

News letter

Adn-bn ,v

tIcf sNdp-InS hyh-kmb hnI-k-\-tImÄ,-td-jsâ
 (tI-cfm knUvtIm)Fd-Wm-Ipfw IS-h-{'-bn-epÅ
 tdmsa-äo-cn-bÄ Unhn-j-sâ-Io-gnÄ PnÄm-Xe Unt ,m-
 I-fnÄ I½o-j³ hyh-kvX-bnÄ hnhn-[-Xcw Akw-kvIrX
 hkvXp-;Ä;v HmÄUÄ Im³hmkv sNçphm³ Xmev,-cy-apÅ
 an\naw]vfkv 2 hnZym-`ymk tbmKy-X-bp-Å-h-cnÄ
 \n¶pw At]-£-IÄ £Wn-;p-¶p. Ah-km\ XobXn
 30.10.2008. hniZnhh-c-§Ä tIcfm knUvtIm-bpsS
 sh_vssk-änÄ e`y-am-Wv. www.keralasidco.com

~H,v
 amt\ -PnwKv Ub-d-IvSÄ

KERALA SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(An Undertaking of the Govt. of Kerala)

Raw Material Division,
Kadavanthra,
Kochi 682 020

RMD/6/INCE/06

Dated 22—9--2008

Sub: SIDCO – R.M., Division—Engagement of Canvassing Agents for
canvassing orders for Bitumen—Guidelines—reg

It is has been decided to engage Canvassing Agents for canvassing orders for the products dealt by Raw Material Division for improving the sales and achieving the target, Under the circumstances, the following guide lines are issued for engaging canvassing Agents under your depots. The application has to be submitted in the prescribed format which is furnished below .

The filled in application has to be submitted to Depot Manager The canvassing Agents will be engaged on a trial basis for one year from 1—10--2008 and may be re-engaged, if found necessary for another one year.

1. A Bio-data of the Canvassing Agent has to be submitted in duplicate along with ID card/Ration card Copy for address proof, Age proof .
2. An Indent as per the specimen enclosed shall also be furnished by the canvassing Agent along with each order canvassed by him.
3. The canvassing Agent shall collect the order for the supply of the products, as specified from time to time, and the rate of sales incentive, from the prospective buyers and submit to the concerned Depot Manager, along with a Demand Draft drawn in favor of KERALA SIDCO payable at Ernakulam on any Schedule Commercial Bank towards the cost , Transportation, Service Taxes, Loading and Unloading charges of the product concerned.
4. The canvassing Agent can either fully avail the Sales incentive offered from time to time or can ask SIDCO to pass a certain percentage of commission to the customer in the Sales Invoice itself. In that case the canvassing agent will be eligible for the balance incentive only.
5. The sales incentive as decided from time to time will be eligible for the quantity canvassed and fully supplied and there should not be any amount due from the customer for the quantity supplied. The clause No. 2 and 3 above should be strictly satisfied. The incentive will be paid to the Canvassing Agent on a Fortnightly basis. The canvassing Agents shall furnish a bill showing the details as follows:

1.Sl. No. 2. Name of Customer, 3. Qty ordered , 4. D.D. amount , 5. MR No. & date, 6. Inv. No. date, 7. Qty, 8. Amount ,9. balance if any, 10. Amount of

commission due, 11. commission claimed, 12. commission paid to the customer if any.

6. The price of the products in force from time to time will be as applicable at the time of delivery and if any amount is due from the customers, it has to be collected by the Agent before delivery of the product, otherwise the quantity of supply will be limited to the amount remaining in the credit of the customer.
7. Any taxes and duties as applicable will be recovered from the Sales incentive payable to the agent
8. The sales incentive will be paid by A/c payee cheque only.
9. The applicant must have pre degree / plus two minimum qualification.

INDENT /SUPPLY ORDER FOR THE PRODUCTS AS PLACED BY
CANVASSING AGENT
(TO BE PROVIDED WITH EACH ORDER)

Name of Depot:

Name & Code of the Agent

We are pleased to place the following orders for the items mentioned below on SIDCO as per the details given below:

1. Name and Address of the Canvassing Agent with Phone No.
2. Supply Order No. date
3. Designation and address of the consignee with Phone no.
4. Quantity
5. Description of goods
6. Grade
7. Payment Details
 - a) D.D. No. & Date
 - b) Amount in Figures
 - c) Amount in words
 - d) Price including KVAT/unit
 - e) Loading charges, if any
 - f) Transportation charges per load
 - g) Service Taxes per load
 - i) Unloading charge if any per barrel
 - j) Supply Point
 - k) Mode of supply

By road

l) delivery point

m) Transport

By SIDCO/ consignee
(Consignee)

Place:

Date:

Signature of the Canvassing Agent.

FOR OFFICE USE ONLY

M.R. NO. & DATE

Amount in figures and words qty.....

Remarks if any

Place

signature of Depot Manager with signature & seal

Date

**APPLICATION FOR CONSIDERATION AS CANVASSING AGENT
(IN DUPLICATE)**

1. Name

1..a.. Date of birth & age :

2. Permanent Address

3. Educational Qualification

4. Address to which communication to be sent

5. Phone No. Land Phone:
. Mobile

6. Bank Account details:

Name of Bank

Branch with address

Account No.

Type of Account

Undetaking

I Shri /Smt.....hereby agree that I shall abide by the terms and conditions of the Corporation as stipulated for the purpose from time to time. I assure that while doing the work for the Corporation and afterwards I will not, knowingly and unknowingly do anything detrimental to the interest of the Corporation.

Place
Date:

Name:
SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

Recommendation of the Depot Manager

DEPOT MANAGER

place:
Date:

(seal)