Applicable States for Appointment of C & F Agency

|  |  |
| --- | --- |
| Sl No. | For State / UT |
| 01 | ASSAM |
|   |  |

 **Annexure-A**

**KARNATAKA ANTIBIOTICS AND PHARMACEUTICALS LIMITED, BANGALORE**

**ESSENTIAL INFRASTRUCTURE AND FACILITIES REQUIRED FOR**

**C&F AGENCY ARRANGEMENT - for ASSAM**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **DESCRIPTION** | **COMMITMENT BY M/S.** |
| 01. | Name & Address with contact number of the Firm |  |
| 02. | Place & State applied for C & F Agency |  |
| 03 | PAN / Adhaar & GST number of the Firm ( Attach self attested copies) |  |
| 04 | Status of firm ( Proprietor ship/Partnership/LLP/HUF). Attach Partnership deed in case of Partnership/LLP |  |
| 05 | Name of the Owner / Authorised person of Firm |  |
| 06 | Details of Pharma Companies presently working as CFA |  |
| 07 | Firm business turn over per Annum of last 2 years |  |
| 08 | Well ventilated Office cum Godown approx. 2500 sqft, Accessible for vehicle movement and Loading & Unloading, Un interupted power back up |  |
| 09 | Seating arrangements for KAPL Executives and a separate arrangement for conducting small meetings |  |
| 10. | System Requirements ( As per details annexed as B) |  |
| 11 | Refrigerator, pallets, slotted angle racks and fire extinguisher and CC TV |  |
| 12. | Sufficient man power to run the C&F agency office/day-today routine work |  |
| 13. | Air conditioned room for storage and separate cold chain room for our temperature sensitive product(i.e.,2 to 8 degree c) |  |
| 14. | Transport accessibility for sending consignments to customers (specify nearby/far/ too far) |  |
| 15. | Interest free Caution deposit and Security deposit of Rs. 25000/- & Rs. 1000000/- |  |
| 16 | Providing Insurance coverage for stocks (Burglary/Theft) |  |
| 17. | Should arrange Drug License for KAPL, GST registration for KAPL, Trade license and Shop & Establishment license etc. |  |

**PARTY NAME :**

**SIGNATURE :**

**PLACE : SEAL**

**DATED :**

 **AnnexureB**

**Configuration of PC/Printer/UPS for BRANCH OPERATIONS**

1. **PC Configuration :**

Any Intel Based PC with Minimum : 3.0 GHz speed, 8 GB RAM, 1TB HDD/512 GB SSD, Licensed Windows Professional OS Version 10 or 11 , Standard Key Board & Mouse, Giga Bit Net Work Card & WiFi , 2 USB 3.0 in front and 4 USB at back, HDMI Port and 19” or More in Size LED Monitor.

1. **Lazer Printer :**

Any Lazer Printer with a capacity to print 18 – 24 PPM and 200 sheets per day on a A4 size stationary.

1. **UPS :**

Any UPS with a capacity of 1 KVA to accommodate 1PC and 1 Printers 1 Hr. Battery Backup.

1. **Broad Band Connection :**

From any ISP who are popular in Branch located city..

1. **Operating System :with MS-Office**

Licensed Windows 10 or 11 Professional with MS-Office.

**PARTY NAME :**

**SIGNATURE :**

**PLACE : SEAL**

**DATED :**

 Annexure - C

**Declaration**

We hereby declare that we accept the C & F Agency commission as decided by KAPL from time to time.

|  |  |  |
| --- | --- | --- |
| **Date:**  |  | **Signature of Proprietor/Partner** |
| **Place:**  |  |  |
| **Rubber Stamp of firm with Address** |  |