

HINDUSTAN PAPER CORPORATION LTD
(A Government of India Enterprise)
75-C, Park Street, Kolkata – 700 016
Phone Nos: 91-33-2229-6901-02, 2249-6931/32/34/35
Fax No: 91-33-2249-735/4996, Website : www.hindpaper.in

APPOINTMENT OF CONSIGNMENT AGENT

Hindustan Paper Corporation Limited (HPC), owning and operating two large integrated Paper Mills in Assam, namely Cachar Paper Mill (CPM), Panchgram and Nagaon Paper Mill (NPM), Jagi Road, with capacity of 1,00,000MT each, has a product portfolio with GSM range 40-130. HPC is a pioneer in manufacturing completely virgin fibre based writing and printing paper meant for mass consumption in the education and publication sector. The product profile of HPC includes Creamwove, Maplitho, Copier Paper etc. HPC intends appointing Consignment Agents for widening the sales network throughout India.

Applicants will be considered for appointment at the following places :

East : Siliguri / Raipur / Ranchi

West : Akola / Aurangabad / Nagpur / Silvasa / Jabalpur

South : Madurai / Vishakhapatnam / Coimbatore / Trichi

Further details including the application form can be downloaded from our Website: www.hindpaper.in

HINDUSTAN PAPER CORPORATION LIMITED
(A Govt. of India Enterprise)
75 C Park Street
Kolkata: 700 016

APPOINTMENT OF CLEARING & FORWARDING (CONSIGNMENT) AGENTS

Hindustan Paper Corporation Limited (HPC), owning and operating 2 large integrated paper mills in Assam, viz. Cachar Paper Mill (CPM), Panchgram and Nagaon Paper Mill (NPM) Kagajnagar (Jagi Road), with 2 paper machines each with deckle size of 4.85 metres , has a product portfolio with GSM range from 40 to 130. HPC has been a pioneer in manufacturing virgin-fibre based writing and printing paper meant for mass consumption in the education sector especially Cream Wove, Maplitho, Copier Paper, etc. The objective of appointing Consignment Agents is to make material available where HPC does not have infrastructure or Stockist. To fill this void, HPC intends to appoint Consignment Agents for widening the sales network throughout the country.

Consignment Agents (which will also include existing stockists of HPC) with experience as Traders / Stockists / Distributors/ Dealers / Indentors already in the relevant fields of operation, having particular experience in dealing with paper market and with financial capability, infrastructure e.g. field staff, godown, office/shop etc. in the specified cities, will be given preference. Applicants will be considered for appointment at the following places :

East : Siliguri / Raipur / Ranchi

West : Akola / Aurangabad / Nagpur / Silvasa / Jabalpur

South : Madurai / Vishakhapatnam / Coimbatore / Trichi

The interested parties should clearly mention the area of operation (geographically) applied for from amongst the places indicated.

The qualifying criteria for applying for Consignment Agents will be as follows :

Minimum Monthly Offtake	50 MT
Minimum Annual Turnover	Rs. 3.0 Crores
Covered Godown space (minimum)	1000 Sq.Ft.*
Financial Solvency	Appropriate solvency certificate from a scheduled commercial bank to be enclosed
Experience in dealing FMCG products/ commodities (preference will be given to those experienced in dealing in paper)	Minimum three years*
Office Space / Business Premises	Preferably situated in prime business location*

*Please submit documentary proof / written evidence in support of the above.

After selection, the successful applicants will have to submit a security deposit of Rs. 3.0 lacs (interest free) either by way of Demand Draft drawn in favour of “Hindustan Paper Corporation Ltd.” or confirmed BG drawn by any nationalized Bank as per HPC format with validity of 15 months. The Consignment Agent will be appointed on probation for 12 (twelve) months and his services will be terminated in the event of unsatisfactory performance.

Scope of Work :

The Consignment Agent will be wholly and solely responsible for development and retention / expansion of market in his designated location / area and will be guided and assisted by HPC officials in this matter. He will be required to work within the following guidelines :

- a) The Agent will develop new customers and collect and forward orders to HPC for execution.
- b) Adequate godown space and related infrastructure like manpower, office, storage, insurance, etc. will be maintained by the Agent for receiving, storing and delivering materials (as the material will be dispatched from mill on stock transfer basis) to the Agent for conversion to Delivery Orders for the buyers. Transit Insurance will be in the scope of HPC. He will display an appropriate HPC signboard at the godown and will operate under HPC Sales Tax Registration number.
- c) Delivery Orders will be issued by the Agent as per prescribed format of HPC on advice of HPC, and payment will be collected by Consignment Agent in his name.
- d) Material will be billed (by HPC) on Agent's customer as per HPC's list prices.
- e) In case of arrival of damaged / short material, the Agent shall not reject Consignment in part or full, but accept it in entirety. In such event, the Agent shall intimate HPC and carry out all the procedural formalities including survey and lodging of Insurance claim in co-ordination with and on behalf of HPC. Compensation will be payable to the Agent to the extent of claim settlement by the Underwriter.
- f) The Agent shall maintain proper records of stock, transactions and accounts of parties, which will be made available for inspection by HPC officials without any prior notice.
- g) The Agent will follow up and collect Sales Tax form/s as applicable and deposit the same with HPC on quarterly basis, latest by 15th of the month following the respective quarter. In case of any default, the Agent shall deposit with HPC the amount equivalent to the tax differential / exemption, which will be refunded / adjusted against future transactions after receipt of the forms. This amount will not be eligible for any interest.
- h) HPC shall not be responsible or liable for any loss suffered or perceived by the Agent arising out of delay in production / dispatch / arrival of material or non-delivery of material due to force majeure factors, viz., acts of God, floods, strikes, lockouts, war, storms, earthquakes, labour disturbances, accidents, railway restrictions, wagon / truck shortages or any other reasons which are beyond the control of HPC.
- i) In case of any litigation, the Agent shall work in close co-ordination with HPC, and extend all help out of his resources of local knowledge and contacts.
- j) The Agent will be eligible for Commission on the value of sales effected by him.
- k) Consignment Agency will be an independent scheme. However, incentives under HPC's Stockistship scheme are against different conditionalities and specified obligations, category-wise. Such incentives allowed to stockists will not be applicable to the Consignment Agent. Presently these are Trade Discount @ Rs.2000/-per MT, Quantity Discount maximum upto Rs.1900/-per MT and variable Bonus, if any. Existing stockist, in the event of getting appointed as Consignment Agent at another location, will also not be entitled to these incentives, nor will be allowed to club the quantities lifted against Consignment Agency and Stockistship, for quantity discount benefits under Stockistship Agreement.

- l) Cash Discount as applicable to stockists against advance payment will be allowed to Consignment Agents.
- m) Equalized freight, as built in to the prices and applicable zone-wise to stockists, will be allowed to Consignment Agents.
- n) The Agent shall properly store, stack and maintain materials in his own godown arrangement under appropriate insurance coverage which will be subject to HPC's approval / acceptance.
- o) The Agent will deposit 10% advance payment alongwith his indent as a security for his lifting of the paper to be produced. The balance 90% amount will be paid before dispatch.
- p) Delivery of goods shall be made by the Company either to the Agent or their authorized representative only. It will be the Agent's responsibility, on receipt of dispatch advice from the Company / on arrival of goods, to coordinate with the railway authorities, and to clear the wagons / trucks upon their arrival on the Company's behalf, at the railway station and yard in the specified area in time and to promptly complete necessary railway and other formalities within the permissible free time in order to avoid demurrage / wharfage. Any demurrage / wharfage incurred as a result of the Agent's failure / negligence shall be to the Agent's account.
- q) To unload the paper from the wagons and to transport the same to the godown at the Agent's cost forthwith.
- r) To offload the goods at the godown and to stack the same inside the godown in accordance with the Company's instructions.
- s) During the probation period of one year, all payments will be made by Demand Draft / Pay Order.
- t) HPC does not guarantee any minimum volume of sales. The Agent is expected to take initiative in this matter.
- u) Applicants are advised to take note of the present stockist network of HPC as well as the proposed locations for appointment of new stockists of HPC, especially in his zone (Refer to Annexures – IV & V).
- v) A selected Agent will be required to execute an agreement with HPC within 15 days of selection.

Blank Application Forms can be purchased from the office of DGM(Mktg.), Kolkata (5th Floor), on payment of Rs.1000/- (non-refundable) from 0930 hrs to 1730 hrs (Monday to Friday). Completed application forms addressed to DGM(Mktg.), along with an Earnest Money Deposit (EMD) of Rs. 2 Lakhs, will be accepted at HPC, Corporate Headquarters, Kolkata (5th Floor). Both the above remittances should be made by Demand Draft in favour of Hindustan Paper Corporation Limited, payable at Kolkata. The EMDs of unsuccessful applicants will be refunded without interest after completion of the selection process. The EMDs of successful applicants shall stand converted to Security Deposit. The balance Security Deposit, if any, shall be furnished by the successful applicant by way of DD / Pay Order / BG. In case the successful applicant does not enter into Agreement as mentioned in clause (v) above, his EMD shall be forfeited. HPC reserves the right to (i) relax or enhance the qualifying criteria depending on the response generated and (ii) reject / accept any or all applications without assigning any reason thereof.

Applications without EMD will be summarily rejected. Applications from firms/companies who are engaged in the manufacture of Cream Wove & Maplitho Papers will not be considered.

In the event of the number of applicants exceeding the intended number of Agencies to be appointed in a given location / area, the criteria for final selection will be as below :

- a) Lowest Commission quoted.
- b) Higher annual sales turn-over in the last three years
- c) Larger number of past/existing clients/customers with documentary evidence
- d) Experience in paper trade
- e) If already engaged / working as a Stockist of HPC

The blank application form can also be downloaded from the HPC website: www.hindpaper.in Filled up application form accompanied by the requisite Demand Draft of Rs. 1000/- (non-refundable) towards the cost of application form and requisite EMD are to be submitted at the office of DGM(Mktg.) (5th Floor) at HPC, Kolkata. The Technical Bids will be opened in the presence of applicant's representatives.

Submission of Application :

The Application will be submitted in **2-bid system** in separate envelopes superscribed **“Technical Bid”** and **“Commercial Bid”** respectively. The Technical Bid, which will be opened first and analyzed, will cover all parameters except the Commission aspect. The Commercial Bid of only those who qualify for the requisite parameters will be opened at a notified date later, in presence of applicants' representatives. The Commercial Bid, to be submitted as per enclosed format (Annexure – IV), will contain only the Commission quoted by the applicant, which will be payable on monthly basis against the invoiced value of monthly sales of materials sold during the month. Under no circumstance the expected Commission should be mentioned in the Technical Bid in which case the same will be liable for rejection. The 2 envelopes will be put in a sealed cover super-scribed **“Application for Appointment of Consignment Agent”**.

- Encl : i) Usual Product list (Annexure – I)
ii) Application Form (Annexure – II)
iii) Commercial Bid format (Annexure – III)
iv) List of present stockists (Annexure – IV) and proposed locations of new stockists. (Annexure - V)

DGM(M)

USUAL PRODUCT LIST

Creamwove Paper in GSMs from 47 to 60/above (upto 70)

Maplitho SS Paper in GSMs 58/above

Maplitho Deluxe Paper in GSMs 58/above

Computer Stationery Paper in GSMs 52/above

Computer Stationery Deluxe Paper in GSMs 58/above

Cover Paper in GSMs 75/above

Copier Paper in GSMs 75/above

**HINDUSTAN PAPER CORPORATION LTD
(A GOVT. OF INDIA ENTERPRISE)
75-C, PARK STREET, CALCUTTA-700 016**

For office use only FORM NO. REGION:
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APPLICATION FORM FOR CONSIGNMENT AGENT

**PART - A
(To be filled up by Applicant)**

LOCATION FOR WHICH AGENCY IS APPLIED FOR:

1. NAME OF FIRM:
2. FULL ADDRESS:
TELEPHONE NO.
MOBILE NO.
E-MAIL I.D.
WEBSITE (If any)
3. YEAR OF ESTABLISHMENT :.....
4. TYPE OF BUSINESS : PROPRIETORSHIP/PARTNERSHIP/ HUF /
PVT.LTD./PUBLIC LTD./ SOCIETY /
ANY OTHER (SPECIFY)
(Please attach documentary evidence)
5. NAME & RESIDENTIAL ADDRESS OF PROPRIETOR/PARTNER /
KARTA/DIRECTOR (Please indicate SC/ST Status)
 - i) NAME :
SC/ST: YES/NO. TELEPHONE NO:.....
RESIDENTIAL ADDRESS:
.....
FATHER'S /HUSBAND'S NAME OF PARTNER/DIRECTOR:
.....
 - ii) NAME:
SC/ST : YES/NO. TELEPHONE NO:
RESIDENTIAL ADDRESS:
.....
FATHER'S/HUSBAND'S NAME OF PROPRIETOR/PARTNER/
DIRECTOR

iii) NAME:
SC/ST : YES/NO: TELEPHONE NO:.....
RESIDENTIAL ADDRESS :
.....
FATHER'S /HUSBAND'S NAME OF PROPRIETOR/ PARTNER /
DIRECTOR :

vi) NAME:
SC/ST: YES/NO: TELEPHONE NO:.....
RESIDENTIAL ADDRESS :
.....
FATHER'S /HUSBAND'S NAME OF PROPRIETOR/ PARTNER /
DIRECTOR :

6. BANKER'S NAME:
BRANCH CODE
ADDRESS

(Please enclose your Banker's letter indicating financial soundness of your firm and also enclose a letter to your Banker enabling us to make any reference if deemed necessary.)

7. Trade License No.....Date Area
(Please enclose a photocopy of the same. Original should be Applicationed for verification and return).

8. Indicate your Turnover for last three years :
Year :
Gross Turnover(Rs) :
(Please attach Documentary evidence)

9. INCOME TAX :
i) Please enclose latest Income Tax Assessment Order of your firm /
Proprietor(s) / Partner(s) / Director(s)
ii) Income Tax Permanent Account Number(PAN) allotted to your firm.

10. SALES TAX REGISTRATION OF YOUR FIRM / COMPANY :

i) C.S.T. NO.

ii) L.S.T NO (in UP).....

iii) VAT No. iv) TIN No.....

(Please enclose photocopy of Sales Tax / VAT Registration Certificate of your firm/ company including TIN No. Original should be produced on demand for verification and return)

11. Do you have any financial interest in any other firm dealing in paper trade : YES/NO.
If yes, please provide following details : -

NAME & ADDRESS OF THE FIRM(S)	YOUR RELATIONSHIP WITH THE FIRM(S)/PARTNER(S)
-------------------------------	---

- i)
- ii)
- iii)

12. Please indicate following:

Nearest from business premises

Nearest from residence

- | | |
|----------------------------|-------|
| i) Post Office..... | |
| ii) Police Station | |
| iii) Railway Station | |

13. WAREHOUSE:

Please provide following details :

Do you have your own warehousing facilities : YES/NO

- a) Govt.warehouse / Pvt.Godown
- b) Owned / Hired.

If yes, indicate

- i) ADDRESS :
- ii) COVERED AREA (Sq.feet)
- iii) DATE OF OCCUPATION :

14. ORGANISATION :

Please provide names, Residential Address & Phone No(s) of the following :-

- a) PROPRIETOR(S)/PARTNER(S)/DIRECTOR(S) WHO ARE MAINLY DEALING WITH THE BUSINESS :-

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
------	---------------------	--------	-----------

- i)
- ii)
- iii)

b) MANAGER :

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
------	---------------------	--------	-----------

c) ACCOUNTANT :

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
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d) FIELD STAFF :

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
------	---------------------	--------	-----------

i)

ii)

e) ANY OTHER (SPECIFY)

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
------	---------------------	--------	-----------

15. Are you dealing with firms other than those related to paper? YES/NO
If yes, indicate

Name of the firm	Address	Product	Relation with the Stockist/ Distributor/ etc.
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i)

ii)

iii)

Please proceed to Part B if you are currently dealing in Paper or have dealt in paper in the past.

Part - B

TO BE COMPLETED ONLY IF YOU ARE DEALING IN PAPER CURRENTLY OR IF YOU HAVE DEALT IN PAPER IN THE PAST.

16. How long have you been dealing in paper?
Since ----- (Month) ----- (Year)
As a : CONSIGNMENT Agent / Dealer (strike out which is not applicable)

17. Please indicate the name and locations of Paper mills with whom you deal or have dealt with in past.

Name of Mill	Location	Your source of purchase	Indicate name of Distributor (if buying Locally)
-----	-----	-----	-----
i)			
ii)			
iii)			
iv)			
v)			

18. Are you at present a CONSIGNMENT Agent/Stockist/Distributor/Wholesaler/Dealer/Indentor of any mill : Yes/No. If yes, please indicate:
i) Name of the Mill(s)
ii) Date of commencement of business
i) Annual offtake (in MT).....

19. Indicate approximate market size of Paper in MT of your location.....MT P.A.

i) Indicate how much you can do with respect to Cream Wove / Maplitho / Copier Paper / Computer Stationary Paper (CSP)MT/A.

20. Please provide following details on the Turnover of your firm for last three years:

i) Year :
MT :
Rupees:

(Please enclose copy of your annual accounts in support of your above statement)

21. YOUR CURRENT CLASSIFICATION:

- CONSIGNMENT AGENT STOCKIST DEALER RETAILER
- CONVERTER CONSUMER STATIONER INDENTER
- WHOLESALE () ANY OTHER, kindly specify.

22. Please indicate the type of customer group you normally cater to and proportionate sales to each category :

Category -----	Kindly tick() -----	Percentage of Total Sales -----
a) Printer		
b) Publisher		
c) Converter		
d) Institution		
e) Stationer		
a) Retailer		
b) Other Dealers.		
c) Any other (Specify)		

23 (A) Do you have any internal consumption of paper ? Yes/No.
If yes, please indicate :

- a) For Printing
- b) For Converting
- c) For Publishing
- d) For Computer Stationary
- e) Any other.

(B) Please provide the following details :-

- i) No. of Printing Machines
- ii) No. of Cutting Machines
- iii) No. of Perforating Machines
- iv) No. of Binding Machines
- v) No. of Ruling Machines
- vi) No. of Stitching Machines
- vii) No. of Machines for conversion to Computer Stationary
- viii) Any other

- (C) How much tonnage of Paper goes for your internal consumption ?
- i)MT/Annum
 - ii) Main varieties
 - iii) GSM
 - iv) Reel (%)Sheet (%)
- (D) Are you registered as a Small Scale Industry? Yes/No.
If yes, please enclose certificate of registration.
- (E) Are you a member of any Trade Association ? Yes/No.
If yes, please provide details.
24. Please indicate your projected monthly offtake of HPC products.
25. (A) Additional information, if any.
- (B) In case you are not dealing in Paper, please specify reasons for your interest in paper trade now.

26. Do you have any relative employed in Hindustan Paper Corporation Ltd. including its Subsidiaries ? Yes/No
If Yes, please give details :
Name :

Designation :

Place of posting :

Commencement of employment in HPC / Subsidiary Co.

27. Compliance with Basic Parameters of Scope of Work :

PARAMETER	COMPLIANCE YES / NO / COMMENTS
Godown space will be maintained	
Insurance cover will be taken	
Damage / short material will not be rejected	
10% payment will be made with indent	
90% payment will be made before dispatch	
Security Deposit of Rs.3 lacs / BG agreed to	

28. DECLARATION :

I/ We do hereby declare that the information given above is true to the best of my/ our knowledge and belief. I/We understand that if any information furnished above is found to be false, Hindustan Paper Corporation Ltd. will have the full discretion to cancel my/ our Application for Stockistship / Stockistship Agreement without any reference to me/ us.

Signature
(SEAL)

WITNESS: 1. Name

Name (s)

Designation

Name of the Firm

Address

Address

2. Name

Designation

Address

(Annexure – III)

COMMERCIAL BID

1. Rate inclusive of all charges and applicable taxes / levies, if any, for Consignment Agency Commission, as percentage of invoiced value (payable on monthly basis) : %

2. We confirm that the quoted rate is as per your NIT terms subject to modifications, if any, agreed mutually.

(Authorized Signatory)

Seal of the firm

(Annexure – IV)

HPC STOCKIST NETWORK

Sl. No.	REGION	NAME	LOCATION	GRADE	Monthly Sales Target
1.	Northern Region	Shyam Traders	Delhi	A-1	600
2.		Mangal Enterprises	Delhi	A-1	600
3.		Aggarwal Industries	Delhi	A-1	600
4.		Lucknow Paper Distributors	Lucknow	A	200
5.		Nirmal Traders	Ghaziabad	A	200
6.		Marvel Papers Pvt. Ltd.	Jaipur	A-2	400
7.		Raj Paper Mart	Chandigarh	B	100
8.		Raghav Paper Corporation	Chandigarh	B	100
9.	N-Eastern Region	Oriental Paper Products	Guwahati	A	200
10.		National Cooperative Consumers' Federation of India Ltd.	Guwahati	A	200
11.		Hauva & Sons	Mizoram	C	50
12.		Yash Marketing (India)		A	200
13.		Bhagwan Met Pvt. Ltd.	Guwahati	A	200
14		Naranarayan Paper & Paper Products	Guwahati	A	200

Contd.....

Page-2

Sl. No.	REGION	NAME	LOCATION	GRADE	Monthly Sales Target
15.	Western Region	Prasant Paper Mart	Mumbai	A	200
16.		Parakh Paper Company	Pune	B	100
17.		Mangal Impex	Mumbai	A-2	400
18.		Rahul Traders	Ahmedabad	A	200
19.		Tirupati Papers	Ahmedabad	A	200
20.		Sardar Enterprises	Indore	B	100
21.	Southern Region	Himalaya Industries	Pondicherry	B	100
22.		Rajendra Papers	Bengaluru	A-1	600
23.		Desai Brothers	Kochi	B	100
24..		Prabhat Industries		B	100
25.		Solanki Papers	Vijaywada	C	50
26.		Sunshine Paper & Board	Hyderabad	B	100
27.	Eastern Region	Haran Chunder Banerjee & Sons	Kolkata	F	100

(Annexure – V)

HINDUSTAN PAPER CORPORATION LIMITED

Proposed List of places for appointment of New Stockists					
Region	Place	Category	Minimum monthly Off take per stockist (MT)	Serving/Nearest Depot	No. of stockist required
Northern Region	Bikaner	`G' and above	50 and above	Jaipur	1
	Jodhpur	`G' and above	50 and above	Jaipur	1
	Jammu	`G' and above	50 and above	Chandigarh	1
	Rohtak	`G' and above	50 and above	Chandigarh	1
	Srinagar	`G' and above	50 and above	Chandigarh	1
	Dehradun	`G' and above	50 and above	Lucknow	1
	Varanasi	`G' and above	50 and above	Lucknow	1
Eastern Region	Jamshedpur	`G' and above	50 and above	Kolkata	1
	Patna	`G' and above	50 and above	Patna	1
	Cuttack	`G' and above	50 and above	Kolkata	1
North-Eastern Region	Dimapur	`H' and above	30 and above	Guwahati	1
	Imphal	`H' and above	30 and above	Guwahati	1
	Shillong	`H' and above	30 and above	Guwahati	1
	Itanagar	`H' and above	30 and above	Guwahati	1
	Jorhat	`H' and above	30 and above	Guwahati	1
Western Region	Panjim	`G' and above	50 and above	Mumbai	1
	Bhopal	`G' and above	50 and above	Indore	1
	Surat	`G' and above	50 and above	Ahmedabad	1
	Jamnagar	`G' and above	50 and above	Ahmedabad	1
	Gwalior	`G' and above	50 and above	Indore	1
Southern Region	Chennai	`G' and above	50 and above	Chennai	2
	Thiruvananthapuram	`G' and above	50 and above	Kochi	1
	Tirupati	`G' and above	50 and above	Hyderabad	1
	Balgaum	`G' and above	50 and above	Bengaluru	1
	Hyderabad	`G' and above	50 and above	Hyderabad	1
	Mangalore	`G' and above	50 and above	Bengaluru	1
					27