

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORP. LTD.**  
**N-36 ,BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS NEW DELHI-110001**  
**OFFICE OF THE CHIEF MANAGER (IPD)**

F.No. DSIIDC/013/2023-24/IPD

Date : 3.11.2023

**Notice**

**EXTENSION OF LAST DATE FOR INVITING APPLICATION FOR ALLOTMENT OF STALLS TO ENTREPRENEURS IN DELHI PAVILION DURING IITF, 2023 TO BE HELD AT PRAGATI MAIDAN, NEW DELHI FROM 14<sup>TH</sup> - 27<sup>TH</sup> NOVEMBER, 2023**

With a view to give ample opportunity to the entrepreneurs, the competent authority has decided to extend the last date for the receipt of application upto 11:00 AM OF 08.11.2023 for participating in India International Trade Fair (IITF-2023) to be held at Pragati Maidan, New Delhi from 14<sup>th</sup> – 27<sup>th</sup> November, 2023.

Interested entrepreneurs may download application form from the website [www.dsiidc.org](http://www.dsiidc.org). Application form complete in all respect along with requisite documents should be submitted to **the Chief Manager (IPD), DSIIDC, N-36 Bombay Life Building, Connaught Circus, New Delhi-110001 latest by 11:00 A.M. on 08.11.2023** mentioning “Application for booking of stall in IITF-2023” on the envelop. A meeting of the selection committee would be held on the same day at 2:30 PM where the applicants would be required to appear with their sample products.

The MD, DSIIDC reserves the right to accept or reject any or all applications without assigning any reason thereof.

For further details, kindly contact to Manager (IPD) on telephone 011-23318170 and may visit us at: - [www.dsiidc.org](http://www.dsiidc.org)

ENCL: Application Form along with Terms & Conditions

-sd-  
**(Shobhit Gupta)**  
**Chief Manager (IPD)**

To,  
All Entrepreneurs/MSMEs/Startups/Exporters of Delhi  
Industries/Associations/Trade Unions/Artisans/SMEs/SHGs

**Copy to:**

- (i) DM(IT) with the request to upload on DSIIDC’s website and do publicity through social media.
- (ii) DCI(MSME/Exh.), GNCTD with the request to upload on Industries Department’s website and publicity through leading newspapers and social media.

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORP. LTD.**  
**N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110001**  
**(INDUSTRIAL PROMOTION DIVISION)**

**APPLICATION FORM FOR ALLOTMENT OF STALLS TO ENTREPRENEURS IN DELHI PAVILION DURING IITF, 2023 TO BE HELD AT PRAGATI MAIDAN, NEW DELHI FROM 14<sup>TH</sup> - 27<sup>TH</sup> NOVEMBER, 2023**

THEME OF IITF 2023: **“VASUDHAIVA KUTUMBAKAM-UNITED BY TRADE”**

**APPLICATION FORM**

1. Name of the Applicant/Firm/Company : .....
2. Sector (e.g, service /manufacturing/ retail etc.) : .....
3. Basic activity of the firm : .....
4. Postal Address of the firm : .....
5. Name of the Proprietor /Partner/ Executive/Director : .....
6. Whether SC/ST/women entrepreneur : .....
7. Whether beneficiary of any Govt. Scheme : .....
- (Like PMFME/PM Vishvakarma/Swanidhi/SHG etc., please specify)
8. Whether artisans National/State awardee : .....
- (Please specify)
9. **Contact Details:**
  - i. Telephone No(s) / Mobile No. with ISD/STD Code: .....
  - ii. E-mail address : .....
  - iii. Website, if any : .....

**10. Other information**

- i) Applicant's Legal Status : .....  
(Individual/Company/Proprietor/Partnership HUF/Society/Any other, specify)
- ii) MSME/Udyam Adhar No. : .....
- iii) Status of unit (Micro/small/medium) : .....
- iv) PAN Card No. : .....
- v) FSSAI No. (in case of packaged food items): .....
- vi) Proof of identity : .....  
(Voters Card/Driving License/Aadhaar card/Passport etc.)
- vii) GST Registration No. : .....
- viii) IEC (If any) : .....

**11. Space requirement (The space shall be provided subject to availability and layout plan)**

- (i) Size of stall (2x3 sqm, 3x3 sqm or bigger in its multiples): .....
- (ii) Bare or shell space : .....
- (iii) One side/Two Side/Corner space/Prominent\* : .....

\*Note: Preferred Location Charges charges will be applicable.

**12. Details of two Contact Executive(s) who will operate sale and display at counter.**

S. No	Name	Designation	Mobile	Email ID

**13. Details of items to be displayed with specifications**

(Catalogue/photos of products to be enclosed) : .....

**14. Product standardization**

- (i) Uniqueness of product : .....
- (ii) ISO Certification (Yes/No) : .....
- (iii) Patented (Yes/No) : .....

**15. Reasons/justification for your selection** : .....

**16. Have you ever participated in any exhibition organized by DSIIDC/ ITPO or any other government agency on subsidized rate or under any scheme. If yes, please specify.** .....

17. Proof of security deposit amount of Rs. 10,000/-: .....

18. Bank details of applicants for refund, of security deposit (Enclose a copy of cancelled cheque)

- i) Bank Name : .....
- ii) Account No. : .....
- iii) IFSC Code : .....

19. Annual turn-over during financial Year 2022-2023: .....

20. **Declaration:** I/We, hereby, declare that: -

- (i) I/we have gone through the Terms and Conditions laid down for setting up of stall at Delhi Pavilion during IITF-2023 and I/we here by undertake to abide by the same.
- (ii) I/we also agree to observe and carry out such other directions as may be given from time to time and shall abide by the decision of the DSIIDC in any matter relating to conduct, discipline, display and sale within the Pavilion I/We agree and undertake to be bound by any other Terms & Conditions laid down by DSIIDC.
- (iii) That I/we understand that in case of any of the above information/ documents (as given by us) is found to be incorrect, DSIIDC may reject the application and/or cancel the booking at any time without giving any notice and in such a situation, I/we will not be entitled for refund of any part of booking amount, conservancy, security and otherdeposits.
- (iv) I/We also undertake to abide by the GST provisions and other applicable laws/guidelines.
- (v) I/we also undertake not to display / sell any item which is prohibited under any law of India.
- (vi) I/we know that also undertake to abide by the decision of DSIIDC.
- (vii) I undertake that the above information is true and correct to the best of knowledge and belief and nothing has been concealed.

Place: .....

Signature: .....

(Authorized Signatory)

Date .....

Name : .....

Designation: .....

Company Seal:

**Enclosures:**

- |  |   |                 |                     |
|--|---|-----------------|---------------------|
| 1. Udyam registration                          | 2. Copy of IEC, if any                                    | 3. Copy of GSTN | 4. Copy of PAN Card |
| 5. Copy of ISO and/or patent Certification     | 6. Copy of FSSAI License (in case of packaged food items) |                 |                     |
| 7. Catalogue/Broacher of products manufactured | 8. List of items with photographs to be displayed         |                 |                     |
| 9. Copies of Address proof, Aadhar card,       | 10. Proof of Security deposit                             |                 |                     |
| 11. Copy of Artisan Identity Card              | 12. Copy of cancelled cheque                              |                 |                     |

**NOTICE INVITING APPLICATION FOR ALLOTMENT OF STALLS TO ENTREPRENEURS  
IN DELHI PAVILION DURING IITF, 2023 TO BE HELD AT PRAGATI MAIDAN, NEW DELHI  
FROM 14<sup>TH</sup> - 27<sup>TH</sup> NOVEMBER, 2023**

**1.0 GENERAL**

- 1.1 The India Trade Promotion Organization (ITPO), a Government of India enterprise, is organizing 'The India International Trade Fair' - 2023 (IITF-2023) from 14-27 November 2023 (Time 09:30 am to 07:30 pm) at Pragati Maidan, New Delhi. The 14-day fair with its high-profile show, featuring a range of products, equipment's, technologies, and services present an ideal platform for import transaction, technology transfer and absorption, investment opportunities and agency contracts etc. It also provides most opportune platform to project the strength and potential of the participating states.
- 1.2 IITF – 2023 is an annual event in which all states, large companies including Public Sector Corporations participate. Other countries also have sizeable presence in the fair. The purpose of the fair is to promote the Trade, Commerce & Industry. This year, first five days i.e., 14-18 Nov 2023 have been kept exclusively for business visitors only to give the event more B2B character. The fair will be opened from 19<sup>th</sup> November, 2023 for public. The theme of IITF-2023 is '**VASUDHAIVA KUTUMBAKAM-UNITED BY TRADE**'
- 1.3 Every year, Government of NCT of Delhi also participates in this Trade Fair on regular basis to showcase the programmes and achievements of various Government Departments of NCT of Delhi, SSI Units and Agencies. Since, Entrepreneurs do not get the opportunity to showcase their products/services at bigger platforms, Government of NCT of Delhi has decided to facilitate and give opportunity to entrepreneurs based in NCT of Delhi to participate in the Trade Fair by setting up their stalls at subsidized rates. This is an excellent opportunity for all such entrepreneurs as Delhi Pavilion is one of the most popular pavilions and is visited by several lakhs of people during the Trade Fair.
- 1.4 Accordingly, applications are invited from the willing entrepreneurs working in Delhi.

**2.0 PROCESS FOR ALLOTMENT OF SPACE**

- 2.1 The application form along with all documents can be down-loaded from our website [www.dsiidc.org](http://www.dsiidc.org).
- 2.2 The stalls shall be allocated to the units having registered/corporate/branch office in NCT of Delhi. In case sufficient number of applications are not received, the stalls can be allocated to the units registered outside Delhi.
- 2.3 The applicants must submit the prescribed documents along with security deposit amount of Rs. 10,000/- based on which preliminary scrutiny will be done. Failure to submit any of these documents will lead to automatic rejection of the application.
- 2.4 The security deposit of Rs. 10,000/- can be deposited through NEFT/RTGS of a scheduled bank in favor of DSIIDC Ltd. Account No. **00950200001456**, Bank name – **Bank of Baroda**, Branch B-Block, Connaught Place, IFSC Code – **BARB0CONNAU** by

the due date & time of closing date. **A scanned receipt of the same needs to be attached with application form.**

- 2.5 The application form along with all the documents should be submitted to **Chief Manager (IPD), DSIIDC, N-36 Bombay Life Building, Connaught Circus, New Delhi-110001** latest by the last date of submission mentioning "Application for booking of stall in IITF-2023" on the envelop.
- 2.6 The application will be preliminarily scrutinized and shortlisted after closing date on the basis of submitted documents. The shortlisted applicants will be required to appear before the Screening-cum-Selection Committee constituted by the Competent Authority on the date and time to be communicated by email.
- 2.7 The selection Committee shall adopt its own criteria for selection of the participants/exhibitors.
- 2.8 Preference would be given to women/SC/ST entrepreneurs and/or the products/services manufactured by MSMEs, SHGs, Start-Ups, awardee artisans and the policies/schemes promoted by the Government.
- 2.9 The Committee shall take a decision depending upon the response. In case, the number of eligible applicants in accordance with selection criteria are more than the number of stalls, the selection shall be made through draw of lots. Similarly, if sufficient number of applications are not received by the due date, the stalls may be allocated on first come first serve basis on the spot on payment of applicable fee.
- 2.10 The applicant can apply for bare of shelled space. However, the cost for both types shall remain the same.
- 2.11 The standard size of the stall shall be 6 sqm or 9 sqm. However, the bigger size of the stall may be provided as per requirement of the applicant subject to availability of space and layout plan. The decision of DSIIDC in this regard shall be final.
- 2.12 Each built –up booth of 6 or 9 Sqm. will have the following standard furniture:
- (i) One/two long/rectangular table as per size of stall
  - (ii) 2 Chairs
  - (iii) LED/Spot lights
  - (iv) 3/4 Shelves
  - (v) Carpet and Fascia
  - (vi) One Waste Paper Basket
  - (vii) One Power Point
  - (viii) One Lockable Counter
- 2.13 If the exhibitor/applicant wants to modify the design of stalls or needs any additional furniture items, DSIIDC shall provide the same at extra cost. The cost of extra furniture shall be intimated at the time of allotment of stalls.
- 2.14 The cost of the stall shall be allocated at subsidized rate of Rs. 11000/- per Sqm. plus, GST @18%. The preferred location charges for two sided/three sided/corner or

front/prime location stalls shall be charged 15% extra. While allocating the stalls, the decision of DSIIDC shall be final.

- 2.15 The Space Rentals mentioned above is inclusive of 0.5 KW power load per 12 sqm. In case the exhibitor is demands higher power load, the same shall be allowed on payment of applicable cost.
- 2.16 Consequent upon selection, the applicant will be required to deposit the participation fee @ Rs.11000/- per Sqm. plus preferred location charges plus GST @18% through NEFT/RTGS of a scheduled bank in favor of DSIIDC Ltd. within two days from the date of intimation of successful allotment. Failure to deposit participation fee after declaration of the result will lead to cancellation of the allotment. In such a case security deposit amount would be forfeited.
- 2.17 If any exhibitor/applicant vacates the booth before the closure of the fair/event, DSIIDC shall reserve the right to re-allot the vacated stall to other applicant/exhibitor. The vacating exhibitor shall neither be entitled to claim back the stall once vacated nor eligible for any refund.
- 2.18 The successful candidates will be informed telephonically as well as through e-mail. Hence, the applicants must fill up the columns of e-mail id and mobile no., without fail, in the appropriate place in the application form.
- 2.19 The security deposit amount of unsuccessful candidates shall be refunded after completion of the selection process.
- 2.20 The possession of bare space will be given on 12th November, 2023 or any other date as intimated by the organizer. Display arrangement of all stalls should be completed by 13th November, 2023.
- 2.21 In case the applicant who has been allotted the stalls, fails to make the full payment by the prescribed date or does not take possession of stall or the information provided by the exhibitor/applicant is found incorrect, the security deposit amount or the full amount as the case may be, would be forfeited. The decision of the MD, DSIIDC would be final in this regard.

### **3.0 OTHER TERMS & CONDITIONS**

- 3.1 Only those products/services as contained in the selection letter will be permitted for sale/display. The participant will be responsible for discharging the liabilities and cost on him under any law for the time being in force. They will also be responsible for the consequences as warranted under the law, of the deficiency, if any, on this account. DSIIDC will not be responsible in any case for the lapses on the part of participant(s). Participant must take care that they do not display/sell any item which is prohibited under the provisions of law.
- 3.2 Unethical display/sale practices should be completely avoided. The sale prices should be competitive and reasonable. Only quality products/services would be allowed for display/sale. Any defaulter shall be evicted from the pavilion without any refund.

- 3.3 The participants are required to issue cash memos/invoice for sales conducted by them from the sale counters. GST or any other tax/charges will be required to be mentioned clearly on the cash memos/invoice. It will be the responsibility of the participants to deposit the GST so collected with GST Deptt. Any lapse in this regard will be sole responsibility of participants.
- 3.4 The quality of the products/services should be standard and in a case of complaint or any deficiency, the product will be changed/price refunded by the exhibitor on the spot itself.
- 3.5 The Corporation will recognize only the applicant or his authorized representative, as mentioned in the application form for the handling of exhibits/goods/ stocks etc. No other person whether it be a Partner, Director or Chief Executive will be concerned with exhibition directly or indirectly. In case of any change of representative, prior approval/ permission may be obtained from the Director of the pavilion/In charge of exhibition.
- 3.6 Each stallholder will be responsible for cleanliness, neatness, and proper display of items in their respective stalls. Painting of the stall, fixation of sign boards both illuminated & non-illuminated and stickers will not be allowed. Empty boxes etc. are not allowed to be kept in the stall. Encroachment on the space outside the allotted area will not be allowed. Violation of above terms and conditions will invite cancellation of allotment without refund of participation fee.
- 3.7 The participants are requested to be present both at the time of opening and closing of the Pavilion. The participants should make arrangement to safeguard their stocks/ exhibits and protect against any contingency during exhibition. DSIIDC shall not responsible for any loss to a person or a property arising from fire, theft or any other cause whatsoever nor the Corporation will be liable to any third-party claims/compensation.
- 3.8 It is obligatory on the part of the participant to keep one of their representatives on their counter/stall who is well conversant with the goods/system displayed. The participants should also keep brochures, pricelist of their goods, which can be presented to the customers against demand in case the counter remains unattended. However, at one time not more than two persons will be allowed at the stall.
- 3.9 The exhibitors shall stay within the area allotted to them and not exceed it.
- 3.10 The participant under no situation will bring any inflammable, ballistic material or any other prohibited articles in the Pavilion.
- 3.11 The participant will have to pay in full for the damage, if any, caused by his/her equipment/items/representative to the stall in the fair.
- 3.12 In case of any costs/damages being levied on DSIIDC due to any act of omission or commission on the part of participant, it will be recovered from the participant.
- 3.13 Insurance against fire, theft and damages etc. of the items exhibited will be done by the participants at their own cost. DSIIDC will not be responsible for the loss, if any due to fire, damage of goods/person for any reason whatsoever.



- 3.14 The exhibits/goods stocks approved for display should reach the pavilion latest by 5:00 P.M. on 13/11/2023 otherwise space allotted will be cancelled and the participation fee as well as security deposit shall be forfeited.
- 3.15 All the exhibits/stocks/goods may be removed from the pavilion immediately after closing of the fair on 27/11/2023 by the participants. The participants shall only be responsible for the uplifted goods after closing of the exhibition on 27/11/2023.
- 3.16 The participants/exhibitors shall follow all protocols and guidelines such as Covid Protocol, non-use of single use plastics etc. issued by Government of India or Govt. of NCT of Delhi.
- 3.17 It will be binding on the exhibitors to abide by the instructions issued by the India Trade Promotion Organization or the DSIIDC Ltd from time to time.
- 3.18 The decision of the management of DSIIDC shall be final and binding on the participant/exhibitors. Any breach of terms and conditions will render the participants liable to be removed from the Pavilion and cancellation of the allotted space also forfeiture of the participation fee.
- 3.19 DSIIDC will not be a party to any dispute arising out of any quality problems or otherwise between the customers and the exhibitors. If DSIIDC is put to any loss for the acts of omission and / or commission of / by the participant, the same shall be made good/indemnified by such participant.
- 3.20 No ticketed/sponsored and or functions will be held in front of any stall to attract crowd to prevent blockage of passages etc.
- 3.21 Participants and their staff inside the stall will be under obligation to produce their badges as and when asked by the security staff of DSIIDC or Delhi Police. Staff found without badges will be evicted from stalls.
- 3.22 DSIIDC will endeavor to ensure the supply of the services like fabrication of stalls, issue of badges etc. However, if the supply of any services is not within the control of the DSIIDC, no exhibitor is entitled for any damages incurred due to failure of services.
- 3.23 It will be the responsibility of the exhibitors to observe statutory provisions and licenses/certification such as FSSAI license for running the stalls particularly for packaged food items and compliance of provision with the relevant laws during the period.
- 3.24 The exhibitors shall obtain all required clearances / permission (N.O.C's) from the concerned Departments / Authorities for operating the stall and adhere to the local municipal and other laws applicable to their business already in vogue and coming into force from time to time during the licensed period.
- 3.25 Entry/exhibitor passes shall be given on submission of their name, photograph and copy of Photo ID such as PAN Card, Aadhar Card of the concerned.
- 3.26 The exhibitors shall follow and adhere to all fire/electrocution safety norms during the entire tenancy period and take necessary preventive measures in this regard.

- 3.27 In case of any loss of property due to the negligence on the part of the participants, the loss will be recovered against the security deposit and/or as per law.
- 3.28 The MD, DSIIDC reserves the right to accept or reject any or all applications without assigning any reason thereof.
- 3.29 If DSIIDC is satisfied that the successful bidder has committed breach of any of the terms and conditions herein contained or the behavior of the participant is harmful to the interests of DSIIDC or for any reason whatsoever, the DSIIDC shall be at liberty to terminate the agreement and withdraw the stall immediately. In such a case, entire security deposit will be forfeited by the DSIIDC and the participant shall be responsible to make good of the loss to the Corporation, if any. Penal action as deemed fit will also be initiated against the participant.
- 3.30 The Contract shall be interpreted in accordance with the laws of the Union of India.
- 3.31 Disputes, if any, arising out of participation in this fair shall fall within the jurisdiction of the courts of Delhi/New Delhi. DSIIDC reserves the right to allot space on the basis of criteria decided by the Management.
- 3.32 I/we have read and understood all the above-mentioned terms and condition and agree to abide by the same and will not keep / display any article prohibited under any law of India, in the Pavilion and pay all the taxes as per law.

Signature of the applicant \_\_\_\_\_

Name of the applicant \_\_\_\_\_

Name & address of the firm \_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

Email id: \_\_\_\_\_

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