

## **COIR BOARD**

I-14019(11)/2/2016-EXPORT MARKETING-I

19.12.2016

### **APPLICATIONS ARE INVITED FOR ALLOTMENT OF SPACE IN COIR BOARD SHOWROOMS**

Applications are invited from manufacturers of coir and coir products who are desirous to stock their products in the Coir Board's Showrooms & Sales Depots at Thiruvananthapuram, Ernakulam and Thrissur and effecting sales by deploying their own staff or utilising the services of the Board's personnel. The modalities of working of the system, which is now envisaged as a pilot project, application form, etc. can be had from Coir Board office during working hours or downloaded from the Board's official website. Coir Board reserves the right to amend, withdraw, modify the conditions of the project as it deems fit. Any modification/ extension shall be notified only through the Board's website. Applications should reach Secretary, Coir Board at the above address on or before 16.01.2017. For details, visit Board's website [www.coirboard.gov.in](http://www.coirboard.gov.in).

The undersigned reserves the right for selection of manufacturers from among the applicants without assigning any reason whatsoever.

**Secretary**

## **TERMS AND CONDITIONS FOR ALLOTMENT OF SPACE**

1. The allotment of space to the applicants will be under first come first served basis.
2. The Coir Board will be at liberty to decide upon allotment of space to one or more applicants, based on availability of space on a case to case manner.
3. The ownership of the goods kept in the Showroom shall remain with the supplier/manufacturer concerned.
4. The allotment of Showroom space to the suppliers/manufacturers will be made only after earmarking sufficient space for display of the entire range of coir products and for seating arrangements for the Board's personnel.
5. The Supplier/Manufacturers will be permitted to position their personnel in the Coir Board Showroom to sell their products.
6. At the initial stage of operation under this deal the billing for sales of different suppliers/manufacturers will be done in the name and style of Coir Board Showroom and Sales Depot.
7. Gradually, the Suppliers/manufacturers shall be at liberty to form their own marketing consortia and for billing under the name and style of the consortia.
8. The responsibilities towards remittance of VAT/GST etc. including credit sales, if any, shall rest with the supplier/manufacturer.
9. Manager, Coir Board will be responsible for making payments of sales proceeds to the supplier concerned on monthly basis after deducting 5% service charge on the sales proceeds towards meeting the overheads of the Showroom, under intimation to H.O.
10. The Suppliers/Manufacturers to whom space is allotted in the Showroom shall source and supply the items displayed in the Showroom, if orders for the same are placed by the customer, irrespective of whether the items are produced/dealt with by them.

11. The Supplier/Manufacturer will be free to declare his price for different products and to offer special packages, discount etc. on sales of his products.
12. The Supplier/Manufacturer will have to exhibit and sell his products in the exhibitions participated by Coir Board, through the Showroom and Sales Depot, concerned.
13. Quality assurances, warrantee/guarantee, after sales services etc. of the products sold will be the responsibility of the supplier/manufacturer concerned.
14. Periodical replenishment of stock and removal of the old, unsaleable, damaged goods shall be the responsibility of the supplier/manufacturer.
15. Inspection and certification by Coir Board, under Coir Mark, shall be made at the discretion of the supplier/manufacturer.
16. The items of goods stocked by the supplier/manufacturer shall be properly priced and tagged.
17. A copy of the price list, from time to time, of the various type of products shall be made available to Coir Board HQ and the Showroom and Sales Depot by Supplier/Manufacturers.
18. The Supplier/Manufacturer shall be free to declare his product promotion/sales packages and take up publicity at their own expenses.
19. The Supplier/Manufacturers will not be permitted to display their sign boards/advertisement boards in the Showroom premises.
20. The Suppliers/Manufacturers will be permitted to stock and sell only coir products Rubberised coir products or coir blended products. The product literature displayed and orders canvassed shall confine only to coir, rubberised coir products and products blended with coir.
21. The timings for opening and closing of the Showroom each day, declaring holidays for the Showroom, and positioning of Board's personnel in the Showroom shall be decided by the Coir Board from time to time.

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