



Request for Proposal (RFP)

Allotment of counters

in Poompuhar Sales Showrooms for sale of certain handicrafts products

Tender Ref.: TNHDC/0005/M1/25-26

Volume-1

Tender Document

The Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)
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Abbreviations

Acronym	Definitions
CSC	Common Service Centre
DD	Demand Draft
EMD	Earnest Money Deposit
G.O.	Government Order
INR	Indian Rupees
LD	Liquidated Damages
PAN	Permanent Account Number
RFP	Request for Proposal
SD	Security Deposit
TNHDC	Tamil Nadu Handicrafts Development Corporation Ltd.

Definitions

For the purposes of this Tender unless the subject or context otherwise requires the following terms expressed shall mean as under.

#	Terms	Definitions
1.	Day	A day means a calendar day
2.	Month	Month means English calendar month
3.	Government	Government means the Handlooms, Handicrafts, Textiles and Khadi Department, Government of Tamil Nadu
4.	Department	Department means the Tamil Nadu Handicrafts Development Corporation Limited under the administrative control of Handlooms, Handicrafts, Textiles and Khadi Department, Government of Tamil Nadu
5.	Government Organizations	Government Organizations means Central Government, State Government, Public Sector Undertakings of Central/State Governments, Wholly owned Government Bodies
6.	Applicable Law	Applicable Law means the Laws and any other instruments having the force of Law in India as they may be issued and in force from time to time
7.	Request for Proposal (RFP)	RFP means "Request for Proposal" document for allotment of counter
8.	Bidder/ Tenderer	Bidder/ Tenderer means the party who makes a formal offer in pursuance of this Tender floated by TNHDC
9.	Partial offer	Partial offer means that the Bidder not quoting for all the price items as asked in the Price Bid and such Bids are liable for rejection.

#	Terms	Definitions
10.	Conditional offer	Conditional offer means that the Bidders specify their own terms and conditions for the quoted Price which would be non-responsive to the tender conditions and such Bids are liable for rejection.
11.	Successful Bidder or VENDOR	Successful Bidder or VENDOR can be interchangeably used and means the Bidder who has been selected for awarding the contract through the Tender process.
12.	Services	Services means the work to be performed by the VENDOR as per the Scope of Work described in the Tender
13.	Bank Guarantee	Bank Guarantee means the Bank Guarantee given by the VENDOR to TNHDC for percentage of contract value and for a period specified in this Tender document from the date of signing of the contract and renewed whenever contract is renewed.
14.	Agreement	Agreement means the agreement to be entered between TNHDC and VENDOR with all its appendices and annexure and any amendments thereto made in accordance with the provisions herein, read in conjunction with this Request for Proposal (RFP) document, and the bid response including its further revisions, associated documentation as the situation may deem necessary.
15.	Force Majeure	Force Majeure means an event that is unforeseeable, beyond the control of either party and not involving the affected party's wilful fault or negligence and materially affecting its capacity to perform its obligations.
16.	Material Breach	Material Breach means not submitting any deliverables, as mentioned in the "Deliverables" section, and not rectifying the default within the days of being notified of the default
17.	Signoff	Signoff means that formal acceptance of the milestones by TNHDC as specified in the scope of services

#	Terms	Definitions
18.	Other Terms	Other terms used in the Tender but not defined under this shall have the same meaning as assigned to such terms under the Information Technology Act, 2000 and the Companies Act, 1956, as the case may be, as amended from time to time.

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TAMIL NADU HANDICRAFTS DEVELOPMENT CORPORATION LIMITED

(A Government of Tamil Nadu Undertaking)
Head Office: 759, Anna Salai, Chennai-600002

No.TNHDC/0005/M1/25-26

E-TENDER NOTICE

Dated: 14.01.2026

Tenders are invited from Artisans / Sole Proprietorship / Firms / Trusts / NGO's / Societies for allotment of handicrafts sales counters in selected Poompuhar Sales Showrooms of the Tamil Nadu Handicrafts Development Corporation Limited (as in Annexures I, II, III and IV) for the period from 01.05.2026 to 30.04.2027.

The broad categories of handicrafts are:

1. Paintings (other than Thanjavur paintings)
2. Incense & Perfumery Products
3. Imitation Jewellery which includes stones, silver and gold-plated, wooden beads mala etc.,
4. Textiles (handcrafted sarees, handcrafted textiles, Varanasi silk sarees and Kashmir woolen shawls),
5. All Handicrafts / Jewellery & Handcrafted Textile (Except Bronze Icons, Brass lamps, Thanjavur Painting, Thanjavur Art plates)

Interested parties shall download the tender documents from the following websites between 14.01.2026 and 13.02.2026 <http://www.tntenders.gov.in> and www.poompuhar.com free of cost.

Last date & time for downloading of tender document through on-line	13.02.2026 upto 1.00 PM
Last date & time for submission of tender document through on-line	13.02.2026 upto 3.00 PM
Date & time of opening of tender document	13.02.2026 at 3.30 PM

Tender Inviting Authority

1. Preamble

1.1. *Introduction of the Corporation*

The Tamil Nadu Handicrafts Development Corporation Limited, also known as "Poompuhar," was established as a Public Limited Company on July 26, 1973. It acquired the Sales Emporia and Training-cum-Production Centres, which were functioning under the control of the Directorate of Industries and Commerce. The Corporation commenced its business from 01.08.1973

The Corporation received share capital from both the Government of Tamil Nadu and the Government of India. It is governed by a Board of Directors comprising official and non-official Directors. The Managing Director, typically a senior I.A.S. officer, oversees the company's daily operations.

Poompuhar's primary goal is to nurture artisan talent through training, enhancing product quality, and ensuring social security by marketing their products. The Corporation provides ongoing training for artisans to meet evolving consumer demands and safeguards traditional culture, ensuring the preservation of ancient art and craft forms.

1.2. *Scope of the Tender*

Poompuhar is the apex Handicrafts sector of the Government of Tamil Nadu that promotes exquisite handicrafts like Metal Sculpture, Bronze Sculpture Thanjavur Paintings, Stone Carving, Wood Carving, Mementos/Memorabilia, Jewellery, Pottery, Carpets, etc.

2. Applicability of Tamil Nadu Transparency in Tenders Act, 1998

This Tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 with The Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time (<http://www.tnpsc.gov.in/tender/tender act.pdf>).

3. Tender Schedule

Tamil Nadu Handicrafts Development Corporation (TNHDC) Limited

1.	Tender Inviting Authority, Designation, Address and Phone No.	The Managing Director, Tamil Nadu Handicrafts Development Corporation Ltd 759, Anna Salai, Chennai – 600 002 Phone : (044) 2852 1271 / 1325 / 5094
2.	a) Name and Nature of the work	<ul style="list-style-type: none"> i. Allotment of counters in Poompuhar Sales showrooms for the sale of specific handicrafts detailed in Annexures I, II, and III. ii. The corporation has established minimum sales targets for each craft in every showroom, as specified in Annexure III. iii. Tenderers must submit both technical and financial bids. iv. Only the financial bids of tenderers who qualify in the technical bid (as determined by the technical bid committee) shall be opened. v. Separate tender forms for each craft for every showroom must be submitted. <p>The tenderer or authorized signatory is required to sign all pages of the technical and financial bids. The tenderer shall upload the signed document while bids submitted as well as all pages of the tender document while uploading.</p>
	b) Details of crafts for counter allotment	<ol style="list-style-type: none"> 1. Paintings (other than Thanjavur paintings) 2. Incense & perfumery products 3. Imitation jewellery which includes stones, silver and gold-plated, wooden beads mala etc., 4. Textiles (handcrafted sarees, handcrafted textiles, Varanasi silk sarees and Kashmir woolen shawls), 5. All Indian Handicrafts / Jewellery & Handcrafted textile (Except bronze icons, brass lamps, Thanjavur painting & Thanjavur art plates)
	c) Name of the Showroom & Number of counters to be allotted	As per Annexure I, II, III and IV

	d) Tender reference	TNHDC/0005/M1/25-26
3.	a) Period of Tender	01.05.2026 to 30.04.2027
	b) Tender documents available websites	Websites www.poompuhar.com and http://www.tntenders.gov.in free of cost
4.	Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty five thousand only) EMD shall be remitted in the TNHDC Bank Account and the payment receipt of the same may be attached in the uploaded documents.
5.	Pre-bid conference	21.01.2026 at 11.30 AM (Wednesday)
6.	Last date & time for downloading the Tender documents through on-line	Upto 1.00 PM on 13.02.2026
7.	Last date & time for submission of tender document through on-line documents duly filled	Upto 3.00 PM on 13.02.2026
8.	Tender opening place	The address mentioned in (1) above
9.	Date & Time of Opening the Tender	13.02.2026 (Friday) at 3.30 PM

4. General Terms and Conditions

- (1) The Tender Form should be uploaded through online before the schedule time. The tender inviting authority will not be responsible for any delay in submission.
- (2) All disputes relating to this tender are subject to Chennai jurisdiction only.
- (3) Incomplete tender applications received through on-line will be rejected.
- (4) The TNHDC Ltd. reserves the right to accept or reject any tender without assigning any reason.
- (5) The tenderer should clearly indicate in the tender the name of the showroom where a counter is required and the craft items to be sold at each counter. Counters will be provided only for crafts mentioned in the Tender form.
- (6) The Management reserves the right to vacate the counter if any adverse observations regarding price and quality are made by an expert engaged by the Management or the Management's Experts Committee.
- (7) All items kept in the allotted counter should be transacted through the Goods Received Register of the relevant showroom, duly **barcoded** as per the procedure followed for products kept for **Sale on Approval Basis (SAB)**. The stocks of the counter parties will be held in the showroom at their own risk. The counter parties should have their own manpower at their own cost to manage the counter, and the stocks kept in the showroom premises the TNHDC shall arrange the Centralized Insurance Coverage of stock in cost value. The counter for sale should be insured by the allottees at their own expense.
- (8) The tenderer should confirm with the concern showroom Manager the allocated space for the proposed crafts in the showroom.
- (9) The tenderer applying for Poompuhar Sales Showrooms, Kolkata shall include Thanjavur painting in painting counter and allowed to sale all types of Wood

Carvings.

- (10) The counter parties should only display their products in the designated area assigned by the respective showroom Managers for sale and should not request an alternate location after the counters have been assigned.
- (11) A minimum quote has been prescribed for each tender in each craft; therefore, the offer provided should exceed the prescribed minimum quote.
- (12) The financial bid relating to minimum guarantee sales (i.e., the highest sales offered not less than the prescribed minimum quote) and the amount payable to the Corporation, as stated in serial items 3 and 5 of the 'financial bid details, should be clearly mentioned.
- (13) The successful bidder should pay a 30% upfront payment, i.e., a markup on the offered Minimum Guarantee Sales (MGS) at a fixed percentage at the time of Allotment of Counter for the year 2025-26. Up-front payment will not carry any interest and will be refunded at the time of period end.
- (14) The party who is allotted a specific counter may execute the interior works in that allotted counter area at his/her own cost, with the prior permission of the Management.
- (15) The commission at the fixed percentage will be collected on the Minimum Guarantee Sales offered or on the actual sales, **whichever** is higher, **on a monthly basis**.
- (16) Any excess deduction of commission on actual sales due to the non-achievement of monthly MGS will be adjusted in the last month of every financial year of the tender periods.
- (17) The monthly sales proceeds to the successful bidder will be paid after deducting the commission and GST, if any, in full.
- (18) If the allottee fails to meet the minimum guarantee sales as offered, the amount

owed to the Corporation will be adjusted against the upfront payment. In the case of poor sales significantly below the agreed amount, the Corporation will deduct the commission from the monthly sale proceeds.

- (19)** If a counter allottee consistently achieve less than 40% of the proportionate Minimum Guarantee Sales for the first 3 months, the allocated counter may be subject to termination. In such an instance, the Corporation will offset the outstanding Minimum Guarantee Commission against the counter's sales. Additionally, the counter allottee will forfeit the upfront deposit. The Corporation reserves the right to assign the counter space to the next highest bidder for the remaining tender period on a pro-rata basis.
- (20)** The tenderer is prohibited from closing the counter during the tender period. If a counter allottee discontinues their operations, the Corporation will collect the Minimum Guarantee Commission up to the point of discontinuation, and the upfront payment will be forfeited.
- (21)** The Goods and Services Tax (GST) collected from the product on sales will not include in the Minimum Guarantee Sales.
- (22)** The tenderer must exclusively sell handicrafts related to the specific craft item quoted and allocated in the assigned counter. Subleasing or selling alternative crafts from the counter is not permitted.
- (23)** All sales from the assigned counter must be processed through the computerized billing system of the relevant Poompuhar Sales Showroom, adhering to all Corporation regulations, including the collection of GST where applicable.
- (24)** Cash from all counter sales will be centrally collected by the Corporation through the designated Cashier at the respective Poompuhar Sales Showroom. Payments to the relevant party will be settled on a monthly basis after verification of accounts exclusively through the Head Office.

- (25) Discounts offered to customers during special campaigns, exhibitions, festival offers, etc., in the normal course of business are the responsibility of the respective counter allottee. Prior permission from the Manager is required for any special discounts beyond the normal discount.
- (26) The counter allottee is accountable for the quality and pricing of items sold through the counter. Any complaints regarding these matters should be addressed by the counter allottee. The Corporation bears no responsibility in such cases, and the counter allottee is liable for any losses or liquidated damages incurred by the Corporation.
- (27) The counter allottee must ensure that the prices of items sold in the allotted counters are competitive with market prices and do not adversely affect the Corporation's goodwill.
- (28) During thematic or festival-oriented exhibitions held within the showrooms, the Corporation reserves the right to invite craftsmen or parties dealing in relevant crafts. The counter allottee should not object to this arrangement. If necessary, the allottee may obtain an additional counter for participation in such exhibitions, with sales made during these periods counting towards the Minimum Guarantee Sales (MGS) at the agreed-upon markup percentage. Payments for sales through extra counters during exhibitions will be settled along with the normal monthly counter sales.
- (29) The counter allottee is prohibited from engaging in similar craft businesses in the city or town where the counter is allotted. If found the similar, the counter will be terminated instantly. The counter allottee must not disclose their identity to customers. Once allotted in a showroom, the counter becomes part of the showroom's activities under the Manager's control. Any attempt by the counter allottee to reveal their separate identity to customers will result in immediate termination of the counter allotment.

- (30)** The Corporation reserves the right to withdraw, cancel, or terminate counter allotments without providing a reason. In such cases, the decision of the Tamil Nadu Handicrafts Development Corporation Limited shall be final and binding on the concerned counter allottee.
- (31)** The successful tenderer is eligible for a sales counter as per norms for 12 months. The tenderer must arrange to vacate the counter fully in all aspects at the end of the period without expecting notice from the Corporation.
- (32)** The counter allottee must adhere to the rules and regulations of the Corporation. Canvassing orders with customers visiting other counters or counters dealing with different crafts is strictly prohibited.
- (33)** If the behavior of a counter allottee is unsatisfactory or if the products do not meet the expected standards in terms of quality or price, action may be initiated to terminate the counter allocation.
- (34)** Those participating in this tender may visit the respective showroom to view the proposed counter areas. The location of the proposed counter area will be determined at the discretion of TNHDC Ltd and cannot be requested by the tenderer. TNHDC has the authority to reallocate the counter set-up for administrative reasons. In the event that the allocated counter is denied by the allottee, TNHDC reserves the right to terminate the counter.
- (35)** Following the allotment of a counter, requests for area reduction, MGS revision, or counter space changes will not be entertained under any circumstances.
- (36)** During the tender period, in a specific 'Counter' of a showroom, any dislocation in counter space for a specified period due to adjustments within the selling/display area for interior decoration work or showroom relocation within the same town/city under unforeseen circumstances shall not warrant a revision of MGS or MGC for the counter allottee.

- (37)** The price and quantity of all goods will be as recorded in the computerized Goods Received Register. Goods of substandard quality are prohibited from being sold. The Manager of the showroom, in conjunction with the high-level committee, holds the authority to determine the quality and reasonableness of prices.
- (38)** The high-level committee reserves the right to conduct inspections at the counter without prior intimation.
- (39)** If the behavior of the counter parties impacts the decorum and discipline of the Corporation, the contract with the counter parties will be terminated immediately.
- (40)** Sandalwood powder, sandalwood oil, and all products with the sandalwood affix or prefix must be procured solely from a Government source, subject to the Corporation's permission.
- (41)** Gems and jewellery sold through the counters must be authenticated by a licensed Gemologist / metallurgist.
- (42)** If the tender counter allottee is not interested in selling their craft after taking the counter, they should send a formal request letter to TNHDC to relinquish the counter. Additionally, they should continue with counter sales until further instructions are provided. The allottee must adhere to instructions from the showroom manager to enhance their counter sales. The allottee or their staff should be present at the counter for sales. In case of dissatisfaction, TNHDC reserves the right to withhold payment.
- (43)** Tender counter allottees are expected to follow protocol by seeking approval from the concerned showroom manager before submitting request for monthly payments directly to the head office. It is imperative for the allottee to maintain uninterrupted sales activities and avoid cessation of sales until the payment provided from TNHDC. In the event of any identified complications by counter allottee, the tender counter may be terminated, with TNHDC retaining the right to

withhold 50% of the amount.

(44) The tender counter party who allotted counter at the respective showroom desires to vacate or not willing to continue the counter before completion of one year tender period will be barred / rejected to participate in the next year tender for said showroom.

5. Eligibility Criteria

The bidders should have the following eligibility for participating in the Tender.

The bidders should enclose documentary evidence for fulfilling the eligibility in the Technical Bid.

S. No	Eligibility Criteria	Documentary Proof to be Submitted
1.	The Bidder should be any one of the Artisans / individual / sole proprietor / firm / Trust / NGO / Society or Company	<p>Proof of Address for Artisans / individual / sole proprietor: Ration Card / Aadhar Card / Voter ID / Driving License / Bank Pass Book / Passport (Photo copy to be enclosed)</p> <p>Firms/NGO's/ Societies / Trust / Companies: Respective registration certificate issued by competent authorities (Photo copy to be enclosed).</p>
2.	The Bidder should be registered with the GST Department	GST Certificate issued by GST Department or Documentary proof confirming that GST has been applied for (Photo copies to be enclosed).
3.	The bidder should possess a Permanent Account Number under the Income Tax Act 1961.	Bidder shall furnish Permanent Account Number (PAN) and enclose photocopy of PAN card.

4.	The Bidder should furnish details of the Volume of Annual Business Turnover during the past 3 years namely 2022-23, 2023-24 and 2024-25.	Photocopies of Audited Annual Accounts for the years 2022-23, 2023-24 and 2024-25 to be enclosed.
5.	The Bidder should not have been black-listed by any of the Government Departments / PSUs	Self-declaration to the effect that the bidder is not block listed by any of the Government Departments.

6. Bid Preparation and Submission

6.1. Due Date and Time

The Tender documents are uploaded through on-line before the due date 13.02.2026 upto 3.00 PM. After due date and time the bidder not enable to upload the tender documents in the <http://www.tntenders.gov.in> website.

6.2. Earnest Money Deposit (EMD)

- An EMD amount of 25,000/- (Rupees Twenty Five Thousand only) shall be remitted in the TNHDC Bank Account for **each individual counter** and the payment receipt of the same may be attached in the uploaded documents. No other mode of payment shall be accepted.
- **For example – if the bidder participating for three counters the EMD amount Rs.75,000/- (Rs.25,000/- x 3 Nos) shall be remitted during participation of e-tender.**
- The Earnest Money Deposit of the unsuccessful Bidders shall be returned after the acceptance of the Successful Bidder. The above Earnest Money Deposit held by TNHDC till it is returned to the unsuccessful Bidders shall not earn any interest therefore.
- Earnest Money Deposit of the Successful Bidder shall be adjusted towards the upfront amount payable.

6.3. Downloading of Tender

The Technical Bid and Price Bid should be downloaded from the websites <http://www.poompuhar.com> and <http://www.tntenders.gov.in>.

6.4. Details to be Furnished and Mode of Submission

- The tender should be filled by the Tenderer in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the tender, the English translation shall govern.
- No overwriting, erasing or corrections are permitted in the filled-up Tender.
- The Bidder should enclose the turnover and Audited Financial Statements for

past 3 years signed and authenticated by Chartered Accountant of the bidder company in original along with the Tender Form.

- The Technical Bid should be uploaded with the name of showroom and name of the craft.
- The Price bid shall be quoted in the **“Financial Bid” with the name of showroom and name of the craft.**
- The Financial Bid will be opened only if the Technical Bid is qualified.

7. Tender Opening and Evaluation

7.1. *Tender Opening*

The tenders submitted up to 3.00 PM on 13.02.2026 shall be opened at 3.30 PM on the same day by the Tender Opening Committee at Tamil Nadu Handicrafts Development Corporation, 759 Anna Salai, Chennai – 600 002 in the presence of Bidders or their representatives. Representatives who are attending the opening of the tenders should bring a letter of authority from the tendering firms which they represent, to identify their bona fides.

7.2. *Initial Scrutiny*

Initial bid scrutiny shall be held and those Tenders shall be treated as non-responsive which:

- are not submitted as specified in the Tender.
- are received without the Letter of Authorization.
- are with incomplete information, subjective, conditional offers and partial offers.
- are submitted without enclosures/attachments that prove the Bidder's relevant experience as per the Eligibility Criteria and Evaluation Criteria.
- are submitted without audited financial statements.
- are found to be non-compliant with any of the clauses stipulated in the Tender.

All responsive Bids shall be considered for further processing.

7.3. *Tender Evaluation*

TNHDC shall prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids shall be considered for further evaluation. The decision of TNHDC shall be final in this regard.

7.3.1 *Part 1: Technical Bid Evaluation*

- a) Only the Bidders who have remitted the required EMD would be eligible for further processing.
- b) Only the Bidders who have complied with the Eligibility Criteria would be eligible for further processing.
- c) Only the Technically Qualified Bidders shall be eligible for further processing.
- d) The decision of TNHDC will be the final in this regard.

7.3.2 *Part 2: Price Bid Evaluation*

- a) The Price Bids of the Technically Qualified Bidders alone shall be informed on the same date and time in the presence of the technically qualified bidders.
- b) The Price Bid would include all expenses towards this assignment.
- c) All the taxes and duties indicated in the Price Bid shall be taken for the Price Bid Evaluation as per the Tamil Nadu Transparency in Tender Rules 2000 with amendments.
- d) The Bidder who has offered the highest price shall be called H1 Bidder and the H1 Bidder alone shall be called for further negotiations.
- e) There is no obligation on the part of TNHDC to communicate with rejected Bidders.

7.4. *Negotiations*

Negotiations shall be conducted with the H1 Bidder in the best interests of the Corporation.



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Volume-2

Technical Document

The Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)
759 Anna Salai, Chennai – 600 002
Phone: (044) 2852 1271/1325/5094
Fax: (044) 2852 4231
Email: tamilnaduhandicrafts@yahoo.co.in

8. Technical Bid Form

1.	<p>Name & address of the tenderer (in Block letters including telephone numbers)</p> <p>Artisans / Sole Proprietors shall enclose photo copies of any of the following items</p> <p>Proof of address (Ration Card/ Aadhar Card / Voter ID / Driving License / Bank Pass Book / Passport).</p> <p>Firms / NGO's / Societies / Trusts shall enclose photo copies of the respective registration certificates issued by the competent authorities.</p>	
2.	<p>Whether the tenderer is a manufacturer of the items for which counter is requested. If so address of the manufacturing unit.</p> <p>Manufacturer shall enclose GST certificate issued by the GST department</p>	
3.	If not manufacturer, whether the tenderer is a wholesale dealer or a retail dealer.	
4.	Address of the wholesale / retail sales outlet the wholesale / retail sales dealer shall enclose proof of address	
5.	<p>Whether it is a partnership firm or proprietary concern</p> <p>a) If partnership firm, give name & address of the partners (enclose proof of address)</p> <p>b) If proprietary concern, give name & address of the proprietor (enclose proof of address)</p>	
6.	Volume of Annual business turnover of the tenderer in the sale outlet (enclose photo copies of Audited annual accounts for the years 2022-2023, 2023-24 and 2024-25 as certified by the Chartered Accountants and filed with Income tax and Sales tax authorities).	

7.	a) Whether the tenderer has a counter in any other handicrafts showroom for sale of similar products OR b) A sales outlet in the city or town where counter space is requested. c) If so details thereof	
8.	PAN number (enclose photo copy of PAN Card).	
9.	Whether the tenderer is registered dealer, if so the GST registration number.	
10.	Whether the tenderer already had a counter at any Poompuhar Showroom, in previous years, if so specify, name of the showroom, craft, MGS (Minimum Guarantee Sales) & MGC (Minimum Guarantee Commission).	
11.	A self declaration for non block listing by any State Government/Government of India PSU/Co-operative Societies.	
12.	Rs.25,000/- (Rupees Twenty five thousand only) EMD shall be remitted in the TNHDC Bank Account and the payment receipt of the same may be attached in the uploaded documents.	

Signature of the Tenderer

Request for Proposal (RFP)

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Volume-3

Financial Bid Form/ Annexures

The Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)
759 Anna Salai, Chennai – 600 002
Phone: (044) 2852 1271/1325/5094
Fax: (044) 2852 4231
Email: tamilnaduhandicrafts@yahoo.co.in

9. Financial Bid Form (Shall be uploaded as per the format through e-tender)

The bidder who quotes the highest Minimum Guarantee Sales than the Minimum Upset Sales fixed by the Corporation as prescribed in Annexure – IV shall be declared as a successful bidder.

1	Name of the Showroom proposed		Poompuhar Sales Showroom at	
2	Craft proposed by the Tenderer for sale			
3	Annual Minimum Guarantee Sales quoted by the Tenderer (<i>in words & figures</i>)			
	Year	Rupees in figures	Rupees in words	
	2026-2027			
4	Percentage of Commission fixed (exclusive of taxes)	Name of the Craft		%
		1. Painting other than Thanjavur Paintings		25%
		2. Incense & perfumery products		20%
		3. Imitation Jewellery which includes stones, silver and gold-plated, wooden, etc.,		30%
		4. Textiles (handcrafted sarees, handcrafted textiles, Varanasi silk sarees and Kashmir woolen shawls		25%
		5. All Indian Handicrafts / Jewellery & Handcrafted Textile (Except Bronze Icons, Brass lamps, Thanjavur Painting, Thanjavur Art plates & Sandal Wood)		30%
5	Annual Minimum Guarantee Commission payable to Poompuhar based on serial items (3&4) as above.			
	Year	Percentage	Rupees in figure	Rupees in words
	2026-27			

a. I/We undertake to agree to the above MGS, MGC, Selection of Craft and Rate of Commission etc.

b. I/We agree to remit up-front payment @ 30% on annual Minimum Guarantee Commission at the time of allotment of counter.

Name in Block Letters:

**Signature of Tenderer/Authorised Signatory
with Date**

Address for Correspondence:

Mobile Number:

Email ID:

10. Allotment of Counters

10.1. Acceptance of Tender and Withdrawals

The right of final acceptance of the tender is entirely vested with, The Managing Director, Tamil Nadu Handicrafts Development Corporation Ltd (Poompuhar) who reserves the right to accept or reject any or all of the Tenders in full or in parts without assigning any reason whatsoever.

There is no obligation on the part of TNHDC to communicate with rejected Bidders. After acceptance of the Tender by TNHDC, the Bidder would have no right to withdraw his/her tender or claim a higher price. Tenders with incomplete information are liable for rejection.

10.2. Issue of Allotment Order

After successful completion of the negotiations, an Allotment Order shall be issued to the successful Bidder by TNHDC.

10.3. Upfront Payment

1) The successful bidder should pay a 30% upfront payment, i.e., a markup on the offered Minimum Guarantee Sales (MGS) at a fixed percentage at the time of Allotment of Counter for the year 2026-27. Up-front payment will not carry any interest and will be refunded at the time of counter period end.

10.4. Agreement

- a) The expenses incidental to the execution of the agreement shall be borne by the successful Bidder.
- b) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions shall entail termination of the contract without prejudice to the rights of TNHDC. TNHDC also have the right to recover any consequential losses from the successful Bidder.

10.5. Forfeiture of EMD

- a) If the successful Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, the EMD shall not be refunded without any notice.
- b) If the Successful Bidder fails to remit the upfront amount within the said period, the EMD remitted by him shall not be refunded and the tender shall be held void.

10.6. Assigning of Tender in Whole or in Part

The successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body or corporate. The Bidder should not under-let or sublet to any person(s) or body or corporate for the execution of the contract or any part thereof without the written consent of TNHDC.

10.7. Arbitration Clause

In case of any dispute, the matter shall be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Chennai only and the Courts at Chennai only shall have jurisdiction in relation thereto.

11. Declaration

I/We declare that the information furnished in the Tender is true to the best of our/my knowledge. If any false/fictitious information is found to be furnished in the Tender, I/We agree to the rejection of Bids and consequential actions.

12.1 ANNEXURE – I : COUNTER PROPOSED						
Sl. No.	Name of the Showroom	Gemstones, silver jewellery and gold plated Jewellery	Textiles (handcrafted sarees, handcrafted textiles, Varanasi silk sarees and Kashmir woolen shawls)	Incense & Perfumery products	Paintings other than Thanjavur paintings	Total
1	Chennai	1 (50 sq.ft)		1 (50 sq.ft)	1 (100 sq.ft)	3
2	Chennai (Egmore Musuem)				1 (50 sq.ft)	1
3	New Delhi	1 (50 sq.ft)		1 (50 sq.ft)		2
4	Kolkata	1 (50 sq.ft)		1 (50 sq.ft)	1 (50 sq.ft)	3
5	Coimbatore	1 (100 sq.ft)	1 (100 sq.ft)	1 (50 sq.ft)	1 (100 sq.ft)	4
6	Salem	1 (50 sq.ft)		1 (50 sq.ft)		2
7	Erode	1 (100 sq.ft)		1 (50 sq.ft)		2
8	Trichy	1 (100 sq.ft)		1 (50 sq.ft)	1 (100 sq.ft)	3
9	Thanjavur	1 (100 sq.ft)	1 (100 sq.ft)	1 (50 sq.ft)	1 (100 sq.ft)	4
10	Madurai	1 (100 sq.ft)		1 (50 sq.ft)	1 (100 sq.ft)	3
11	Kanyakumari	1 (100 sq.ft)		1 (50 sq.ft)		2
12	Tirunelveli	1 (100 sq.ft)		1 (50 sq.ft)	1 (50 sq.ft)	3
13	Cuddalore	1 (100 sq.ft)		1 (50 sq.ft)	1 (50 sq.ft)	3
	Total	12	2	12	8	35

12.2. Annexure – II: Addresses of Regd. Office & Poompuhar Sales Showrooms

Registered Office, The Tamil Nadu Handicrafts Development Corporation Limited, 759, Anna Salai, Chennai – 600 002. Ph : 28521271 / 28521798			
Showrooms			
1	Poompuhar Sales Showroom, 108, Anna Salai, Chennai – 600 002. Tel : 28520624 / 28550157	8	Poompuhar Sales Showroom, Railway Station Road, Thanjavur – 613 001 Tel:04362 – 230060
2	Poompuhar Sales Showroom, C-1, State Emporia Complex, Baba Kharak Singh Marg, New Delhi – 110 001. Tel : 011 – 23363913	9	Poompuhar Sales Showroom, Mangammal Chatram Buildings, (Opp. Railway Junction) 12, West Veli Street, Madurai- 625 001 Tel:0452 – 2340517
3	Poompuhar Sales Showroom, Shop No.21 & 22 First Floor, C.I.T Shopping Complex, 2, Gariahat Road, Kolkata – 700 068 Tel:033 – 24237028	10	Poompuhar Sales Showroom, Kalaimagal Illam, Sannathi Street, Kanyakumari – 629 702 Tel:04652 – 246040
4	Poompuhar Sales Showroom, 1239, Big Bazaar Street Coimbatore – 641 001 Tel: 0422-2391055	11	Poompuhar Sales Showroom, No.137, S.N. High Road, Tirunelveli Junction Tirunelveli – 627 001.
5	Poompuhar Sales Showroom, Anna Pattu Maligai Near Valluvar Statue Salem – 636 001 Tel:0427 – 2414994	12	Poompuhar Sales Showroom, No. 123, New Lawrence Road, Subaraya Chetty Street, Cuddalore – 607 002.
6	Poompuhar Sales Showroom, No.1154, Mettur Road, Erode – 638 001 Tel:0424 – 2254885	13	Poompuhar Sales Outlet, Egmore Museum, Pantheon Road, Egmore, Chennai - 600 008.
7	Poompuhar Sales Showroom West Boulevard Road, Singarathope, Trichy – 620 008 Tel:0431 – 2704895		

12.3. Annexure – III: Terms and Conditions

Terms and Conditions for allotment of counter in Poompuhar Sales Showrooms while signing agreement:

- 1) The tenderer should clearly indicate in the tender the name of the showroom where a counter is required and the craft items to be sold at each counter. Counters will be provided only for crafts mentioned in the Tender form.
- 2) The Management reserves the right to vacate the counter if any adverse observations regarding price and quality are made by an expert engaged by the Management or the Management's Experts Committee.
- 3) All items kept in the allotted counter should be transacted through the Goods Received Register of the relevant showroom, duly **barcoded** as per the procedure followed for products kept for **Sale on Approval Basis (SAB)**. The stocks of the counter parties will be held in the showroom at their own risk. The counter parties should have their own manpower at their own cost to manage the counter, and the stocks kept in the showroom premises, the TNHDC shall arrange the Centralized Insurance Coverage of stock value counter for sale should be insured by the allottees at their own expense.
- 4) The tenderer should confirm with the concern showroom Manager the allocated space for the proposed crafts in the showroom.
- 5) The counter parties should only display their products in the designated area assigned by the respective showroom Managers for sale and should not request an alternate location after the counters have been assigned.
- 6) A minimum quote has been prescribed for each tender in each craft; therefore, the offer provided should exceed the prescribed minimum quote.
- 7) The financial bid relating to minimum guarantee sales (i.e., the highest sales offered not less than the prescribed minimum quote) and the amount payable to

the Corporation, as stated in serial items 3 and 5 of the 'financial bid details, should be clearly mentioned.

- 8) The successful bidder should pay a 30% upfront payment, i.e., a markup on the offered Minimum Guarantee Sales (MGS) at a fixed percentage at the time of Allotment of Counter for the year 2026-27. Up-front payment will not carry any interest and will be refunded at the time of period end.
- 9) The party who is allotted a specific counter may execute the interior works in that allotted counter area at his/her own cost, with the prior permission of the Management.
- 10) The commission at the fixed percentage will be collected on the Minimum Guarantee Sales offered or on the actual sales, **whichever** is higher, **on a monthly basis**.
- 11) Any excess deduction of commission on actual sales due to the non-achievement of monthly MGS will be adjusted in the last month of every financial year of the tender periods.
- 12) The monthly sales proceeds to the successful bidder will be paid after deducting the commission and GST, if any, in full.
- 13) If the allottee fails to meet the minimum guarantee sales as offered, the amount owed to the Corporation will be adjusted against the upfront payment. In the case of poor sales significantly below the agreed amount, the Corporation will deduct the commission from the monthly sale proceeds.
- 14) If a counter allottee consistently achieve less than 40% of the proportionate Minimum Guarantee Sales for the first 3 months, the allocated counter may be subject to termination. In such an instance, the Corporation will offset the outstanding Minimum Guarantee Commission against the counter's sales. Additionally, the counter allottee will forfeit the upfront deposit. The Corporation

reserves the right to assign the counter space to the next highest bidder for the remaining tender period on a pro-rata basis.

- 15) The Goods and Services Tax (GST) collected from the product on sales will not include in the Minimum Guarantee Sales.
- 16) The tenderer must exclusively sell handicrafts related to the specific craft item quoted and allocated in the assigned counter. Subleasing or selling alternative crafts from the counter is not permitted.
- 17) All sales from the assigned counter must be processed through the computerized billing system of the relevant Poompuhar Sales Showroom, adhering to all Corporation regulations, including the collection of GST where applicable.
- 18) Cash from all counter sales will be centrally collected by the Corporation through the designated Cashier at the respective Poompuhar Sales Showroom. Payments to the relevant party will be settled on a monthly basis after verification of accounts exclusively through the Head Office.
- 19) Discounts offered to customers during special campaigns, exhibitions, festival offers, etc., in the normal course of business are the responsibility of the respective counter allottee. Prior permission from the Manager is required for any special discounts beyond the normal discount.
- 20) The counter allottee is accountable for the quality and pricing of items sold through the counter. Any complaints regarding these matters should be addressed by the counter allottee. The Corporation bears no responsibility in such cases, and the counter allottee is liable for any losses or liquidated damages incurred by the Corporation.
- 21) The counter allottee must ensure that the prices of items sold in the allotted counters are competitive with market prices and do not adversely affect the Corporation's goodwill.

- 22) During thematic or festival-oriented exhibitions held within the showrooms, the Corporation reserves the right to invite craftsmen or parties dealing in relevant crafts. The counter allottee should not object to this arrangement. If necessary, the allottee may obtain an additional counter for participation in such exhibitions, with sales made during these periods counting towards the Minimum Guarantee Sales (MGS) at the agreed-upon markup percentage. Payments for sales through extra counters during exhibitions will be settled along with the normal monthly counter sales.
- 23) The counter allottee is prohibited from engaging in similar craft businesses in the city or town where the counter is allotted. If found the similar, the counter will be terminated instantly. The counter allottee must not disclose their identity to customers. Once allotted in a showroom, the counter becomes part of the showroom's activities under the Manager's control. Any attempt by the counter allottee to reveal their separate identity to customers will result in immediate termination of the counter allotment.
- 24) The Corporation reserves the right to withdraw, cancel, or terminate counter allotments without providing a reason. In such cases, the decision of the Tamil Nadu Handicrafts Development Corporation Limited shall be final and binding on the concerned counter allottee.
- 25) The successful tenderer is eligible for a sales counter as per norms for 12 months. i.e. from 01.05.2026 to 30.04.2027 with escalation in MGS. The tenderer must arrange to vacate the counter fully in all aspects at the end of the period without expecting notice from the Corporation.
- 26) The counter allottee must adhere to the rules and regulations of the Corporation. Canvassing orders with customers visiting other counters or counters dealing with different crafts is strictly prohibited.
- 27) If the behavior of a counter allottee is unsatisfactory or if the products do not

meet the expected standards in terms of quality or price, action may be initiated to terminate the counter allocation.

- 28) Those participating in this tender may visit the respective showroom to view the proposed counter areas. The location of the proposed counter area will be determined at the discretion of TNHDC Ltd and cannot be requested by the tenderer. TNHDC has the authority to reallocate the counter set-up for administrative reasons. In the event that the allocated counter is denied by the allottee, TNHDC reserves the right to terminate the counter.
- 29) Following the allotment of a counter, requests for area reduction, MGS revision, or counter space changes will not be entertained under any circumstances.
- 30) During the tender period, in a specific 'Counter' of a showroom, any dislocation in counter space for a specified period due to adjustments within the selling/display area for interior decoration work or showroom relocation within the same town/city under unforeseen circumstances shall not warrant a revision of MGS or MGC for the counter allottee.
- 31) The price and quantity of all goods will be as recorded in the computerized Goods Received Register. Goods of substandard quality are prohibited from being sold. The Manager of the showroom, in conjunction with the high-level committee, holds the authority to determine the quality and reasonableness of prices.
- 32) The high-level committee reserves the right to conduct inspections at the counter without prior intimation.
- 33) If the behavior of the counter parties impacts the decorum and discipline of the Corporation, the contract with the counter parties will be terminated immediately.
- 34) Sandalwood powder, sandalwood oil, and all products with the sandalwood affix or prefix must be procured solely from a Government source, subject to the

Corporation's permission

- 35) Gems and jewellery sold through the counters must be authenticated by a licensed Gemologist / metallurgist.
- 36) The tenderer is prohibited from closing the counter during the tender period. If a counter allottee discontinues their operations, the Corporation will collect the Minimum Guarantee Commission up to the point of discontinuation, and the upfront payment will be forfeited.
- 37) If the tender counter allottee is not interested in selling their craft after taking the counter, they should send a formal request letter to TNHDC to relinquish the counter. Additionally, they should continue with counter sales until further instructions are provided.
- 38) It is imperative for the allottee to maintain uninterrupted sales activities and avoid cessation of sales until the payment provided from TNHDC. In the event of any identified complications by counter allottee, the tender counter may be terminated, with TNHDC retaining the right to withhold 50% of the amount.
- 39) The tender counter party who allotted counter at the respective showroom desires to vacate or not willing to continue the counter before completion of one year tender period will be barred / rejected to participate in the next year tender for said showrooms

Terms & Conditions for allotment of counter in showroom are accepted.

Signature of the Tenderer

Annexure – IV

COUNTER PROPOSED WITH AREA & MINIMUM UPSET PRICE FOR EACH CRAFT FOR THE PERIOD FROM 01.05.2026 TO 30.04.2027

Sl. No.	Name of the Showroom	Gemstones, silver jewellery and gold plated jewellery		Textiles (handcrafted sarees, handcrafted textiles, Varanasi silk sarees and Kashmir woolen shawls		Incense & Perfumery products		Paintings other than Thanjavur paintings		All Indian Handicrafts crafts (Except Bronze, Brass Lamps, Thanjavur Painting & Thanjavur Artplates		Total	
		Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)	Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)	Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)	Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)	Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)	Area for allotment (in sq.ft.)	Minimum Upset Price (Rs. in lakhs)
1	Chennai	50	75	0	0	50	40	100	100	0	0	200	215
2	Ch.(Egmore)	0	0	0	0	0	0	0	0	50	6	50	6
3	New Delhi	50	20	0	0	50	12	0	0	0	0	100	32
4	Kolkata	50	20	0	0	50	10	100	20	0	0	200	50
5	Coimbatore	100	65	100	25	50	15	100	18	0	0	350	123
6	Salem	50	35	0	0	50	10	0	0	0	0	100	45
7	Erode	100	45	0	0	50	15	0	0	0	0	150	60
8	Trichy	100	55	0	0	50	20	100	35	0	0	250	110
9	Thanjavur	100	40	100	20	50	15	100	35	0	0	350	110
10	Madurai	100	15	0	0	50	5	100	12	0	0	250	32
11	Kanyakumari	100	20	0	0	50	8	0	0	0	0	150	28
12	Tirunelveli	100	6	0	0	50	5	50	5	0	0	200	16
13	Cuddalore	50	5	0	0	50	4	50	5	0	0	150	14
Total		950	401	200	45	600	159	700	230	50	6	2500	841