

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु और मध्यम उद्यम)
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय
(भारत सरकार)

निर्माण भवन, सातवीं मंजिल, मौलाना आज़ाद रोड,
नई दिल्ली-110 108



OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL & MEDIUM ENTERPRISES)
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA
Nirman Bhawan, 7th Floor, Maulana Azad Road,
New Delhi - 110 108

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No.5 (25)/2017-ITF

Dated: 12.09.2017

The Director,
All MSME-DIs

Sub: Participation of O/o DC (MSME), M/o MSME, GoI, in the India Sourcing fair, Santiago (Chile), March 02-10, 2018 being organized by India Trade Promotion Organization (ITPO)

Sir/ Madam,

The Office of DC (MSME), M/o MSME is participating in the said fair being organized by the ITPO for a wide range of products.

2. The exhibits to be covered in the exhibition are given at annexure I (Section A).
3. The objectives of O/o DC (MSME)'s participation in this fair are to strengthen bilateral trade and to promote the exports of Indian products with the country hosting the fair. The participating MSEs will get the opportunity to acquaint themselves with new technologies available, negotiate with prospective buyers, generate business enquiries, obtain confirmed 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 the concerned MSME-DI. It is advised that the MSEs may read the scheme guidelines carefully about the available financial benefit and eligibility criteria before applying for the participation in the fair as mentioned in the subject above. 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 salient points/ terms & conditions as regards participation in the subject fair are given at annexure I (Section B).
7. MSME-Development Institutes will forward, after ascertaining correctness of information, filled in application form along with EM II/ UAM, copy of passport to undersigned latest **by 10.11.2017 (with shipment facility) & 08.12.2017 (without shipment facility)**.
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.
9. The 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.

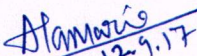
11. **"Micro & Small entrepreneurs"** are permitted for availing the benefit under revised MATU scheme guidelines for participation in the International Trade fair only once in a financial year irrespective of the number of units they own. **"However, it may please be noted that one representative cannot 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 air fare by submitting the claim in prescribed format available with scheme guidelines at the link http://dcmsme.gov.in/MATU_30616.pdf at concerned MSME-DI 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.

14. However, the actual participation in the aforesaid fair to be funded by O/o DC (MSME) is subject to the final approval of the competent authority.

Yours faithfully,


12.9.17
(A.K. Tamaria)
Deputy Director

Copy to: ITPO, New Delhi

Section A

Products on Display	Textiles including Home Furnishings, RMGs, Fabrics, Denim, Accessories, Handicrafts & Handlooms, Jewellery, Engineering Goods, Auto & Auto Components, Information Technology, etc.
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Section B

S.No.	Important facts related to the fair	Details												
a.	Name of the Trade Fair	India Sourcing fair, Santiago (Chile), March 02-10, 2018												
b.	Name of the Indian Trade Body for the fair	India Trade Promotion Organisation Pragati Maidan, New Delhi-110001												
c.	Coordinating Officer & Contact Details	Shri Prem Singh, Deputy General Manager Room No. 218, IInd Floor Pragati Bhavan, Pragati Maidan New Delhi - 110001 Email: ps@itpo.gov.in												
d.	Minimum booth/ stall size provided by ITPO (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)	<div>The cost of 9 sq. mtrs. one side open booth is Rs. 1,71,000 with one-way shipment facility; and Rs. 1,53,000 without shipment facility</div> <div>The cost of booking 9 sq. mtrs. Two-side open booth with: Shipment facility is Rs. Rs. 1,88,100; and Without shipment facility Rs. 1,68,300</div>												
e.	Mode of payment related details	<div><div>(i) Demand Draft in favour of India Trade Promotion Organisation payable at New Delhi</div><div>(ii) The details of the bank for RTGS/ NEFT transfers are as under:-</div><table><tr><td>Name of the Beneficiary</td><td>India Trade Promotion Organisation</td></tr><tr><td>Name of the Bank</td><td>HDFC Bank Limited</td></tr><tr><td>Branch Address</td><td>G-3/4, Surya Kiran Building, 19, Kasturba Gandhi Marg, New Delhi-110001</td></tr><tr><td>ITPO's Bank Account No</td><td>00031110005078</td></tr><tr><td>Type of Account</td><td>Saving</td></tr><tr><td>IFSC Code</td><td>HDFC0000003</td></tr></table></div>	Name of the Beneficiary	India Trade Promotion Organisation	Name of the Bank	HDFC Bank Limited	Branch Address	G-3/4, Surya Kiran Building, 19, Kasturba Gandhi Marg, New Delhi-110001	ITPO's Bank Account No	00031110005078	Type of Account	Saving	IFSC Code	HDFC0000003
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IFSC Code	HDFC0000003													
f.	To whom Demand Draft be submitted	Shri Prem Singh, Deputy General Manager												
g.	Closing date for the submission of application by MSEs	<u>03.11.2017 (with shipment facility)</u> <u>01.12.2017 (without shipment facility)</u>												
h.	Other terms and conditions for the participation in the trade fair	Terms and Conditions are attached herewith.												

Terms & Conditions of ITPO for Participation in Fair Abroad

1. **Space Booking:** Application in prescribed proforma for participation in India Sourcing Fair, Chile is to be submitted for stands of 9 sq mtr (and in multiples of 3 sq. mtrs.)
2. **Allotment of space to the Participants:** Booths will be allotted on **first-come-first-served** basis for which the criterion of RTGS payment of Rs. 50,000 in ITPO's bank account is being adopted. The stands will be allotted only upon receipt of full payments for the space rent. Submission of application for booking of space does not automatically confer a right to allotment of space. Approval of application for stands will rest with ITPO.
3. **Refund of Participation Fee:**
 - I. Refund of Participation fee will be considered in case of non-availability of space, rejection of application or in the event of cancellation of participation due to unforeseen circumstances,
 - II. In the event of withdrawal 3 months before the start of the event, 50% (per cent) of the total participation fee will be considered for refund, only if the space is re-allotted to some other company,
 - III. No refund will be made if the withdrawal request is received less than 3 months before the event
4. **Visa Recommendation:**
 - I. ITPO will provide necessary assistance to the representatives of the participating company by way of issuance of recommendation letter to the concerned diplomatic mission for grant of visa,
 - II. 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,
 - III. Since ITPO, on behalf of the participating company, would have already committed certain financial expenditure by way of booking of space, construction/decoration of stands, catalogue entries, general publicity support etc., it will not be able to consider any refund on account of denial of visa/delay in receipt of visa,
 - IV. Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company so that on the spot decisions can be taken by them.
5. **General Terms & Conditions:**
 - I. Only goods of Indian origin will be allowed for display at India Sourcing Fair,
 - II. In the event of postponement/abandonment/cancellation of the Fair or in case of exhibits not being displayed due to any reason beyond the control of the ITPO, it shall not be liable for any loss or liability,
 - III. The space allotted to the approved participants is to be exclusively used by them for display of their exhibits as approved by ITPO. **Subletting of space is not permissible.** Violation of this clause may lead to cancellation of space, forfeiting of space rent, security deposit etc. paid to ITPO and debarring the participant from future participation in ITPO's events,
 - IV. Any dispute or 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 of award shall be final and binding,
 - V. The terms and conditions of participation shall be subject to the jurisdiction of courts in Delhi.

Terms & conditions accepted.

Place: (Company Seal)
Date:

Signature of the Authorised Representative of MSE
Name:
Designation: