB0419300, Punjab National Bank, Branch Kasumpti, Shimla OR through Demand Draft in Favour of the Managing Director, HP State Handicrafts & Handloom Corporation Ltd., Kasumpti, Shimla-171009
7. **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-1 of Annexure -C** of this document.
8. The sealed "**FINANCIAL BID**" must be submitted electronically in BOQ. **Financial Bid without BOQ would be out rightly rejected.** The annual MSG offered should be either equal or above the annual MSG fixed and the successful bidder who offers the highest MSG would be considered for allotment of the counter on the offered value initially for a period of three years. In case of tie of MSG offered, the counter/s would be allotted through open auction among the participating bidders for the same counter over and above the MSG fixed for the counter. The MSG accepted will remain unchanged for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year from the date of initial allotment and would be increased @ 7% each for 4<sup>th</sup> and 5<sup>th</sup> year as illustrated below subject to fulfillment of terms and conditions contained in this document:

**Example say highest bid Rs. 1.00 lakh**

MSG for 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year	Rs. 1,00,000/-
MSG for 4 <sup>th</sup> year	Rs. 1,07,000/-
MSG for 5 <sup>th</sup> year	Rs. 1,14,490/-

9. In case the bidder(s) wants to give bids for more than one counter in same or different emporia 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-6 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. 25,000/- 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. 75,000/- (@ Rs. 25,000/- for each counter).

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. The existing allotment of counter(s) in various emporia under MSG or otherwise shall remain valid, in the business interest of the Corporation, until the finalization of the fresh tender or until further orders, whichever is earlier.
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.

  
Managing Director

**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.



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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. 25,000/- 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.		

Name of the Bidder

Address of the Bidder

Email ID

Telephone No.

Signature of the Bidder



**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED**  
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**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.	Name of Bank and Account No. of the bidder for the purpose of refunding EMD(Copy to be attached)					
10.	Detail of deposition of Earnest money (EMD) of Rs. 25,000/- 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	25,000/-			
	2	Processing fee	5,000/-			

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

Name of the Bidder  
Address of the Bidder

Signature of the Bidder



## 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 MSG 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. 25,000/- 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 initially made for a period of three years, which can be extended up to 5 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 only after receipt of the performance security.
3. The allottee is required to deposit the enhanced performance security to Corporation for the 4<sup>th</sup> & 5<sup>th</sup> year of allotment viz-a-viz enhanced handling charges on MSG as stated in Para 4 & 5 of the terms and conditions (Annexure-C).
4. The MSG accepted will remain unchanged for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year from the date of initial allotment and would be increased @ 7% each for 4<sup>th</sup> and 5<sup>th</sup> year, subject to fulfillment of terms and conditions contained in this document as illustrated below:

### Example say highest bid Rs. 1.00 lakh

MSG for 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year	Rs. 1,00,000/-
MSG for 4 <sup>th</sup> year	Rs. 1,07,000/-
MSG for 5 <sup>th</sup> year	Rs. 1,14,490/-

5. The handling charges @ 20% for counters in Emporia in the State of Himachal Pradesh and @ 25% for counters in Emporium at New Delhi & Himachal Bhawan, New Delhi on actual sale or annual MSG offered and approved, whichever is higher, would be deducted on monthly basis by the Corporation on pro-rata basis i.e.

Example: 1

**In case monthly sale on pro-rata basis for initial 9 months of allotment year is equal or less then MSG fixed** then handling charges @ 20% would be recovered on monthly basis for initial nine months from sale on MSG fixed on pro-rata basis and entire balance MSG would be recovered from sales after nine months and allottee would be given sales proceed after realizing handling charges fixed for the year. Say annual MSG fixed is Rs. 1.00 lakh and annual handling charges is Rs. 0.20 lakh and sales proceed for initial nine (9) months is equal or less then Rs. 0.75 lakh. In such case handling charges @ Rs. 1,667/- per month would be recovered from the sales proceed of initial 9 months and balance of annual handling charges i.e. Rs. 5,001/- for the next three months would be recoverable from sales proceed and balance sale proceed shall be given to allottee after realizing handling charges fixed @ 20% or 25% as applicable.



Example: 2

**In case monthly sale on pro-rata basis for initial 9 months of allotment year is more than MSG fixed** then handling charges @ 20% would be recovered on monthly basis for initial 9 months from sale on MSG fixed on pro-rata basis or actual sale, whichever is higher and entire balance MSG would be recovered from sales after 9 months and allottee would be given sales proceed after realizing handling charges @ 20% or on actual sale basis for the next three months. Say annual MSG fixed is Rs. 1.00 lakh and annual handling charges is Rs. 0.20 lakh and sale for initial nine months is more than Rs. 0.75 lakh. In such case handling charges @ of 20 % of actual monthly sale would be recoverable from the sale of initial 9 months and balance of handling charges for the next three months i.e. more than Rs. 5,001/- would be recovered from sales thereafter, and balance sales proceed shall be given to allottee after realizing handling charges @ 20% or 25% as applicable or on the actual sale basis whichever is higher for the next three months.

6. 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 MSG offered and approved, the GST payable on the difference of handling charges on MSG 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.
7. Business transaction timing on counter shall be 10:00 AM to 7:00 PM from 16<sup>th</sup> October to 15<sup>th</sup> April and 10.00 AM to 7.30 PM from 16<sup>th</sup> April to 15<sup>th</sup> October in the Emporia located in State of H.P. and from 10:00 AM to 6:30 PM for Emporium at New Delhi OR as decided by the Corporation from time to time.
8. 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 Corporation from time to time.
9. 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
10. 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.
11. The emporium will be opened and closed by the official of the Corporation and keys will remain in the custody of the Corporation only.
12. 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.
13. A tag (size 5cm X 2.5cm) as provided by the Corporation should 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.



14. 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.
15. 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 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.
16. Bills/Cash memos/proforma bills shall be issued by the employees of the Corporation.
17. The Corporation shall not pay any interest on EMD and performance Security.
18. 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% for emporia located in Himachal Pradesh and @ 25% for emporium located at New Delhi would be charged from the allottee by the Corporation and such sale would be a part of MSG sale from the counter.
19. The allottee is required to submit the original cash memos of items on monthly basis for items sold from the counter during the month for verification and record of Manager/ Incharge of the emporia.
20. 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.
21. All expenditure (including taxes) towards freight / transportation and other incidental for consignment of products including insurance shall be borne by the allottee.
22. Any charges incidental to online sale or through Credit/Debit Cards from the counter would be borne by the allottee.
23. 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 a self attested documents like Aadhar Card, PAN Card, Passport, Driving License etc. as a proof of identity alongwith photograph of such employees.
24. 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).
25. The cost of any publicity/advertisement specific for sale of products of the allottee from counter shall be borne by the allottee itself.



26. 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 5<sup>th</sup> day of every month.
27. 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.
28. The sale counter to be provided to the allottee shall not be projected as an independent showroom by the allottee.
29. 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.
30. 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.
31. Insurance charges of stock of the consignors in emporia/sale out-lets shall be done by the allottee.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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.



37. 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.
38. The Successful bidder shall have to execute an Agreement with the HPSHHC within 7 days from the date of intimation in writing or by mail. In case successful bidder(s) violate any condition of agreement or fails to execute the agreement, the EMD would be forfeited without giving any notice.
39. The existing allotment of counter(s) in various emporia under MSG or otherwise shall remain valid, in the business interest of the Corporation, until the finalization of the fresh tender or until further orders, whichever is earlier.

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: \_\_\_\_\_