

Circular for Participation in Prodexpo 2019 to be held in Moscow from 11-15 February 2019 with Tea Board

Objective: To provide a platform to the exporters to show case their products in Prodexpo Moscow for promotion and facilitate generation of trade opportunities through interaction between buyers and sellers during the exhibition

A Eligibility

1. All exporters holding valid exporters' license are eligible to participate from Tea Board's booth in exhibition. The company shall not be under any investigation/charged/prosecuted/debarred/black listed on any grounds related with trade and business
2. Only exporters submitting regular monthly export returns will be eligible for participation
3. The exporter must be dealing in only 100% Indian teas
4. Provision for new entrants will be there as per the table at C 2 below

B Procedure of application

1. Exporters interested in participation will have to submit application to Tea Board informing them of their interest in participation. Application for participation in exhibition with Tea Board will be considered only on receipt of participation and application fee as per the guidelines given below.
2. No application/intimation prior to the date of uploading on Tea Board's website will be considered
3. The cut-off date for receiving applications along with application and participation fees for Prodexpo Moscow is 11th January 2019. If the requisite number of exporters to be accommodated in the completed by that date, new applicants will be considered only upon decision by the Selection Committee/Competent Authority.
4. Payment by way of NEFT/RTGS/Bank Transfer in favour of "Tea Board Market Promotion Scheme" for the following:-
 - a) An advance of Rs. 1.50 lakh /- (Rupees One lakh fifty thousand only) on account of application and participation fees to be submitted
 - b) The assistance of a furnished stall to an exporter would be to the tune of 60% of the total cost. Hence 40 % of the total cost of a furnished booth will have to be borne by the exporter. The excess money, if any, upon calculation of the 40% of the furnished booth will be refunded to the exporters upon completion of the event or vice-versa.

C Sector wise representation

C (1) Since there are many companies exporting teas, there is a need to make a priority list. The parameters for priority list are:

- a. Y-o-Y growth (%) in aggregate export volume in general
- b. Y-o-Y growth (%) in aggregate export value in general
- c. Y-o-Y growth (%) in aggregate export volume for that particular market
- d. Y-o-Y growth(%)in aggregate export value for that particular market
- e. Export of value added teas.

C(2) In order to ensure equitable and fair representation from the Industry in an event, the following quota would be adhered to for implementation out of the admissible number of exporters to be accommodated in Tea Board's stand for a particular fair/exhibition. This may be treated as the general guideline in the aforesaid direction. However, quantum of selection from each segment would ultimately depend upon the actual availability and segment wise responses.

Sr. No.	Segment	% representation
1.	Merchant Exporters	40%
2.	Producer Exporters	30%
3.	Entrepreneurs/Small growers	10%
4.	Value added including organic	10%

5.	First time entrant/ new companies	10%
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In case of more entries in segments 1-4, decision for selection will be based on parameters as at C (1) above, whereas in case of segment 5 it will be based on drawing of lots.

D Documents to be submitted

1. A self certified copy of the IEC certificate issued by DGFT
2. A signed and stamped self declaration that the company has not and will not avail benefit for a particular event from any other scheme of the Government or from any other organization.

E Terms & conditions

1. For participating in Prodexpo 2019 with Tea Board, each participating exporter is to be provided a minimum exclusive space as far as practicable.
2. Only Indian tea may be displayed from Board's stalls. Non-tea eg. Tulsi tea/ Herbal tea (non *camellia sinensis*) and other origin teas apart from India should not be displayed from the stalls. Any deviation to this will be viewed seriously.
3. Participants are to ensure that their display is put up in an aesthetic manner and their allotted space is manned properly during the full duration of the exhibition. Representatives from the exhibiting companies shall preferably be of senior management level.
5. Value added tea exporters having a large range of products and samples to display, desiring to have more space, may be provided extra space at actual cost if Tea Board's budget permits and if it is possible to get extra space alongside Tea Board's booth, if they indicate their requirement well in advance upon accommodating other participants. The enhanced space must be properly utilized through adequate and varied display of packaged products.
6. A total of four (4) participations per company in a financial year will be permissible along with Tea Board under this scheme.
7. Only one application will be entertained for group companies where the entire group will be considered as one applicant.
8. In case of participation from a separate stall due to Tea Board not being able to provide required space, Tea Board will not bear the cost or consider reimbursement of the stall space.
9. Participation charges and Application Fee of non-participants will be forfeited if they pull out of the participation by a month or less before the event. In the case of an intimation by a participant pulling out of an event before a month and an alternative participant is not found to take up the stall space, the participant will forfeit the money so submitted.

10. Tea Board will provide basic furnished stall space only. All other requirements e.g. accommodation, visa, interpreter, sampling equipment, logistics, extra furnishing and other incidental things will have to be arranged for by the exporter.
11. In all cases of dispute, the decision of the Advisory Committee, Tea Board is final and binding.

F Implementation

The implementation will be as per the approved scheme. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by Deputy Chairman, Tea Board. Thereafter, decision of the Deputy Chairman, Tea Board shall be final and binding on all issues.

G Submission of application

The applicant exporters desirous of availing the assistance shall submit their application in the prescribed form (OR online) along with necessary supporting documents, to Publicity Officer, Tea Board, 14 B.T.M. Sarani, Kolkata 700001.

H Amendment to the Sub-component

The Tea Board reserves the right to amend, amplify or abrogate, in its discretion, any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B.

Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Application for participation in Prodexpo 2019 along with Tea Board India

Sr. No.	Subject	Particulars
1	Name of the firm/company/organization	
2	Complete communication coordinates (E-mail, Mobile No, LL No etc)	
3	Name of the official participating in the event	
4	Name of the Group company	
5	Export license number	
6	IEC number	
7	Total FOB value of exports in the last 3 Financial Years (mention for each of the last 3 years separately) Year 1 Year 2 Year 3	
8	Total quantity of exports in the last 3 Financial Years (mention for each of the last 3 years separately) Year 1 Year 2 Year 3	
9	Particulars of fair/exhibition/BSM for participation Name: Place: Country: Duration of the event from ____ to ____	
10	FOB value of exports in the last 3 Financial Years for the specific market where this particular fair/exhibition is held in relation to Sr. No. 9 (mention for each of the last 3 years separately) Year 1 Year 2 Year 3	

11	<p>Quantity of exports in the last 3 Financial Years for the specific market where this particular fair/exhibition is held in relation to Sr. No. 9 (mention for each of the last 3 years separately)</p> <p>Year 1</p> <p>Year 2</p> <p>Year 3</p>	
12	<p>Details of participation made in the previous years with Tea Board in the same fair/exhibition as mentioned at Sr. No. 9</p>	
13	<p>Details of other exhibitions in the current financial year in which the company has already participated along with Tea Board or have received confirmation of participation along with Tea Board</p>	
14	<p>Whether assistance availed from other Govt. Bodies/EPCs/Commodity Boards/ APEDA/MPEDA/ ITPO etc. for the event under reference at Sr. No. 9?</p>	
15	<p>The exports (volume and value) during the current FY as well as the preceding FY for the following categories separately:</p> <p>Value added/packed-></p> <p>Bulk-></p> <p>Organic (may be packed and/or bulk)-></p>	

Declaration

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

Any information, if found to be incorrect, wrong or misleading, will render us liable to rejection of our participation in the forthcoming events with Tea Board, without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no subsequent claims are in the pipeline, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

Signature_____

Name (Block Letters) _____

Designation_____

Name of Applicant _____
Firm _____

Office Seal_____

Place:

Date: