

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

NOTICE INVITING APPLICATIONS FOR APPOINTMENT OF STOCKISTS

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) Kagajnarar (Jagi Road), with 2 paper machines each with a deckle size of 4.85 meters, 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, Copy Paper, etc. HPC intends appointing stockists for intensifying the sales efforts throughout the country.

Traders / Stockists / Distributors/ Dealers / Indentors who are already in the relevant field of paper market having experience in dealing with writing and printing paper varieties with financial capability, infrastructure e.g. field staff, godown, office/shop etc., will be given preference. These stockists will be considered for appointment at different places of their choice with target based on the perceived market potential. The interested parties should clearly mention the preferred area of their operation (geographically). However, fixation of the target / area of operation will be at the sole discretion of HPC.

The qualifying criteria for applying for stockists in different categories will be as follows :

Category	A	B	C	D	E	F
Minimum Monthly Off take (MT)	400	300	200	100	50	30
Covered Go down space(Sq.Metre)	20	15	10	10	10	10
Experience in dealing FMCG products/commodities (in years)	Minimum 2 years	Minimum 2 years	Minimum 1 year	6 months to 1 year	6 months to 1 year	6 months to 1 year
Permanent Sales Advance(Bearing 3.5% interest per annum)	Rs.15 Lakhs	Rs.12 Lakhs	Rs.10 Lakhs	Rs.5 Lakhs	Rs.3 Lakhs	Rs.2 Lakhs
Security Deposit (Interest Bearing) or Bank Guarantee	Rs.15 Lakhs	Rs.12 Lakhs	Rs.10 Lakhs	Rs.5 Lakhs	Rs.3 Lakhs	Rs.2 Lakhs

Stockists will be appointed on a probation of 12 (twelve) months. The Stockistship will be terminated in the event of unsatisfactory performance. After selection, the successful applicants will have to deposit above sales advance and security deposit.

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Blank Application Forms can be downloaded from HPC website: www.hindpaper.in or may be purchased from any one of the Regional Marketing Offices at Guwahati, Kolkata, Delhi, Mumbai or Hyderabad on payment of Rs.1000/- (non-refundable) from Monday to Friday, between 09.30 hours to 17.30 hours. Application forms complete in all respects along with an Earnest Money Deposit (EMD) of Rs. 4.00 Lakhs,3.0 Lakhs,Rs.2.0 Lakhs,Rs.1.0 Lakh,Rs.0.50 lakhs and Rs.0.25 lakhs for A, B, C, D, E, F categories of stockists respectively, will be accepted at any of the Regional Marketing Offices or at the Corporate Marketing Office at 75-C, Park Street, Kolkata-700 016. Both the above remittances will 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. 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 received during the 1st week of a month will be taken into consideration during that month. Applications received after the 1st week will be considered in the following month.

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

In the event number of applicants become more than the intended number of stockists to be appointed in a given location/city, first preference will be given to those opting for higher category of stockistship. Otherwise, criteria for selection would be :

- a) Higher annual sales turnover in last three years,
- b) Bigger list of customers/clients with documentary evidence,
- c) Experience in paper trading.

Dy General Manager (Marketing)

Proposed List of places for appointment of New Stockists

Region		Place	Category	Minimum monthly Off take per stockist(MT)	Servicing/ Nearest Depot	No. of stockist(s) required
Northern Region	1	Delhi	“A”	400	Delhi	2
	2	Mohali (Punjab)	“E” & above	50	Chandigarh	1
	3	Jalandher	“E” & above	50	Chandigarh	1
	4	Jammu	“E” & above	50	Chandigarh	1
	5	Srinagar	“E” & above	50	Chandigarh	1
	6	Rohtak	“E” & above	50	Chandigarh	1
	7	Sirsa	“E” & above	50	Chandigarh	1
	8	Sonepat	“E” & above	50	Chandigarh	1
	9	Simla/ Dharamsala	“E” & above	50	Chandigarh	1
	10	Jhansi	“D” & above	100	Lucknow	1
	11	Agra	“D” & above	100	Lucknow	1
	12	Saharanpur	“E” & above	50	Lucknow	1
	13	Meerut	“E” & above	50	Lucknow	1
	14	Varanasi	“E” & above	50	Lucknow	1
	15	Allahabad	“E” & above	50	Lucknow	1
	16	Gorakhpur	“E” & above	50	Lucknow	1
	17	Kanpur	“E” & above	50	Lucknow	1
	18	Moradabad	“E” & above	50	Lucknow	1
	19	Dehradun	“E” & above	50	Lucknow	1
	20	Haldwani	“E” & above	50	Lucknow	1
	21	Kashipur	“E” & above	50	Lucknow	1
	22	Kota	“E” & above	50	Jaipur	1
	23	Noida	“C” & above	200	Lucknow	1
	24	Yamunanagar	“E” & above	50	Delhi	1
Eastern Region	25	Kolkata	“D” & above	100	Kolkata	1
	26	Jamshedpur	“E” & above	50	Kolkata	1
	27	Ranchi	“E” & above	50	Kolkata	1
	28	Dhanbad	“E” & above	50	Kolkata	1
	29	Cuttack	“E” & above	50	Kolkata	1
	30	Siliguri	“E” & above	50	Kolkata	1
	31	Asansol	“E” & above	50	Kolkata	1
	32	Chhapra	“E” & above	50	Patna	1
	33	Gaya	“E” & above	50	Patna	1

Western Region	34	Mumbai	“C” & above	200	Mumbai	2
	35	Panaji	“E” & above	50	Mumbai	1
	36	Nagpur	“E” & above	50	Mumbai	1
	37	Pune	“E” & above	50	Mumbai	1
	38	Kolhapur	“E” & above	50	Mumbai	1
	39	Aurangabad	“E” & above	50	Mumbai	1
	40	Surat	“E” & above	50	Ahmedabad	1
	41	Rajkot	“E” & above	50	Ahmedabad	1
	42	Jamnagar	“E” & above	50	Ahmedabad	1
	43	Raipur	“E” & above	50	Indore	1
Total						44

REGIONAL MARKETING OFFICES:

Northern Region:

South Tower, 4th Floor,
Scope Minar
Laxmi Nagar District Centre
Delhi – 110092
Phones : (011) 2204 6240 / 50 2246 0618
Fax : (011) 2246 4547

Eastern Region:

Ruby Building, 5th Floor,
75-C Park Street,
Kolkata – 700 016
Phones : (033) 2249 6931 / 32 2229 6901 / 02
Fax : (033) 2249 4932

North Eastern Region:

House No 5
9 Bye Lane
R G Baruah Road
Guwahati – 781024
Phones : (0361) 2452470
Fax : (0361) 2451983

Western Region:

103/104 “A” Wing
Shrikant Chambers, 1st Floor
Sion-Trombay Road, Chembur
Mumbai – 400 071
Phones : (022) 25205754
Fax : (022) 2520 5761

Southern Region:

3010, 3rd Floor
Emerald House, Sarojini Devi Road
Secunderabad-500003
Phones : (040) 27819328 Fax : (040) 27848380

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 ACCREDITED STOCKIST

PART - A
(To be filled up by all the applicants)

LOCATION FOR WHICH STOCKISTSHIP IS APPLIED FOR:
CATEGORY 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. NATURE /CONSTITUTION : PROPRIETORSHIP/PARTNERSHIP/ HUF/
OF THE FIRM PVT.LTD.COMPANY/PUBLIC LTD.COMPANY/
SOCIETY / ANY OTHER (SPECIFY)
(Please attach documentary evidence)
5. NAMES & RESIDENTIAL ADDRESSES OF PROPRIETOR/PARTNER/KARTA/
MANAGING DIRECTOR AS THE CASE MAY BE
 - i) NAME :
SC/ST: YES/NO. TELEPHONE NO:.....
RESIDENTIAL ADDRESS:
.....
FATHER'S /HUSBAND'S NAME /PARTNER/KARTA/MANAGING
DIRECTOR:
 - ii) NAME:
SC/ST : YES/NO. TELEPHONE NO:
RESIDENTIAL ADDRESS:
.....

FATHER'S/HUSBAND'S NAME OF PARTNER/DIRECTOR

.....

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iii) NAME:
SC/ST : YES/NO: TELEPHONE NO:.....
RESIDENTIAL ADDRESS :

FATHER'S /HUSBAND'S NAME OF PARTNER /DIRECTOR :

.....

iv) NAME:
SC/ST: YES/NO: TELEPHONE NO:.....
RESIDENTIAL ADDRESS :

FATHER'S /HUSBAND'S NAME OF PROPRIETOR/ PARTNER /
DIRECTOR :

6. BANKERS NAME:
BRANCH CODE
ADDRESS

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

7. Trade Licence No.....Date Area

(Please enclose a photocopy of the same .Original should be tendered for verification and return).

8. Indicate your Turnover for last three years :

Year :

Gross Turnover(Rs) :

9. INCOME TAX :

i) Please enclose latest Income Tax Assessment Order of your firm / Proprietor(s) / Karta/ 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 tendered 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:

<u>Nearest from business premises</u>	<u>Nearest from residence</u>
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)/KARTA/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
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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
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i)

ii)

e) ANY OTHER (SPECIFY)

NAME	RESIDENTIAL ADDRESS	TEL.NO	E-mail ID
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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)

17. Please indicate the name and locations of Paper mills having a minimum production output of 200 MT per day or above 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)
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i)

ii)

iii)

iv)

v)

18. Are you at present a 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/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)

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21. YOUR CURRENT CLASSIFICATION:

- WHOLESALE STOCKIST DEALER RETAILER
 CONVERTER CONSUMER STATIONER INDENTOR
 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 :

- b) For Printing
c) For Converting
d) For Publishing
e) For Computer Stationary
f) 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 Sticking 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. 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.

S i g n a t u r e
(S E A L)

WITNESS: 1. Name

Name (s)

Designation

Name of the Firm

Address

Address

2. Name

Designation

Address