No.5(6)/2016-MDA

The Director,
All MSME-DIs

Sub: Participation of O/o DC (MSME) in the India Sourcing Fair St. Petersburg (Russia) September 21-23, 2016 being organized by ITPO, New Delhi


Sir/Madam,

The Office of DC (MSME) is participating in the said fair being organized by ITPO, New Delhi for covering wide range of products.

2. The exhibits to be covered in the exhibition are:-


3. The objectives of O/o DC (MSME)’s participation in this fair is to strengthen bilateral trade and to promote the exports of Indian products with fair host country. The participating MSEs will acquaint with new technologies available, negotiate with prospective buyers, generate business enquiries, obtain confirm export orders, etc.

4. As per the revised MATU scheme guidelines, manufacturing Micro Small Enterprises (MSEs) registered with District Industry Centres (DICs) having EM II or through Udyog Aadhar Memorandum (UAM) are only eligible. The eligible MSEs will be provided financial assistance of 80% of space rent for General Category units whereas 100% for SC/ST/Women/NER units subject to maximum Rs.1.00 lakh or actual rent paid, whichever is less. All categories of units will be provided 100% of economy class air fare subject to maximum Rs.1.25 lakhs or actual air fare paid, whichever is less (for one representative from each participating enterprise). Space would be provided by ITPO on the basis of first come first served & availability of space at Fair/Exhibition site.

5. The unit may apply at concerned MSME-DI. It is advised that MSEs may read the scheme guidelines carefully about the available financial benefit and eligibility criteria before applying for the participation in the subject fair. The offer of participation to the unit would be available on the basis of first come first served. The application form is available with scheme guidelines at the link http://dcmsme.gov.in/MATU_30616.pdf.

6. The facts for participation in the subject fair are tabulated below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Important facts related to the fair</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Name of the Trade Fair</td>
<td>India Sourcing Fair St. Petersburg (Russia) September 21-23, 2016</td>
</tr>
<tr>
<td>b.</td>
<td>Name of the Indian Trade Body for instant fair</td>
<td>India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi-110001</td>
</tr>
<tr>
<td>c.</td>
<td>Coordinating Officer &amp; Contact Details</td>
<td>Mr. Brij Lal, Dy. General Manager(Arch.), India Trade Promotion Organisation, Pragati Maidan, New Delhi-110001, Tel.:011-23371843, Mob:9818514779, Email: <a href="mailto:brijlal@itpo.gov.in">brijlal@itpo.gov.in</a></td>
</tr>
</tbody>
</table>
Mr. Ashok Kumar  
Manager  
India Trade Promotion Organisation.  
Pragati Maidan, Room No.201, New Delhi-110001  
Tel.: 011-23371688, Mobile: 9999885677, Email: ashokkumar@itpo.gov.in

**Minimum booth/stall size provided by ITPO**  
The admissible space rent subsidy will be applicable for the minimum booth/stall size. The space rent charges in excess of charges for the minimum booth size will be borne by the concerned unit.

**Mode of payment related details**  
(i) Through RTGS/NEFT, as per the following details:

1. Name of the Beneficiary: INDIA TRADE PROMOTION ORGANISATION
2. Name of the Bank: HDFC BANK LIMITED
3. Branch Address: G-3/4, Surya Kiran Building, 19 Kasturba Gandhi Marg, New Delhi - 1100001
4. Account No.: 00031110005078
5. Type of Account: SAVING
6. IFSC Code: HDFC 0000003

**Closing date for the submission of application**: July 30, 2016

**Other terms and conditions for the participation in the trade fair**
- Import Export Code (IEC) No. is mandatory.
- Other Terms and conditions are attached

7: MSME-Dl's will forward, after ascertaining correctness of information, filled in application form along with EM II/ UAM, copy of passport to undersigned latest by 30.07.2016.

8. After approval of DC(MSME), this office will issue a permission letter. On the basis of permission letter, MSEs will submit space rent charges for space booked by them directly to ITPO along with acceptance of Terms & Conditions of ITPO as mentioned at para 6(g).

9. ITPO will arrange for the Invitation Letter from the fair organizer to facilitate obtaining of visa by the representatives of the participating Indian companies in the said fair. However, the issuance of visa to the unit is the sole discretion of the concerned Embassy.

10. The selected units must carry a catalogue of the product manufacturing by them and preferably it should prepare in the language of host country and English.

11. "Micro & Small entrepreneurs" are permitted for availing the benefit under revised MATU scheme guidelines for participation in the International Trade fair only once in a financial year irrespective of the number of units they own. "However, it may please be noted that one representative cannot represent more than one MSE in a financial year".

12. You are requested to assist, motivate and select the manufacturing MSEs as per display product profile as per scheme guidelines.

13. After the participation, the unit can claim the admissible subsidy for space rent and airfare by submitting the claim in prescribed format available with scheme guidelines at the link [http://dcmsme.gov.in/MATU_30616.pdf](http://dcmsme.gov.in/MATU_30616.pdf) at concerned MSME-Dl within a period of two months from the closing day of the fair failing which it may be presumed that the unit is not interested in the reimbursement.

**Enclosures**: As above

**Copy to**: ITPO, New Delhi

Yours faithfully,

(A.K.Tanwar)  
Deputy Director

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Terms & Conditions of ITPO for Participation in Fair Abroad

1. Application in prescribed proforma for participation in overseas activities of ITPO is to be submitted along with participation fee through RTGS for booking of space. Space is offered with an area of 9 sq. mtrs. (minimum).

2. Allotment of Space to the Participants:
   a) Selection of participants will be done on first-cum-first served basis and/or suitability for exports i.e. export turnover, product acceptability, etc.
   b) ITPO would make allocation of available space in the show premises at its discretion and its decision in this regard will be final and binding on all.
   c) Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with ITPO.
   d) The space allotted to the approved participants is to be exclusively used by them for display of their exhibits as approved by ITPO. Sub letting of space is not permissible. Violation of this clause may lead to cancellation of space allotted, forfeiting of space rent, security deposit etc., paid to ITPO and debarring the participation from the future participation in ITPO's events.

3. Refund of Participation Fee:
   Part-Refund of participation fee will be considered in case where
   a. The space rent paid by the participant is in excess of the actual amount due to ITPO.
   b. The participants after approval withdraws from the participation but space is subsequently let out to some other participant who pays for the space. In such cases the first party can be allowed the refund after deducting 20% of the total amount payable.
   c. There is a change in the venue and date of an event and due to this the participant is unable to participate.
   d. Non-availability of space, rejection of application or in the event of cancellation of participation due to unforeseen circumstances.
   e. In case of force majeure, where the participant is unable to participate due to the circumstances over which he has no control.

4. Visa:
   a. ITPO, as a Trade Promotion Organisation, will provide necessary assistance to the representatives of the participating Company by issuing recommendatory letter to the concerned Mission for obtaining visa. VISA invitation letter and VISA fee etc. will be borne by the exhibitor(s).
   b. Visa recommendation letter will be issued only in favour of the Chief Executive/ Proprietor/Senior Level Officer dealing with exports of the Company who can take on the spot decision.
   c. ITPO shall not be liable, in case the concerned Mission of the host/transit country denies visa to a representative of the participating Company for any reason.
   d. Since ITPO, on behalf of the participating company, has already committed for certain financial bindings by booking of space, construction/decoration of stand, catalogue entry, general publicity support etc., it will not be possible to consider any refund on account of denial of visa/delay in receipt of visa.
   e. The representative would come back to India after the Event/Fair is over and would submit the proof of his/her departure/arrival, wherever necessary.

5. General:
   a. Only goods of Indian origin will be allowed for display in Indian Pavilion. Participants will be allowed to display only those products which have been selected and approved by ITPO.
   b. Exhibits of participants whose representatives do not turn up at the Fair/Show will not be displayed.
   c. ITPO will not arrange shipment of exhibits for display. Participants will make their own arrangements for dispatching the exhibits at their own cost.
   d. Participants will make their own arrangements for removing exhibits from the packing cases and displaying them in the booth. Likewise, after the Fair, participants will make their own arrangements to repack and send the exhibits back to India.
   e. Participants will comply with instructions regarding packing and dispatch of exhibits and other matters concerning their participation. All payments with regard to import duty, any local taxes and forwarding the exhibits back to India will be made/ borne by the participants in foreign exchange.
   f. Participants will not be allowed to remove the exhibits during the show without specific written permission from ITPO or show Organisers.
g. Participants will be required to furnish complete information on orders booked, enquiries generated, retail sales, etc. during and after the close of the Show. Compliance with this rule will be one of the criteria for selection of the participants for future ITPO programmes.

h. All expenses for travel to & fro, and stay abroad including boarding, lodging, medical treatment, insurance, etc. will be borne by the participants themselves.

i. Participants will adhere to such other regulations as may be prescribed by the country in which the show is held and/or the Fair Organisers.

j. In the event of postponement/abandonment/cancellation of the Fair/Exhibition/Show, or in case of exhibits not being displayed due to any reason, ITPO shall be under no liability to compensate expenditure or loss, if any, incurred by the participants.

k. In case of default of any payment due from the participants, ITPO reserves the right to debar them from participation in ITPO’s Fair in India & abroad and bring to the notice of appropriate authority.

l. Any dispute/differences arising out of these terms and conditions of participation shall be referred to the Chairman and Managing Director of India Trade Promotion Organisation whose decision or award shall be final and binding.

m. The terms and conditions of participation shall be subject to the jurisdiction of courts in the State of Delhi.

DECLARATION

We have studied the rules and regulations for participation carefully and agree to abide by the same.

Place: ___________________________ (Company Seal) ________________
Date: ________________

Signature of the Authorised Representative of MSE Name:

Designation: ___________________________