

**Terms and conditions for allotment of Haryana Khadi and Village Industries Board Agencies for sale of Khadi and Village Industries products**

The units of Haryana Khadi and Village Industries are producing a vast range of products which will be marketed by Haryana Khadi and Village Industries Board under **HARKHADI** brand. The detailed list of products is attached herewith for ready reference. Some of these products such as Honey, Pickle (Achar), Muraba, all types of spices (masala), Aloe vera juice are being processed under hygienic condition and meet all the required standards prescribed by the regulatory authorities viz **FSSAI**. All Khadi Products are competitively priced. Haryana Khadi and Village Industries Board intends to provide these products to the public directly at discounted prices by opening new agencies (herein after called as HKVIB agencies) in all cities/towns of Haryana. Agency for operating the Khadi products will be allotted to the individuals for which the applications are being invited. The detail procedure and terms & conditions for allotment of the Agency are given as under:

1. Applications are invited for allotment of HKVIB agencies in all cities of Haryana. The allotment will be terminated by giving one month notice if anything is found violating the terms & conditions of the Haryana Khadi and Village Industries Board (henceforth called as HKVIB) and security amount lying with the Board will be forfeited.
2. Any resident of Haryana not less than 18 years and not more than 60 years age having shop of his own or can take it on rent will be eligible to apply for this Agency. The applicant shall attach copy of the following documents as resident proof:-
  - a) Election ID card with present address
  - b) Aadhaar Card
  - c) Phone bill with current address
  - d) Gas Connection
  - e) Bank Passbook
  - f) Rental agreement if shop is rented.
3. The applications for allotment of Agency on prescribed Performa will be received in the Head Office of Haryana Khadi and Village Industries Board, Panchkula. The applicant should select the city where he wants to open shop and submit the application to Head Quarter, Panchkula.

4. Application form duly filled in neatly & clearly alongwith earnest money amounting to Rs. 1.00 lakh (Rs. One Lakh Only) must reach Head Quarter, Panchkula of Haryana Khadi and Village Industries Board. Application received without earnest money will be out rightly rejected.
5. The applications will be scrutinized and list of eligible applicants will be finalized after proper scrutinizing the site of the shop by a team/ Committee from Head office of HKVIB consisting of three members headed by Secretary, HKVIB.
6. In case of any applicant find any difficulty/ problem in submitting the application, he may contact at telephone no. ----- on any working from 9.00 AM to 5.00 PM and/ or submit its difficulty/query through e-mail.
7. Only one application per person will be entertained.. However if his family has four members then each member can apply individually for one site.
8. No interest will be paid on amount of earnest money deposited by the applicants. EMD of Rs. 1.00 lakh will be converted into security of successful applicants and EMD of unsuccessful candidates will be refunded.
9. The interior design of the shop, sign board with logo of Haryana Khadi and Village Industries to be installed on the shop will be provided by Haryana Khadi and Village Industries Board. Agency will not write/paint anything on the walls of this shop without its consent from HKVIB.
10. On allotment of agency owner himself will apply for GST number.
11. The Agency selected to open shop will have to deposit following amount with the Haryana Khadi and Village Industries Board:-

<b>Sr. No.</b>	<b>Name/Class of the City</b>	<b>Minimum Amount to be deposited</b>
1.	Panchkula, Faridabad, Gurugram	Rs. 6 lakhs
2.	All other cities of Haryana	Rs. 4 lakhs
3.	Small Town/Village	Rs. 2 lakhs

20% of the above mentioned amount will be kept by Haryana Khadi and Village Industries Board as security and agency holder will be procure the material of balance amount from Haryana Khadi and Village Industries Board at dealer rate and in case of bachelor/Widow/Handicapped Ladies share will be 10% in spite of 20%.

12. The number of agencies to be opened by Haryana Khadi and Village Industries Board will be as under:-

Sr. No.	Name/Class of the City	No. of Agencies to be opened	Remarks
1.	Panchkula, Faridabad, Gurugram	04	Additional site will be finalized only after the recommendation of the committee headed by Secretary, HKVIB
2.	All other cities of Haryana	02	
3.	Small Town/Village	01	

It is also clarified that distance between two Shops/Agencies must not be less than 5 K.M.

13. HKVIB Agency holder will install air conditioner and music system in his shop. The outer door of the shop must be of glass and Charkha should be on display in front of the shop.
14. The agency must have a computer knowing person as all billing will be done through barcode/ scanner which will be further linked with software to be developed by Haryana Khadi and Village Industries Board and provided to agency free of cost.
15. All expenses for operating the Agency viz electricity bill, water bill, telephone bill, etc. shall be borne by the Agency. Agency shall maintain the shop in good hygienic condition and will not use plastic /polythene bags at all.
16. Delivery of Haryana Khadi and Village Industry range of products shall be made on **FOR destination** from the Head Quarter, Panchkula.
17. Local taxes and octroi etc. as applicable shall be borne by the Haryana Khadi and Village Industries Agency.
18. Haryana Khadi and Village Industries Agency shall ensure proper display of the products at the shop.
19. Products having quality/ packaging problems if any shall be replaced by Haryana Khadi and Village Industries free of charges. For this the complaint from the Haryana Khadi and Village Industries agency must be made within one week of receipt of material.
20. The stocks stored in the shop shall be insured by the Haryana Khadi and Village Industries Agency at their own expenses.
21. Haryana Khadi and Village Industries Agency shall comply any legal requirements for running the business/ shop. He will not indulge in unlawful product/ activity.

22. Haryana Khadi and Village Industries Agency will have to install sign board as prepared by HKVIB.
23. The authorized representative of Haryana Khadi and Village Industries reserves the right to inspect the shop at any time on any working day.
24. In case allotment of site to Agency is cancelled due to any reason by the concerned authority then Haryana Khadi and Village Industries Agency will not claim any damage/ loss from Haryana Khadi and Village Industries Board and allotment will be cancelled. However, if Agency is surrendered by agency holder for any reason then out of the security amount of 20% only 10% will be refunded and that too without any interest on security amount.

#### ARBITRATION:

In case of any disputes or difference which may arise between the Haryana Khadi and Village Industries Board and Haryana Khadi and Village Industries Agency with regard to the consideration, interpretation and effect of the agreement or any other part thereof, the matter shall be referred to Chief Executive, Haryana Khadi and Village Industries Board or his nominee for the adjudication of the dispute, under the Arbitration and Conciliation Act 1996, as amended up to date, whose decision shall be final and binding on both the parties. All the proceedings under the agreement or otherwise shall take place within the jurisdiction of Panchkula Court only.

(Name and Signature of the Applicant)

## **ANNEXURE-II**

### **CHECK LIST**

S.No.	Particulars	Yes/ No
1.	Whether earnest money of Rs1.00 Lakh (Rs. One Lakh only) deposited and proof attached?	
2.	Whether proof of resident of Haryana attached?	
3.	Whether the age of applicant is between 18 years to 60 years and proof attached ?	
4.	Whether signed copy of terms and conditions attached ?	
5.	Whether address of site attached and whether the area is as per terms and conditions of allotment?	

(Name and Signature of the Applicant)

**Application form for “Allotment of Haryana Khadi and Village Board Agency**

The Chief Executive  
Haryana Khadi and Village Industries Board  
Bays No. 63-66, Sector-2,  
Panchkula

**Subject: Application regarding “Allotment of Haryana Khadi and Village Board Agency”.**

Sir,

In response to Haryana Khadi and Village Board Notice No. ....dated..... for inviting the applications regarding the allotment of Haryana Khadi and Village Board Agency, I hereby submit my application as under:-

Name: \_\_\_\_\_

Father’s Name: \_\_\_\_\_

Qualification: \_\_\_\_\_

Age (As on last Date of Application): \_\_\_\_\_ years \_\_\_\_\_ months

Residential Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email ID: \_\_\_\_\_

GST No (If any) \_\_\_\_\_

PAN No. (If any) \_\_\_\_\_

Site No. \_\_\_\_\_ (in words) \_\_\_\_\_

Address of Site \_\_\_\_\_

Detail of Earnest Money: Amount ( in Rs.) \_\_\_\_\_

Name of Bank, \_\_\_\_\_

DD No. & Date, \_\_\_\_\_

I hereby certify that all the information detailed above is true. The relevant documentary proofs are attached herewith.

I hereby accept all the terms and conditions of HKVIB for allotment of Haryana Khadi and Village Board Agency. Signed copy of the same is attached herewith.

Yours faithfully,

(Signature of the applicant)