No.21(1)/2018/IITF/MS

To,

All Director/Incharge
MSME-DIs

Subject: Participation of O/o DC (MSME) in 38th India International Trade Fair, 2018 from 14-27 November, 2018 – reg.

Sir,

Office of Development Commissioner (MSME) is participating in 38th IITF, 2018 from 14–27 November, 2018 at ITPO, Pragati Maidan, New Delhi. The MSME pavilion will be in Hall No. 7E. Registration form, terms & conditions, undertaking are enclosed for mobilisation of participants. Please note that space rent charges are subsidised and travelling expenses, freight charges etc. will not be admissible for the participation in IITF, 2018.

You are requested to give wide publicity and motivate the more participation from your jurisdiction for 38th IITF, 2018.

Enc. As stated.

Yours faithfully,

(A.K. Verma)
Dy. Director
**REGISTRATION FORM**

**Application Closing Date: 22.10.2018**

**Application forwarding Date for Director / In-charge, MSME-DI: 24.10.2018**

**Manufacturing / Service MSEs can apply only**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Items</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of fair, duration, venue,</td>
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<td>2.</td>
<td>Name of Concerned MSME-DI</td>
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<td>3.</td>
<td>Name of MSE unit</td>
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<tr>
<td>4.</td>
<td>Name of Proprietor / Partner with Contact Number</td>
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<td>5.</td>
<td>Address of the Unit (Telephone No./ Mobile no. of contact person of the unit, e-mail etc.)</td>
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<td>6.</td>
<td>Udyog Aadhaar Number (Attach the copy)</td>
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<td>7.</td>
<td>Type of Unit (Whether Micro/Small) Whether first generation / Second Generation entrepreneurs</td>
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<td>8.</td>
<td>Details of Exhibits</td>
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<td>9.</td>
<td>Category of the unit (Women/SC/ST/NER/PH)</td>
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<tr>
<td>10.</td>
<td>Location of unit (Rural area / city/ Metropolitan city)</td>
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<td>11.</td>
<td>Quality standard (ISO Certified / Non ISO certified)</td>
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<td>12.</td>
<td>Innovative / Patented product (Patented / Non patented)</td>
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<tr>
<td>13.</td>
<td>Area to be booked in sq.mtrs./Rate</td>
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<tr>
<td>14.</td>
<td>Whether space rent paid (Yes/No) (if paid, attach copy of voucher)</td>
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<tr>
<td>15.</td>
<td>To whom space rent paid</td>
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<td>16.</td>
<td>Whether Manufacturing / Service unit</td>
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<td>17.</td>
<td>Participation in last 5 years: (i) First time (ii) Second time (iii) Third time.</td>
</tr>
<tr>
<td>18.</td>
<td>Whether the representative is entrepreneurs or permanent employees of the unit*</td>
</tr>
<tr>
<td>19.</td>
<td>Details of Demand Draft (To be issued by any nationalized bank) (If applicable) Amount in Rs.…….. Number…………….. Date…………….. Name of bank……………….</td>
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</table>

*Declaration: I hereby declare that the above information is true and correct in all respects. (Signature of authorized signatory) Name & designation (Stamp of unit) |

**For use of MSME – DI only**

Received application no………………… on dated………………… and scrutinized the furnished information in application which found in order with scheme guidelines "Procurement and Marketing Supports" and recommended for consideration of O/o DC(MSME).

(Signature of Director / Dy Director In-charge Name & Designation Seal)

Note:- Director / In-charge, MSME-DI ensure the entry of details of participating units at web portal at [www.msmedatabank.in](http://www.msmedatabank.in) before forwarding the application to Headquarter. (For any assistance, the participants may contact to nearest MSME – DI’s under O/o DC(MSME), M/o MSME).
No.21(1)/ 2018/ IITF/MS

To

Director / Dy Director – Incharge
All MSME-DIs

Dated:15.10.2018

ADDENDUM

Subject: IITF, 2018 to be held in ITPO, Pragati Maidan and participation of Participants in MSME pavilion.

Sir / Madam,

This office is receiving the quarries regarding whether they have to apply on line or off line. So it is informed that interested participants need to apply, at present, off line as the on line format is under development in MIS.

(A.K. Verma)
Dy Director
"MSME-EXPO 2018" of the Ministry of Micro Small & Medium Enterprises to be held on 
14th - 27th November 2018 in Hall No. 7 - E
Pragati Maidan, New Delhi

Terms & Conditions

1. Stalls may be (6 Sqm) in hall / Open area and charges will be Rs. 18,847/- per stall (for booth inside the hall) for General Category and no space rent charges for SC/ST/NER/Women/PH category. The Demand Draft will be made in favour of PAO, MSME, New Delhi. No cash payment will be accepted. The Demand Draft should be issued by any National bank on or after issue date of circular. The space rent charges for open area booth will be communicated later on receipt of invoice for open area booths from ITPO.

2. The applicant Company / Firm / Unit has to submit the UNDERTAKING on their letter head as per Annexure-A

3. The charges of stall will be for the period 14th - 27th November, 2018.

4. In case of cancellation of Stall after the allotment the Charges paid will be forfeited.

5. Payment of all applicable taxes on sale etc. will be the responsibility of exhibitors.

6. Cost of transportation of exhibits from the unit to exhibition and back will be borne by the units themselves.

7. Items in the stall will be provided as per the IITF standard package by ITPO.

8. No additional display space will be provided in the exhibition.

9. Exhibitor passes will be issued to persons authorized by the company on its Letter Head with their photo ID and two photographs. Police verification wherever required is to be done by the Exhibitor. Maximum two persons are allowed at each stall.

10. The stalls are not transferable and Sharing of the stalls is not allowed.

11. Exhibitors should ensure not to change the exterior layout of the stall allotted to them and not use any area outside the stall or the aisle.

12. Exhibitors are liable for compensation of any damage to the furniture fittings or any other property, caused due to their negligence.

13. Smoking is strictly prohibited in the exhibition hall.

14. Tentative timings of the exhibition will be from 10.00 a.m. to 7.00 p.m.

15. The exhibitors required if any additional items in the stall are required to pay extra to the event organizing agency.

16. The exhibitors are sole responsible for any theft in their stall. However, the security arrangements have also been made after the exhibition hours.

17. This is the Registration Form and does not guarantee for the space allocation as required.

18. The form along with the required documents may be deposited at the concerned MSME-DI or may apply online as applicable.

19. The booth would be allotted on transparent manner.

20. The applicable charges are at subsidized rate. Hence no claim under the component of “Domestic Fairs/ Exhibitions” of the “Procurement and Marketing Support” will be admissible.

21. One entrepreneurs may be consider for one both either in hall or in open area only, however he may have number of units. Final decision of competent authority will be enforce in this regard and binding to all participants.

(Name & Designation)

(Signature and seal of the unit)
UNDEARTAKING

I/We hereby understand that the following animal/ plant phyia are prohibited and banned for selling / displaying in the India International Trade Fair (IITF-2018) to held at Pragati Maidan from November 14-27, 2018.


In view of above, I/We hereby undertake that the above mentioned prohibited items / products etc. shall not be displayed / sold during the tenure of IITF-2016 in my stall. Failure to comply with the above, I/We may be held responsible and action as deemed fit under the provision of wildlife (Protection) Act-1972 may be taken against me/us.

Signature

Name

Designation

Pavilion/ Hall No.

Seal