

Tripura Handloom & Handicrafts Development Corporation Ltd.
(A Govt. of Tripura Undertaking)
M.B.B.Sarani, Jail Road, Agartala

Ref no. THHDC/3(110)/05/1132

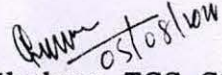
Dated 5/8/20

Notice inviting Applications for Appointment of "Franchise/ Commission Agent" for sale of Handloom & Handicrafts items of Tripura Handlooms and Handicrafts Corporation Ltd. (Purbasha)

Tripura Handlooms and Handicrafts Corporation is a fully state owned corporation registered under the Companies Act, 1956 and looking for marketing of Handloom & Handicrafts products of Purbasha on retail/whole sales through resourceful parties/individual with a track record/experienced in marketing based of Handloom and Handicrafts Products in National, State, Sub-Division and District level on a **Commission Agent and Franchise** basis.

The interest parties/individuals may submit their applications in plain paper along with the work experience etc. to the above address on or before **20-08.2020**.

The details terms and conditions is available in the Head Office of the corporations which may be seen during Office hours from **06.08.2020** or may also be accessed at www.tripura.gov.in


(P.L Chakma, TCS, SSG)
Managing Director

**Terms & conditions for Appointment of "Franchise/ Commission Agent"
for sale of Handloom & Handicrafts of Tripura Handlooms and Handicrafts
Corporation (Purbasha)**

1. The commission agent should have sound adequate marketing experience, backed by documentary proof.
2. The commission agent should be financially sound, backed by documentary proof.
3. The Commission agent will not be allowed to use the name of THHDC for any other business activities other than the scope of work defined in the agreement.
4. Commission agent shall deal for sales of Handloom & Handicrafts as a commission agent of THHDC and also with all Government, Semi Government, and Private Organizations for receiving orders on behalf of THHDC.
5. The commission agent shall canvas for securing bulk order for THHDC to the best of his ability and experience. The commission agent will keep THHDC informed of finalization of rate, time schedule and amount of advance etc.
6. Commission agent shall be provided a certificate of "THHDC Commission Agent" to deal with all Government, Semi Government, and Private Organizations for receiving orders on behalf of THHDC.
7. The commission agent has to keep THHDC well informed about the demand and marketing trend in Handloom & Handicrafts products in the area of his operation from time to time and shall secure order after confirmation of rate, time schedule for delivery from THHDC.
8. After finalization of supply order, the commission agent will acquire an advance of 50% of the ordered value in case of private parties. The last installment in the form of 50% of the total ordered value will be acquired on/before the delivery of the consignment. In case of Govt. Organization the commission should ensure collection of payment against execution supply order within a reasonable time/period.
8. THHDC will execute the order after receiving confirmation of the supply order along with 50% advance.
9. The agent's commission @ 10% on net amount in case of bulk supply shall be paid soon after receipt of final payment.
10. In case of retail sales through commission agent, the products will be delivered on receipt full payment and agent's commission shall be paid monthly basis @ 20% on sale value through RTGS.

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11. The commission agent shall be responsible to supervise the delivery on site and collect payments in favour of THHDC from the client. The transportation of goods within the city of Agartala will be borne by the Commission Agent. In case of supply to the Sub-Division/District Level the packing and transportation cost shall be borne by the THHDC on actual basis.

12. In case of supply to the outside state (National level), the rate of products shall have to finalized by the commission Agent in consultation of THHDC taking consideration of packing, transportation etc. and will be delivered on receipt full payment and agent's commission shall be paid monthly basis @ 20% on sale value through RTGS.

13. All kinds of correspondence between THHDC and the customer will be coordinated by the commission agent.

14. The commission agent shall be obliged to generate a minimum basic amount of sales figure per month that shall be mutually agreed.

15. Appointment of commission agent will be made for 1(one) year & appointment may be renewed for another one year depending on performance.

16. In case of the failure of the commission agent to confirm to the mutual agreement, THHDC reserves the rights to terminate the contract with a prior notice of 15 days. .

17. The successful commission agent shall be required to deposit a sum of Rs.50,000/-, Rs.20,000/-and Rs. 10,000/- only as Registration fees for appointment of commission agent in National, State level, Sub-Division and District Level respectively which shall be refundable after expiry/ termination of the agreement without any interest.

18. In case of appointment of franchise/commission agent for marketing of Handloom & handicrafts products of THHDC within the State, the THHDC will provide the buildup stall in the concerned area on free of cost with external front fascia. The selected franchise shall have to undertake the interior decoration of the stall at his own cost and will also to be borne the electricity charge etc.

19. The selected franchise/commission agent shall have to submit/deposit a fixed amount to the THHDC as security deposit and in turn THHDC will provide salable items to them to the extent of fixed deposited amount.

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20. The selected franchise/commission agent will conduct the sale on tag price of the products under the brand name of THHDC and will also use cash memo of THHDC which will be provided from time to time.

21. The selected bidder shall not be allowed to sublet the occupied space wholly or partly to other parties in that case the THHDC shall have the right to terminate the agreement.

22. Transportation of goods for sale and display will have to be arranged by the agency. THHDC will not be responsible for any issues related to transportation of goods to the counter.

23. The responsibility of stocks will lie with the agency. THHDC will not be responsible for any loss or damage of items.

24. The sales proceeds of items shall be deposited by the concerned agency to the Bank accounts of THHDC Ltd. at the end of every month after retaining **10%** service charge on gross sale price.

25. The sales performance of the will be reviewed on monthly basis. After analysis of sales performance of the counter further products will be supplied which should also be limited to the extent of security deposit.

26. The selected agency shall be allowed to exchange /return the products which are not moving in the counter within 3(three) months in good conditions at his own cost.

27. The selection of parties/agencies will be made on details verifications of works experience, financial credibility through personal interview to be taken a committee and the date of interview for selection will be communicated in due time.

28. After finalization of selection process a Deed of Agreement is to be executed with the THHDC Ltd.

Chakma
05/08/20
(P.L Chakma, TCS, SSG)
Managing Director