

The National Small Industries Corporation Ltd.

(A Govt. of India Enterprise)

Guidelines for participation in International Fairs held Abroad through NSIC

1. Salient Points:

- i. Application in prescribed format is to be submitted by MSMEs through any Branch Office/NTSC/NSSHO for participation in foreign exhibitions under International Cooperation Scheme for booking of stall. Shell scheme booth is offered at minimum size available in the exhibition. In case of overwhelming response, the dual participation in one stall may also be considered. The option of dual participation may vary from exhibition to exhibition.
- ii. The application should be accompanied with the relevant documents and the Demand Draft/Pay Order in favour of The National Small Industries Corporation Ltd., issued by any nationalized/scheduled commercial banks or payment through RTGS/NEFT towards the amount of MSMEs contribution for stall booking. Cash/Cheque payment is not allowed under any circumstance.
- iii. Only goods of Indian origin will be allowed for display.
- iv. One MSME unit is allowed to participate in one exhibition in a financial year. Also, a person cannot represent more than one MSME in a financial year.
- v. Minimum 10 units are required for participation in an international exhibition under IC scheme. In case of insufficient response, NSIC may withdraw participation and in case of overwhelming response, selection will be on first-come-first-serve basis. However, depending upon the response, Screening Committee will be the deciding authority for selection of units.
- vi. Once approval is conveyed to the MSMEs, change in representation shall not be permissible unless written approval obtained/conveyed by NSIC. Any change in the approved representation by the MSME without obtaining prior approval/consent of NSIC will render MSME ineligible for their claims of reimbursement towards airfare/freight charges etc. and further disciplinary action as deemed fit by NSIC would be initiated against such erring MSME including debarring from participation under MAS/SMAS/IC scheme in future.
- vii. Units will themselves make all necessary travel arrangements, obtaining visa, freight arrangement etc. and claim the admissible amount as per IC scheme after participation in the event. The claim reimbursement will be made as per the revised guidelines of IC scheme.
- viii. The claim for airfare subsidy will be admissible only for one authorized representative of MSME unit who has participated in the event (In whose name the undertaking has been submitted at the time of application).
- ix. MSMEs including SC/ST category MSMEs shall be facilitated participation only in NSIC approved international exhibitions. MSMEs belonging to SC/ST category shall be covered under SMAS.
- x. The advertisement & publicity expenditure mentioned at Clause No. 5.2.2 in IC Scheme is for the Ministry departments only, incurred in the foreign land and not for MSMEs.
- xi. To ensure that the applicant units do not withdraw participation, certain amount as security deposit may be charged from the units depending upon the stall rent which will be over and above the additional amount to be collected from unit considering the maximum ceiling of Rs. 1.25 Lakh per unit on stall rent. The same will be displayed on the Fact-sheet of that event. The security deposit will be refunded to the unit if its application is not approved or when the approved unit submits the claim documents & feedback report post event. If an approved unit fails to participate, the amount paid by the unit to NSIC including security deposit will be forfeited.

2. Procedure for application:

Units intending to participate in an NSIC approved International exhibition will apply at the nearest NSIC Branch Office/NTSC/NSSHO with requisite amount and documents within the cut-off date mentioned in the Fact-Sheet. Requisite Documents are as under:

1. Application Form (Annexure-A)
2. Copy of UAM, PAN, GSTIN.
3. Proof in support of the promoter's category or categories (Women, SC/ST, NER) etc.
4. Copies of Audited Balance Sheet or Income Tax Returns for the last two year.
5. Copy of company profile.
6. Undertaking in prescribed format on Company's Letter Head. (Annexure-B)
7. Copy of passport (valid for atleast six months post event applied for) of the representative of the company who will be attending the fair.
8. Unique ID of unit as registered on PFMS Portal.
9. A cancelled cheque of current account of the unit (Proprietor/Partnership/Company as the case may be).
10. Score Card (Annexure-C). Minimum qualifying score/points should be 60% of the Score Card.
11. Budget Estimate (Annexure-D)
12. Demand Draft in f/o NSIC Ltd. towards security deposit (If indicated in Fact-Sheet). Since, the security deposit is refundable, this DD is not be deposited in bank but kept at the concerned field office until further instruction from H.O.
13. Demand Draft in f/o NSIC Ltd. issued by any nationalized/scheduled commercial banks or payment through RTGS/NEFT towards the amount of MSMEs contribution for stall booking.
14. Hard copy of the Guidelines & SMAS/IC Scheme duly signed by the participant.
15. Unit should be registered on MSME Databank.

Note: Cash deposit /cheque are not allowed under any circumstance.

The application should be submitted only after the Fact Sheet of the said exhibition has been displayed on NSIC's website and before the Cut-off date mentioned in the Fact Sheet.

3. Selection of participants :

- i. Minimum 10 units are required for participation in an international exhibition. In case of insufficient response, the said exhibition will stand cancelled.
- ii. In case of overwhelming response, selection will be on first-come-first-serve basis. However, depending upon the response, Screening Committee will be the deciding authority for selection of units.
- iii. Preference shall be given to those MSMEs who have not availed the benefit under MAS/SMAS/IC scheme earlier.
- iv. Preference will be given to MSMEs who will display Technology / Engineering products in the fair and to units belonging to special category i.e. SC/ST/Women/NER (subject to availability of funds in the respective categories).
- v. The application and Demand Draft/Pay Order/RTGS/NEFT arranged before the date of the display of the factsheet on NSIC's website will not be entertained.
- vi. Submission of application for participation does not automatically confer a right for approval of application.
- vii. Approval for participation will rest with the Ministry of MSME and the decision will be final and binding.

4. Visa :

- i. The units will coordinate directly with the fair organizer for issuance of necessary visa letter.
- ii. NSIC shall not be liable in case the concerned embassy of the host/transit country denies visa to a representative of the participating MSME for any reason.

5. General :

- i. NSIC shall not be liable for any loss or damages in the event of postponement/ abandonment/ cancellation of the fair/ exhibition, or in case of exhibits not being displayed due to any reason. The calendar of event available on NSIC's website is tentative and may change. The revision, if any, will be placed on NSIC's website. Further in the event of insufficient applications, NSIC reserves its right to withdraw its participation from the event and the contributions so received from the units will be refunded without any interest.
- ii. Space allotted to the participants is to be exclusively used for display of their exhibits as approved by NSIC. If any unit is found exhibiting products other than those manufactured/ produced by them as mentioned in its UAM, the unit shall be liable for rejection of claim as well as blacklisting for future participation under MAS/SMAS/IC Scheme for one year.
- iii. Subletting of space is not permissible. Violation of this guideline or postponement/withdrawal of the unit's participation after submission of application will debar the participant from future participation in events organized /participated by NSIC under MAS/SMAS/IC Scheme. The amount deposited by the participant will be forfeited in such situation. Further, action will be initiated against such erring unit including denial of claim for airfare, freight subsidy etc.
- iv. Every exhibitor has to display its products/services/technology in the event from day one. In such case the exhibitor will not be entitled for any concession under the scheme.
- v. Any dispute or difference arising out of these guidelines of participation shall be referred to Director (Planning & Marketing) of NSIC whose decision or award shall be final and binding.

6. Re-imburement of airfare/freight subsidy:

- i. After participation, the approved units shall submit the claim reimbursement request on Company Letter Head alongwith Annexures- VI, VII, VIII, IX & X as per Revised IC Scheme and requisite claim documents positively within 30 days of the completion of the event at the same field office where the application was submitted, failing which it will be presumed that unit is not interested in the reimbursement and no claim request will be considered after 30 days of the completion of the event.
- ii. 100% economy class airfare will be reimbursed to individual units as per actuals and subject to the maximum ceiling prescribed under IC scheme.
- iii. No reimbursement will be made for journey within India on domestic route.
- iv. The claim for airfare subsidy will be admissible only for the authorized representative of MSME unit who has participated in the event (In whose name the undertaking has been submitted at the time of application).
- v. Claims from any third party (Associations etc.) on behalf of the participant(s) will not be entertained.
- vi. The claims as per prescribed format, received from the units for a particular event will be submitted by NSIC to the Ministry for reimbursement.
- vii. The sanctioned amount received from Ministry will then be transferred to the unit's account through PFMS Portal.
- viii. Payment to the MSMEs towards reimbursement of airfare/freight subsidy etc. under IC scheme will be made through PFMS Portal. MSMEs are therefore required to provide valid PFMS unique registration ID while submitting the claim documents.

7. Checklist of Documents to be enclosed with the claim form

- i. Copy of Udyog Aadhar Registration certificate.
- ii. Copy of e-ticket complete in all respect with fare information on e-ticket itself for air travel.
- iii. Original Boarding Passes.
- iv. Original Invoice/Bills along with Receipt of Payment for claiming freight charges/entry/registration fee.
- v. Unique ID of unit as registered on PFMS Portal.
- vi. Copy of PAN Card of the unit.
- vii. Copy of TAN Number, if any.
- viii. Feedback Form duly filled and signed by the authorized representative. (Flag-X)
- ix. Photograph of the stall at the venue.

Note:

- All the documents mentioned above are mandatory and should be self-attested by the promoter of the unit.
- Airfare will only be reimbursed if the travel is within one week prior to the start of event and one week after the completion of the event.
- Excess baggage will not be considered for freight reimbursement.
- Incomplete documents will not be entertained.

8. Refund:

- i. The amount deposited by the participating unit will not be refunded by NSIC, if there is denial of visa/delay in receipt of visa.
- ii. Refund of participation fee will only be considered in case of non-availability of space, rejection of application or cancellation of exhibition by NSIC due to non receipt of sufficient response or any other reason; subject to the condition that payment towards stall charges is not made to the fair organizer by NSIC.

All the units willing to participate in the International exhibition abroad will be required to read and agree with the above Guidelines & SMAS/IC scheme. Hard copy of the Guidelines & SMAS/IC scheme duly signed by the participants will be required to be submitted with the application form.

APPLICATION FORM

For participation in NSIC approved International exhibitions/trade fairs in foreign countries
(It is mandatory to fill all the fields)

1	Exhibition Name						
2	Duration/Date & Venue						
3	Brief description of event						
4	Objective to attend the event						
5	Details of units seeking assistance from NSIC						
a	Name (with website, if any)						
b	Category as per UAM (please tick the appropriate column)*	Manufacturing			Service		
c	Investment in plant & Machinery as per MSMED Act 2006	Does not exceed Rs.25 lac	More than Rs. 25 lac but does not exceed Rs. 5 crore	More than 5 crore but does not exceed Rs. 10 crore	Does not exceed Rs.10 lac	More than Rs. 10 lac but does not exceed Rs.2crore	More than Rs. 2 crore but does not exceed Rs. 5 crore
	(Please tick appropriate column)						
d	Udyog Aadhar Memorandum (UAM) No.						
e	Details of Products manufactured/ Services rendered (Must match with UAM details)						
f	PAN No.						
g	Registered in MSME Databank	Yes			No		
h	Import Export Code No.						
i	GSTIN						
j	ISO Certified	Yes			No		
k	Category of promoter (attach documents in r/o SC, ST, Women or NER) (Please tick appropriate column)	General	Scheduled Caste	Scheduled Tribe	Women entrepreneurs	North-East	
l	Name of Promoter/ Chief Executive						

m	Contact Person					
n	Factory/Unit address					
o	Contact details	Phone	Fax	Mobile	E-mail	
p	Promoter's Residence address					
6	Details of product to be displayed					
a	Nature of Display proposed in the exhibition	Machines	Equipments	Brochure display etc.	Electronics (audio/ visual etc.) display of products & services	Any other (Pl. specify)
	Pl. tick the appropriate column(s)					
7	Passport Details					
a	Name as in Passport	Date of Birth	Passport No.	Place of Issue	Date of issue	Date of Expiry
8	Details of DD towards Security Deposit	Amount (in INR)	Bank Name	Bank Address	DD Number	Date
9	Details of unit contribution towards stall rent, if any. (Only through DD/RTGS/NEFT)	Amount (in INR)	Bank Name	Bank Address	DD Number	Date of DD/ Online Payment
10	Whether the unit has availed assistance from the corporation during the last 3 financial years & current financial year under Marketing Assistance /Special Marketing Assistance/International Cooperation Scheme. (Please Tick)				Yes	No
a	If Yes please provide the details	Name/date/place of the Exhibition participated		Benefits Accrued out of previous participation		
11	I have read the terms and conditions of International Cooperation Scheme/Special Marketing Assistance Scheme for participation through NSIC and agree to abide by them. The above information, as provided by me, is correct & true to my belief.					
	Date:	Place:		Name & Signature:		
Exhibition Division, National Small Industries Corporation Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 Tel. 011-26926275 Email: exhb@nsic.co.in, website: www.nsic.co.in						

UNDERTAKING

(On Company's Letter Head with Company Seal)

I, on behalf of -----(**Company Name**), hereby undertake to confirm to NSIC that our company will display ----- (**product to be displayed**) only during the exhibition-----
– (**Exhibition Name**), being held from -----(**date of exhibition**) at-----
(**venue of exhibition**).

-----(**Name of the representative**), will represent our company. He/ She holds the position of -
-----(**designation of representative**) and are on the permanent payroll of the company, working since last -----(**years of experience with the company, in case the employee is being deputed to the show** proof to be attached).

I, also undertake to submit the photocopy of my passport or of the representative of our company, who will be visiting above exhibition. Further, I take full financial & legal responsibility in connection with to & fro travel to -----(**country name to be visited**).

I will also abide by the following terms & conditions for participation in the International Fair/Exhibition:

- i) Only goods/ Technology of Indian origin will be allowed for display at the fair.
- ii) In the event of postponement / cancellation of the Fair/Exhibition, or in case of exhibits not being allowed to be displayed due to any reason beyond the control of the NSIC, NSIC 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 NSIC. **SUB-LETTING OF SPACE IS NOT PERMISSIBLE .**
- iv) In case of default or Violation of any guidelines may lead to non-reimbursement of subsidy and debarring the participant from future participation in any event through NSIC.
- v) In case of any untoward incident including theft/loss of Visa / Passport / documents during the fair, NSIC will not be responsible for any consequences.
- vi) In case of any legal matter in the foreign land, NSIC will not be responsible in any manner.
- vii) After the completion of above mentioned exhibition, I shall return to India.
- viii) I shall submit all the requisite claim documents as per guidelines to NSIC within 30 days from the date of completion of exhibition, failing which my claim shall stand rejected.
- ix) Any dispute or differences arising out of these terms and conditions of participation shall be referred to the Director (Planning & Marketing) of NSIC whose decision shall be final and binding.
- x) The terms and conditions of participation shall be subject to the jurisdiction of courts in the State of Delhi.

(Signature of authorized signatory with company seal)

Name: _____

Designation: _____

Date: _____

Annexure-C

Score Card for selection of MSMEs for participation in International Exhibition/Fair (Total Score-65 Points)

Name of MSME Unit & UAM No.....

S. No	Subject	Scoring Methodology	Points allocation (to be filled up by MSME unit)
1	Frequency of participation of a unit in a trade fair during the last 5 financial years	First time participation-10 Second time participation-02 Third time participation-0	
2	Proprietor of enterprise	Women belonging to SC/ST-10 SC/ST-09 General-08	
3	Location of unit	NER region-05 Other-04	
4	Remote location of unit	Located in rural area-10 Located in city-08 Located in metropolitan city-06	
5	Quality of products manufactured	ISO certified-05 Non-ISO certified-03	
6	Innovative/patented product/technology	Patented-05 Non-patented-04	
7	Category of enterprise	Micro-10 Small-08	
8	Objective of unit for the participation in a trade fair	B2B engagements/ opportunities/meetings-10 Retail sale of products-05	
	Total		

This is to certify that the score card details given above are correct and nothing has been concealed.

(Signature of authorized signatory)

Name.....

Designation.....

Date.....

Budget Estimate

S. No	Item	Total Estimated Expenditure (in Rs.)	Assistance sought under SMAS/ IC Scheme (in Rs.)
1	Stall Rent		
2	Airfare		
3	Freight		
4	Entry/Registration Fee <i>(Not applicable for SC/ST MSMEs as the same is covered under DA)</i>		
5	Daily Allowance (DA) under SMAS <i>(Applicable only for SC/ST MSMEs)</i>		
	TOTAL		

(Signature of authorized signatory of applicant unit with company seal)

Name: _____

Designation: _____

Date: _____

Place: _____

PARTICIPANTS FEEDBACK REPORT

(To be filled in by all individual participants separately)

(All columns should be filled)

1	Name of the participating unit			
2	Address			
3	Name and designation of the Participant			
4	Phone No. (Mobile) (Off.)			
5	E-mail			
6	Website address of the unit			
7	Name/Place/Duration of event			
8	Comments of the participant regarding benefits of participation in the event			
9	Number & value (in INR) of export inquiries generated			
10	Details of business finalized/orders booked			
11	Other achievements, such as joint ventures, technology transfer agreements, etc. (give details)			
12	Number of business visitors in the event			
13	Would you like to participate again in the event? If yes, reason for the same.			
14	Details of technologies noticed in the event which would be useful for MSMEs in India (copies of the brochures and other relevant literature may be attached as separate sheet):			
	Country	Field/Sector	Description of Technology	Contact details (phone number/e-mails etc.) of the company
15	Remarks/Suggestions, if any			

Enclosed: Photograph of allotted booth at the event venue.

Date:

Signature/Name/Designation of Participant