



(A Government of Telangana Undertaking)

**TELANGANA STATE TRADE PROMOTION CORPORATION LTD.
PAPER PRODUCTS DIVISION
HYDERABAD**



**APPLICATION FOR
APPOINTMENT OF DISTRIBUTORS**

SEPTEMBER 2019

**Regd. Office: 2nd Floor, Shakkar Bhavan, 5-10-174, Fateh Maidan Road,
HYDERABAD - 500 004. Contact Nos.040-23237591/92,
E-mail:info@tstpc.org; web: www.tstpc.telangana.gov.in**



**TELANGANA STATE TRADE PROMOTION CORPORATION LIMITED
HYDERABAD**

CHAPTER-I : INTRODUCTION

1. Telangana State Trade Promotion Corporation (TSTPC) is an undertaking of Government of Telangana. TSTPC is in the business of manufacturing and sale of **GOLKONDA** brand note books, Scribbling pads, Student Diaries, Graph Books, Drawing Books etc., to all Welfare Departments and institutions of Government of Telangana and the student community in the open market. TSTPC also supplies Plain Copier Paper (Xerox / photo copier paper) to the Government of Telangana and Open Market. The Corporation also has plans to take up manufacture and supply of other paper products like File Boards, File Covers, envelopes, examination papers, cloth covers, measurement books etc.,
2. TSTPC has plans to expand its business to all the Districts in the State and also in neighbouring States, while catering to the requirement of Government of Telangana and raise its turnover to Rs.150 Crs. for the financial year 2020-21 and increase it year on year.
3. TSTPC will offer attractive discount structure to the Distributors for sale of note books, plain copier paper and paper products of the Corporation.
4. TSTPC invites Applications from the firms / Agencies / Companies / Societies / individuals dealing in sales of note books and other paper products and Fast Moving Consumer Goods for Appointment as Distributors – Area wise and District wise in all the 33 districts of State and neighbouring States.

The appointment of Distributors will be made taking in to consideration the following:

- a. District-wise,
- b. Assembly Constituency wise within the twin cities of Hyderabad and Secunderabad

CHAPTER-II: ELIGIBILITY

1. All the firms / Agencies / Companies / Societies / individuals dealing in sales of note books and other paper products and Fast Moving Consumer Goods are eligible for applying for distributorship for sale of Golkonda Brand Note books, Plain Copier Paper, and other paper products being manufactured and / or sold by the Corporation in all the areas and Districts in the State of Telangana and neighbouring states.

2. However, the Corporation will give preference to the applicants who are dealing in marketing of note books and other paper products.

CHAPTER-III: TERMS & CONDITIONS:

1. Applications can be purchased at a cost of Rs. 500/- (Rs. Five hundred only) from TSTPC office located at 2nd Floor, Shakkar Bhavan, 5-10-174, Fateh Maidan Road, HYDERABAD - 500 004 in all working days between 10.30 AM to 5.00 PM or downloaded from the website: www.tstpc.telangana.gov.in **Last Date for Submission of applications is 10.10.2019.**
2. The applications can be downloaded from the website of the Corporation should accompany a cash receipt of the Corporation or a demand draft for Rs. 500/- (Rs. Five hundred only) drawn on any nationalized or scheduled bank, favouring TSTPC Ltd. towards the cost of the application.
3. The Applicant is required to furnish all the information as required by the Corporation in this application form.
4. **Earnest Money Deposit:**
 - 4.1. An **EMD of Rs. 10,000/-** (Rs. Ten thousand only) by way of demand draft drawn in favour of TSTPC LTD., payable at Hyderabad on any **Nationalized / Scheduled Bank** should be submitted along with the Application. Applications received without EMD **will summarily be rejected.**
 - 4.2. The Applicant whose application is considered for appointment of distributor shall enter into agreement immediately within 10 working days from the date of receipt of letter appointing him/agency/Firm/company as the distributor of the Corporation, failing which the EMD will be forfeited **and the application will be cancelled.**
 - 4.3. The EMD of the applicants whose applications have NOT been considered for appointment of distributors will be returned. The EMD will not bear any interest.
5. **Validity Period:**
 - 5.1. The applications for appointment of Distributors shall remain valid for 90 days from the date of submission of applications.
 - 5.2. The Corporation will, however, shall finalize the applications for appointment of distributors as early as possible and communicate the result of finalization of distributors to the applicants.

6. Security Deposit:

- 6.1.** The successful Applicant for appointment of distributor shall enter into an agreement with the Corporation and provide a Non-Interest bearing **Security Deposit of Rs. 25,000/- (Rs. Twenty Five thousands only).**
- 6.2.** EMD of the successful Applicant will be adjusted against the Security deposit to be provided by him to the Corporation.
- 6.3.** In the event of the successful applicant, on appointment as distributors, fails comply with the terms and conditions of the agreement entered with him the security deposit with the Corporation will be forfeited.
- 6.4.** The Corporation reserves the right to accept or reject any application or to cancel the appointment of distributors itself without assigning the reasons whatsoever at any time without any liability or any obligation on its part.
- 6.5.** The Corporation has the discretion whether to strictly follow the clauses or waive any of the clauses/conditions of appointment of distributors stipulated in the application for appointment of distributors.
- 6.6.** The Corporation reserves the right to increase or decrease the number of distributors for each area / district based on its assessment of demand, sale of paper products etc.

7. CHAPTER-III: SUBMISSION OF APPLICATIONS:

- 7.1.** The applications shall be duly filled in and completed in all respects. The application should consist the information and documents as detailed hereunder:
 - a. Expected sales that would be indicated by the applicant in each distributor area.
 - b. Sales Turnover of the existing Distributors, if any.
 - c. No. of years of experience of the applicant in sale of paper products and stationary including note books and plain copier paper.
 - d. Turnover of the applicant for the last 3 years certified by a CA.
 - e. Networth of the applicant shall be 2 times of the turnover
 - f. Extent and reach of the business of the applicant
- 7.2.** The applicant has to sign on all the pages of the application including the annexures attached to the application.
- 7.3.** The application complete with the information and the documents as required in this application along with the EMD shall be submitted in a sealed cover superscribed as

“APPLICATION FOR APPOINTMENT OF DISTRIBUTOR IN _____
AREA / DISTRICT”.

- 7.4. The name of the Area / District in which the applicant desires to be appointed as distributor shall be written on the application and also on the sealed cover consisting the application and EMD.
- 7.5. The cover consisting of application and the EMD shall be placed in a separate cover super scribed as “APPLICATION FOR APPOINTMENT OF DISTRIBUTOR IN _____ AREA / DISTRICT” at the Corporation’s Registered Office situated at 5-10-174, Shakkar Bhavan, Fateh Maidan Road, Hyderabad –500 004.
- 7.6. The Applications should be submitted on or before **5.00 PM on 10.10.2019** at the Registered Office of TSTPC.
- 7.7. The applications received with incomplete information or without EMD and if found contrary to the terms and conditions stipulated in this application shall be summarily rejected.
- 7.8. Applicant may submit application for **More than One Distributorship** for area or district or districts. For each distributorship a separate application should be made following all the terms and conditions stipulated in this application.
- 7.9. The Corporation, at it’s sole discretion, may consider `appointment of an applicant who applied for more than one distributorship for one or more areas based on the assessment of the need and other factors for appointment of distributors in an area or district etc. The Corporation in such a case is not bound to give any explanation to any one on appointment of an applicant as distributor for more than one place/area/ district etc.
- 7.10. The applications with conditions i.e. conditional applications for appointment of distributorships will not be accepted.
- 7.11. The applicant shall submit the details of owners/partners etc along with the copies of registration certificates, partnership deed as the case may be.
- 7.12. The applicant should neither be a blacklisted one by any Government Department nor is any Criminal Case registered against it or its owner or partners or directors anywhere in India.
- 7.13. The applicants Partner/director/family members shall not quote for the present distributorship in the name of some other entity.

7.14. If the Applicant fails to follow the above mentioned procedure viz. Mode of submission of application, the application will be rejected and the EMD will be forfeited.

8. Confidentiality:

8.1. TSTPC will treat all information, submitted as part of Application in confidence and will require all those who have access to such material to treat the same in confidence.

8.2. TSTPC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and / or TSTPC or as may be required by law or in connection with any legal process.

8.3. Without prejudice to the rights of TSTPC, if an Applicant is found by TSTPC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the finalization of applications for distributorships, such Applicant shall not be considered for appointment as distributor and such applicant will be blacklisted for any further transaction with the corporation

9. Declaration:

9.1. It shall be deemed that by submitting the Application, the Applicant has:

- (a) Made a complete and careful examination of the application format and its terms and conditions
- (b) Received all relevant information required from the TSTPC.
- (c) Accepted the risk of inadequacy, error or mistake in the information provided in the application or furnished by or on behalf of the TSTPC relating to any of the matters referred to in Clauses above; and
- (d) agreed to be bound by the undertakings provided by it under and in terms hereof.

10. CHAPTER-IV: DISTRIBUTORS AREAS AND DISTRICTS:

10.1. The details of the Districts and proposed No. of Distributors is given here under. The jurisdiction of each Distributor is given in the annexure:

Sl. No.	Districts	Distributor Points	Areas covered
1.	Hyderabad	1. Malakpet	Yakutpura, Santosh Nagar, Saidabad, Chaderghat.
		2. Charminar	Chandrayangutta, Bahadurpura. Shalibanda
		3. Nampally	Goshamahal, Abids, Basheerbagh, Narayanguda, Begum Bazaar, Himayatnagar, Barkatpura.
		4. Karwan	Mehadipatnam, Tolichowki. Langarhouse,
		5. Musheerabad	Amberpet, RTC Road, O.U.Campus, Ashok Nagar, Kachiguda, Nimboliadda.
		6. Khairtabad	Saifabad, Panjagutta, Raj Bhavan, Ameerpet.
		7. Jubilee Hills	Madhapur, Ayyappa Society, Kondapur, Banjara Hills, Gachibowli.
		8. Sanathnagar	S R Nagar, Erragadda, Kukatpally, Miyapur.
		9. Secunderabad	Begumpet, MG Road, R P Road, Jubilee Bus Depot, Monda Market.
		10. Secunderabad – Cantonment.	Tirumalghiry, Bollaram, East & West Maredpally, Karkhana.
2.	Rangareddy	1. Ibrahimpatnam	Hyathnagar, Abdullahpurmet, Ibrahimpatnam, Yacharam, Madgul, Manchal
		2. Rajendra Nagar	Sherilingampally, Rajendranagar, Gandipet, Shamshabad,
		3. Shadnagar	Nandigama, Kottur, Farooqnagar, Keshampet, Kondurg, Choudegudem
		4. Kandukur	Sarooranagar, Balapur, Maheswaram. Kandukur, Kadtal, Amangal, Talakondapally
		5. Chevella.	Chevella, Shankarpally, Moinabad, Shabad,
3.	Medchal	1. Malkajgiri	Balanagar, Qutballapur, Bachupally, Dindigal, Malkajgiri
		2. Keesara	Alwal, Shameerpet, Keesara, Kapra, Ghatkesar, Medipally, Uppal, Medchal
4.	Yadadri Bhuvanagiri	1. Bhongir	Alair, Motakonduru, Rajapeta, Mothur, Thurkapally, Yadagirigutta, bhongir, bibinagar, bommala Ramaram, Athmaku, Addaguduru
		2. Choutuppal	B.Pochampally, Ramannapet, Valigonda, Choutuppal, Narayanpur
5.	Jangaon	Jangoan	Jangoan, Lingala Ghanpur, Bachannapet, Devaruppula, Narmetta, Tharigoppula, Ragunathpally, Gundala, Ghanpur (Stn), Chilpur, Zaffergadh, Palakurthy, Kodakandla

6.	Nalgonda	1. Nalgonda	All the Mandals from Nalgond Mandal towards Medak, Raanga reddy and District Boundries
		2. Miryalaguda	All the Mandals touching boundries of Khammam, Mahaboobnagar and A.P.
7.	Nagarkurnool	Nagarkurnool	Entire District.
8.	Wanaparth	Wanaparth	Entire District
9.	Jogulamba Gadwal	Jogulamba Gadwal	Entire District.
10.	Mahabubnagar	Mahabubnagar	Entire District.
11.	Vikarabad	1. Vikarabad	All Mandals
		2. Tandur	All Mandals
12.	Sangareddy	Sangareddy	Entire District.
13.	Medak	Medak	Entire District.
14.	Siddipet	Siddipet	Entire District.
15.	Suryapet	Suryapet	All Mandals of Suryapet and Kodad
16.	Kamareddy	Kamareddy	Entire District.
17.	Rajanna Sirsilla	Rajanna Sirsilla	Entire District.
18.	Karimnagar	Karimnagar	All Mandals of Karimnagar
		Huzurabad	All Mandals of Huzurabad
19.	Warangal(U)	Warangal(U)	All Mandals except Warangal & Khila Warangal.
20.	Warangal(R)	Warangal(R)	All Mandals and Warangal, Khila Warangal.
21.	Mahabubabad	Mahabubabad	Entire District
22.	Khammam	Khammam	Entire District
23.	Nizamabad	Nizamabad	Entire District
24.	Jagityal	Jagityal	Entire District
25.	Nirmal	Nirmal	Entire District
26.	Adilabad	Adilabad	Entire District
27.	Kumaram Bheem Asifabad	Kumaram Bheem Asifabad	Entire District
28.	Mancherial	Mancherial	Entire District
29.	Peddapalli	Peddapalli	Entire District
30.	Jayashankar Bhupalpally	Jayashankar Bhupalpally	Entire District
31.	Bhadradi Kothagudem	Bhadradi Kothagudem	Entire District
32.	Narayanpet	Narayanpet	Entire District
33.	Mulugu	Mulugu	Entire District
	TOTAL		

10.2. Though, the no. of Distributors tentatively proposed at 53, based on the demand and assessment of the need for Distributorships in the Districts, the no. of distributorship may be increased or decreased.

10.3. The Corporation reserves the right to change or modify the areas of distributors, appoint more than one distributor or reduce the no. of distributors in any area or reallocate certain areas to any of the distributors or remove the distributorship of any district or area itself.

11. Selection and Appointment of Distributors:

11.1. Selection and appointment of Distributors shall be based on the following factors:

- a. Expected sales that would be indicated by the applicant in each distributor area.
- b. Sales Turnover of the existing Distributors, if any.
- c. No. of years of experience of the applicant in sale paper products and stationary including note books and plain copier paper.
- d. Turnover of the applicant for the last 3 years certified by a CA.
- e. Networth of the applicant shall be 2 times of the turnover
- f. Extent and reach of the business of the applicant
- g. Registration certificates (copies) of the applicant's firm/company/agency etc.,
- h. The appointment of existing Distributors shall be considered as per terms and conditions of the Distributorship and preference will be given for their sales performance during the previous years.
- i. The other things being equal the applicant for Distributorship who offers highest turnover will be selected.

11.2. A Distributor selected shall be :

- a. Distributor for all the Paper products of the Corporation.
- b. appointed for specific area
- c. appointed for a specific period – one year which can be renewed every year at the discretion of the Corporation.
- d. conducting his sales in that specified sales area only so that there shall not be any cross sales by distributors in other's areas
- e. abiding by the terms and conditions of the distributorship.
- f. having sufficient Sub-dealers / Retail sales agents
- g. achieving the targets fixed-product wise by the Corporation in consultation with the Distributor.

11.3. The performance of the Distributor will be reviewed by the Corporation every 6 months and appropriate action on continuance or otherwise will be initiated.

11.4. The selection and appointment of the distributors shall be at the sole discretion of the Corporation. The Corporation is not bound to give any kind of explanation or information on the selection process to any one of the applicant.

11.5. In case of any ambiguity or dispute or disagreement in respect of selection process or selection and appointment of distributors for any area or district, the decision of the Joint Managing Director is final and binding on the parties to the dispute.

12. The legal jurisdiction for any matter relating to the selection process, selection or appointment of distributors shall be the courts in Hyderabad.



TELANGANA STATE TRADE PROMOTION CORPORATION LTD.
(A Government of Telangana Undertaking)
HYDERABAD

APPLICATION FOR APPOINTMENT OF DISTRIBUTOR FOR AREA / DISTRICT _____ . (Please specify the area/District)

Details of Applicant:

- (i) Name of Applicant with complete address (firm / Agency / Company / Society / individual)
.....
.....
 - (ii) Authorized person Designation
 - (iii) Contact Number (Off)..... Mobile.....
 - (iv) E-mail ID
 - (v) Registration Details (Registration number, location etc)
.....
 - (vi) PAN Number :
 - (vii) GST Registration Number:.....
 - (viii) Expected sale in the given area / District applied for distributorship:
 - 1. Golkonda brand Note Books Rs. in Lakhs : Rs.
 - 2. Golkonda Plain Copier Paper Rs. in Lakhs : Rs.
- TOTAL :Rs.
- Rs. in words:

Place:

Date:

No. of Enclosures:

Signature with Office Seal,
Designation and Stamp

DECLARATION - CUM - UNDERTAKING

This is to declare that I/we shall abide by all the Terms & Conditions and other stipulations made in the application for appointment of distributors by the Corporation.

I/we undertake to produce Originals of any of the attachments enclosed with this application at the time of agreement. I/we am aware that in the event I/we fail to produce the Originals or if my application is not in accordance with the conditions and stipulations mentioned it will be rejected and my/our EMD will be forfeited.

I/we,..... hereby certify that the information furnished in the relevant columns of the tender document is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify my/our tender and I/we agree to the penalties imposed by the Corporation.

Signature of the Applicant:

(Name and Address in block letters):

OFFICE SEAL

Place:

Date: