

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  
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No. 5(5)2022-23/PMS/IITF-2022/431

Dated: 23.09.2022

To,

All Directors/HOOs  
MSME-DFOs

**Subject: Participation of O/o DC (MSME) in 41<sup>st</sup> India International Trade Fair' 2022 from 14-27 November, 2022 at Pragati Maidan, New Delhi – req.**

Sir,

Office of Development Commissioner (MSME) is participating in 41<sup>st</sup> India International Trade Fair IITF' 2022 from 14–27 November, 2022 at ITPO, Pragati Maidan, New Delhi. A dedicated pavilion for participation of Micro and Small Enterprises is being planned. It may be noted that the event is open for participation only to **Women / SC / ST / PH / NER / Aspirational District** categories of enterprises. The allocation of stalls to the enterprises will be Free of Cost. (T&Cs for participation and fact sheet is enclosed). Travelling expenses, freight charges etc. will not be admissible for participation in IITF, 2022.

You are requested to give wide publicity and mobilize the MSEs of the eligible categories in your jurisdiction for online submission of applications and their participation for the event.

This issues with approval of Competent Authority

Encl : as above

Yours faithfully,

(Manoj Sharma)  
Assistant Director

## Annexure

### Fact Sheet - India International Trade Fair' 2022

S.No	Particulars	Details
1	Name of the Fair	India International Trade Fair (IITF) 2022
2	Duration	14 <sup>th</sup> November to 27 <sup>th</sup> November 2022
3	Venue	Pragati Maidan, New Delhi
4	Area of Stall	6 square metres (shell type)
5	Eligibility Criteria	*MSEs (only Women / SC / ST / NER / PH and Aspirational Districts ) engaged into manufacturing / services
6	Exhibition type	Business to Consumer (B2C) & Business to Business (B2B)
7	Supporting documents	a) Udyam Registration Certificate b) Documents in support of the eligibility criteria
8	Opening date for the registration	30 <sup>th</sup> September, 2022
9	Closing date for the registration (last date of receiving application at MSME-DFO level)	10 <sup>th</sup> October, 2022
10	Recommendation of MSEs by MSME-DFO	20 <sup>th</sup> October, 2022
11	How to Apply	Through Web-Application link on website <a href="http://www.dcmsme.gov.in">www.dcmsme.gov.in</a> (link will be active from 30.09.2022)

***\*Traders / trading firms are not eligible***

**MSME Pavillion, India International Trade Fair**  
**14<sup>th</sup> - 27<sup>th</sup> November 2022**  
**Pragati Maidan, New Delhi**  
**Terms & Conditions for participation by MSEs**

1. Stall size (6 Sqm) (shell type)
2. The applications will be accepted through online mode only
3. The duration of IITF'2022 is for the period 14<sup>th</sup> – 27<sup>th</sup> November, 2022.
4. Payment of all applicable taxes on sale etc. will be the responsibility of exhibitors. The issue of exit / security clearance after the event is subject to approval by concerned legal authority
5. Cost of transportation of exhibits from the unit to exhibition venue and back will be borne by the participating units themselves.
6. Items in the stall will be provided as per the IITF standard package by ITPO additional display space will be provided in the exhibition
7. No refreshment / lunch etc will be provided to the participants by the Ministry
8. Exhibitor passes will be issued to personnel authorized by the MSE unit on its Letter Head with their photo I.D and two passport size colored photographs. Police verification, wherever required is to be ensured by the exhibitor. Maximum two personnel are allowed as exhibitors at each stall. No request will be entertained for extra passes.
9. There is no provision for Parking of Personal / Commercial vehicles of the exhibitors inside Pragati Maidan premises during the fair.
10. The stalls are non-transferable and sharing of the stalls is not allowed under any circumstances.
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. The opening hours of the exhibition for General Public will be from 10.00 AM - 8.30 PM every day except the last day the exhibition. On the last day, i.e. November 27, 2022, the exhibition will close at 4 PM. The first five days of the event will be business days, i.e. November 14-18, 2022.
14. In case, the exhibitors require any additional items in the stall, they may avail from the external agencies at their own expenses.
15. The exhibitors are responsible for ensuring the safety / security of their display / personal belongings. The security arrangements have also been made after the exhibition hours by ITPO.
16. The Online submission of the application does not guarantee the allocation of stall.
17. The allotment of stall will be done by the competent authority of the Ministry.
18. No Reimbursement / Claim will be admissible under "Procurement and Marketing Support" scheme for the said event
19. One entrepreneur will be considered for allotment of one booth only irrespective of number of applications. Final decision of competent authority will be enforced in this regard and will be binding to all participants.
20. Display / Sale of Open / Non-packed food items / beverages / ice creams / medicines / prohibited items / jadi buti etc. will not be permitted in the MSME Pavillion.
21. The Ministry reserves the right to cancel the participation at any stage without any notice to the participants.