

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/166/2025-GAD/IITF2025/1597

Date: 31.10.2025

Notice

APPLICATION FORM FOR ALLOTMENT OF STALLS TO ENTREPRENEURS IN DELHI PAVILION DURING IITF, 2025 TO BE HELD AT PRAGATI MAIDAN, NEW DELHI FROM 14-27, NOVEMBER 2025

The India Trade Promotion Organization (ITPO), a Government of India enterprise, is organizing the 44th edition of the India International Trade Fair (IITF-2025) at Pragati Maidan, New Delhi, from November 14th to 27th, 2025. The theme of this edition is "*Ek Bharat, Shreshtha Bharat*." The 14-day fair provides an ideal platform for business promotion, product showcasing, investment opportunities, and inter-state collaborations. The first five days (14-18 November) are reserved for business visitors, and the remaining days are open to the general public.

2. DSIIDC is setting up the Delhi State Pavilion and is offering shelled stalls to entrepreneurs from Delhi to exhibit their products, services, and innovations. The category-wise rate of the space and details of special discounts are being offered to certain categories of entrepreneurs for booking of stalls is as under:

S. No.	Particulars	Number of stalls with size	Discount Offered	Rate per Sqm (in INR) of shelled space	Total Cost (in INR) per stall including (refundable security deposit of Rs. 10,000)
1	Women entrepreneurs	10 stalls of size 3x2 sqms each	50%	Rs. 7,700 +GST @18%	64,516.00
2	Private exhibitors	10 stalls of size 3x3 sqms each	NA	Rs. 15,400 + GST @18%	1,73,548.00
3	Private exhibitors	12 stalls of size 3x2 sqms each	NA	Rs. 15,400 + GST @18%	1,19,032.00
4	Preferred location i.e. Two sided/ Corner	As per layout	NA	15% extra from above mentioned Basic rates	(Basic cost of category + 15% of Basic cost) + 18% GST + Rs. 10,000 Security

ENCL: Application Form as well as terms & conditions.

3. The application forms, terms & conditions etc. can be downloaded from DSIIDC website www.dsiidc.org. Last date of submission of application is 06.11.2025 by 05:00 PM.

4. For any clarification call at 011-23356585 (Ext. 120) or 011-23318170.


(Vijit Singh)
Chief Manager (IPD)

To,
All Entrepreneurs/MSMEs/Exporters of Delhi
Industries/Associations

Copy to:

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

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(INDUSTRIAL PROMOTION DIVISION)

APPLICATION FORM FOR ALLOTMENT OF STALLS TO ENTREPRENEURS IN DELHI PAVILION
DURING IITF, 2025 TO BE HELD AT PRAGATI MAIDAN, NEW DELHI FROM 14-27, NOVEMBER
2025

THEME OF IITF 2025: “Ek Bharat, Shreshtha Bharat”

APPLICATION FORM

1. Category of Applicant (Women Entrepreneur/Private Exhibitor)
2. Name of the Applicant/Firm/Company :
3. Sector (Service /Manufacturing/ Retail/ Other) :
4. Basic activity of the firm :
5. Postal Address of the firm :
6. Name of the Proprietor /Partner/ Executive/Director :
7. Size of stall desired (6 Sqm /9 Sqm) :
8. Preferred Location Two Side/ Corner :

*Note: Preferred Location Charges extra 15% will be applicable.

9. Contact Details:

- i. Mobile No. :
- ii. E-mail address :
- iii. Website, if any :

10. Other information

- i. Udyam Aadhar No. : (Upload Document)
- ii. Type of firm (Proprietorship/ partnership /company/ any other) :(Upload Document)
- iii. PAN Card No. : (Upload Document)
- iv. FSSAI No.(If applicable) : (Upload Document)
- v. Proof of identity (Voters Card/Driving License/Aadhaar card/Passport etc.):
(Upload Document)
- vi. GST Registration No. (if applicable) : (Upload Document)
- vii. Document in support of Women Entrepreneurship (Upload document) :

11. Proof of Submission of Fee & Security Deposit to DSIIDC: (*Upload NEFT/ RTGS receipt*)

12. Details of items to be displayed with specifications.
(Catalogue/photos of products to be enclosed) : ----- (Upload Document)

13. Bank details of applicants for refund(*Upload a copy of cancelled cheque*)

i) Bank Name :

ii) Account No. :

iii) IFSC Code :

14. **Declaration:** I/We, hereby, declare that (Please check the boxes) :-

(i) I/We have gone through the Terms and Conditions laid down by DSIIDC and ITPO. ☐

(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 and ITPO in any matter relating to conduct, discipline, display, and sale within the Pavilion. ☐

(iii) In case of food/ pharma and cosmetics, I/ We declare that no products will be sold loose during the event. ☐

(iv) I also, declare that products displayed and sold during the event shall comply with the applicable licensing and packaging requirements under any relevant law/regulations. ☐

(v) I/We also declare that I/we will sell the authorised products only at the stall and will not resale/sublet or transfer the stall to other entity. ☐

(vi) 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 other deposits. ☐

(vii) I/We confirm that upon successful allotment of stall at Delhi Pavilion I/we will submit any further details sought by DSIIDC and/ or ITPO. ☐

(viii) I/ We know that also undertake to abide by the decision of DSIIDC. I/ We know that MD, DSIIDC reserves the right to accept or reject any or all applications without assigning any reason thereof. ☐

(ix) I/We undertake that the above information is true and correct to the best of knowledge and belief and nothing has been concealed. ☐

Place :

Name (Authorized Signatory) :

Date :

TERMS & CONDITIONS

1.0 GENERAL

- 1.1 The India Trade Promotion Organization (ITPO), a Government of India enterprise, is organizing 'The India International Trade Fair' - 2025 (IITF-2025) from 14-27 November 2025 (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 the most opportune platform to project the strength and potential of the participating states.
- 1.2 IITF – 2025 is an annual event in which all states, large companies including Public Sector Corporations participate. Other countries also have a sizable presence in the fair. The purpose of the fair is to promote Trade, Commerce & Industry. This year, first five days i.e., 14-18 Nov 2025 have been kept exclusively for business visitors only to give the event more B2B character. The fair will be opened from 19th November, 2025 for public. The theme of IITF-2025 is '**EK BHARAT – SHRESHTHA BHARAT**'
- 1.3 Every year, Government of NCT of Delhi also participates in this Trade Fair on regular basis to showcase the programme 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.

2.0 PROCESS FOR ALLOTMENT OF STALL

- 2.1 The application form along with all documents can be downloaded from our website www.dsiidc.org.
- 2.2 The application form along with all supporting documents can be submitted either **offline** at DSIIDC's office of Chief Manager (IPD), N-36, Bombay Life Building, Connaught Circus, New Delhi-110001 (attached) **OR Online** through Email at iitf2025.dsiidc@gmail.com The online applications should be scanned PDF of the complete documents with signature of the applicants on each page. Last date of acceptance of applications is 06th November, 2025 latest by 05:00 PM.
- 2.3 The complete payment (towards the cost of Stall including refundable security deposit) as applicable to the respective category as detailed in the table at page No.1 of this notice, has to be deposited through NEFT/RTGS 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 copy of the payment receipt of the same needs to be attached alongwith the application form.**

- 2.4 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.
- 2.5 Preference would be given to the Manufacturers falling in the category of MSME as ascertained from the Udyam registration. Further, preference shall also be given to SC/ST entrepreneurs, SHGs, Start-Ups, awardee artisans and the policies/schemes promoted by the Government.
- 2.6 For **Women Entrepreneurs**, eligibility shall be determined as under:
- Proprietorship registered in a woman's name; or
 - Partnership firm or Pvt. Ltd. company with **minimum 50% shareholding by women.**
 - Proof through **Udyam Aadhaar, Partnership Deed, or MoA/AoA** is required.
- 2.7 All applications will be scrutinized by a committee constituted by DSIIDC. Incomplete, incorrect, or unsupported applications shall be rejected. The confirmation regarding final allocation shall be communicated by email or telephone. Hence, the applicants are required to mandatorily mention both Email ID and Telephone Number.
- 2.8 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 on a first come first serve basis. Similarly, if sufficient numbers of applications are not received by the due date, the stalls will be allocated on a first come first serve basis on the spot on payment of applicable fee.
- 2.9 The applicant can only apply for the shelled space provided by this office and the standard size of the stall shall be 6 sqm or 9 sqm.
- 2.10 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
- 2.11 If the exhibitor/applicant wants any extra furniture/shelves or any other modification in the stall provided by this office, the same at extra cost. The cost of extra furniture shall be intimated at the time of allotment of stalls.
- 2.12 The Space Rentals mentioned in the above table is inclusive of 0.5 KW power load per 12 sqm. In case the exhibitor demands higher power load, the same shall be allowed on payment of applicable cost.
- 2.13 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.

- 2.14 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.
- 2.15 The amount of unsuccessful candidates shall be refunded after completion of the selection process.
- 2.16 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 or 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 13/11/2025 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 27/11/2025 by the participants. The participants shall only be responsible for the uplifted goods after closing of the exhibition on 27/11/2025.
- 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 a 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 exhibitor 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.
- 3.33 The amount deposited towards allocation of stalls along with security deposit shall be forfeited and the stall allocation shall be cancelled in the following conditions:
- If the exhibitor **sublets, transfers, or shares** the stall.
 - If **unauthorized products** are displayed.
 - If **rules or directions of DSIIDC/ITPO** are violated.
 - If the exhibitor **withdraws** after confirmation, the total deposited amount (including security) shall be **forfeited**.
- 3.34 For further details, kindly contact the Manager (IPD) at IITF2025.DSIIDC@gmail.com or at 011 - 23356585 (Ext. 120).

1. Signature of the applicant	
2. Name of the applicant	
3. Name & address of the firm	
4. Contact No.	
5. Email ID	
