

TAMILNADU TRADE PROMOTION ORGANISATION

(A JOINT VENTURE OF ITPO (GOVT.OF INDIA) & TIDCO (GOVT.OF TAMILNADU))



APPLICATION FOR EMPANELMENT OF SERVICE PROVIDERS RELATING TO EXHIBITION INDUSTRIES IN TNTPO

**CHENNAI TRADE CENTRE COMPLEX,
POONAMALLE HIGH ROAD,
NANDAMBAKKAM,
CHENNAI - 600 089.**

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marketing@chennaitradecentre.org

www.chennaitradecentre.org



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INTRODUCTION:

Established in 2001 as a joint venture between India Trade Promotion Organisation (ITPO) and Tamilnadu Industrial Development Corporation Limited (TIDCO), Tamilnadu Trade Promotion Organisation (TNTPO) aims to foster trade and industry growth through various facilitation initiatives. With a focus on organizing national and international trade fairs, TNTPO strives to enhance global competitiveness among traders and industrialists.

Situated in a prime location of the Chennai Metro at Nandambakkam, adjacent to St. Thomas Mount, the Chennai Trade Centre (CTC) spans an area of 25.48 acres. It features air-conditioned exhibition halls of varying sizes, including Hall No. 1 (4,400 sq. meters), Hall No. 2 (1,760 sq. meters), and Hall No. 3 (4,400 sq. meters), all with a height of six meters to accommodate diverse machinery displays.

The well-designed halls, devoid of obstructing pillars or columns, offer versatility for various events, including exhibitions, conferences, conventions, and other trade, commerce, and industry-related gatherings. Interconnected halls provide seamless transitions, while Hall 3 boasts direct access to the convention center, ensuring convenience for attendees.

A total of 284 event days were held in the Exhibition Halls and 120 events comprising 181 event days were held in the Chennai Convention Centre over the past 23 years.

Furthermore, the new Expansion Building of the Chennai Trade Centre will soon be available for hosting events. The New Building encompasses five exhibition halls, one convention hall, and three conference rooms.



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BENEFITS OF THE EMPANELMENT WITH TNTPO:

- a) Registered service providers in the TNTPO empanelment list will be authorized to offer their services to event organizers during event days at the Chennai Trade Centre.

- b) Only registered service providers will have access to the addresses and contact details of event organizers/managers who have confirmed their events at the Chennai Trade Centre.

- c) A comprehensive list of registered service providers for various services will be prominently displayed on the TNTPO website (www.chennaitradecentre.org).

- d) Registered service providers of the Chennai Trade Centre will be granted the privilege of promoting their services during both event and non-event days.



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PRE-QUALIFICATION CONDITIONS FOR EMPANELMENT:

1. **Experience in a similar field:-** The applicant firm/supplier should have a minimum of similar professional experience for at least 3 years. The applicant's company profile should be enclosed with complete details of events/exhibitions conducted or managed for the past 3 years (Documentary proof should be enclosed).
2. **The Average Annual Turnover of the applicant** should not be less than the amount as mentioned below in Table-I for the immediate last 3 financial years ended 31.03.2023 which is duly attested by the Chartered Accountant.
3. **The applicant should not be the defaulter of any statutory payments such as GST, Service Tax, Income Tax etc. and self-declaration should be enclosed in this regard.**
4. **The applicant should have a functional office/Godown in any one of the Districts such as Chennai, Chengalpattu, Kancheepuram & Tiruvallur District. (The copy of proof must be enclosed)**
5. **In respect of electrical works in serial No.3 of Table No.1, applicant firm should have a valid 'A' grade license issued by Tamilnadu Electrical License Board, Chennai.**



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TABLE-I

MINIMUM TURNOVER REQUIRED FOR PRE-QUALIFICATION

S. No	Nature of Services	Average Annual Turnover for Last 3 years as on 31.03.2024 Rs.in Lakhs
1	Stall Fabrication & Path Way Carpet	100
2	Arch Gate & Fabrication Hangers	25
3	Electrical Works, DG Sets & Decoration Lights	25
4	Customs & Logistics Services	100
5	Housekeeping Services	25
6	Security Services	50
7	Manpower Agencies	25
8	Outdoor Catering & Restaurant Services	50
9	Plants & Florists Decoration	10
10	Stall Interior Decorators	50
11	Event Management Companies	50
12	Audio & Visual Supply	20
13	Registration Management	20
14	Cultural Event Organizer	10
15	Service Apartments	10
16	Photography & Videography	20
17	Travel Partners	50
18	Hotels	25

The applicant's firm should have provided services to or collaborated with reputable companies. A photocopy of the documentary evidence should be included with the other required documents.



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Terms & Conditions:

1. The validity period of the empanelment service is for one year, from April 2024 to March 2025.
2. The Tamilnadu Trade Promotion Organisation (TNTPO) reserves the right to reject any application for empanelment without providing any reason at its discretion.
3. During the registered period, if any agencies are blacklisted for any reason, further inquiries will be terminated.
4. TNTPO reserves the right to limit inquiries to only service providers at its discretion.
5. The application for empanelment must be submitted in the prescribed form only.
6. If the space provided in the empanelment forms is insufficient, additional sheets may be used as annexures.
7. The empanelment application form is non-transferable.
8. Applicants who provide false or misleading information in their application forms, statements, or attachments, or who have a record of poor performance, incomplete contract execution, inordinate delays in completion, or financial failure, will be disqualified.
9. Applicants must not have been blacklisted by any authority or event organizer for violating or failing to comply with event standards or similar works at any event or exhibition held in India.
10. The minimum qualification criteria will be evaluated solely based on the supporting documents provided.
11. The applicant must sign at the bottom of each page of this application form.



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APPLICATION FOR EMPANELMENT

A	Name of the Service to be Empaneled	
B	Payment Method & Amount	NEFT/RTGS/DD
1	Name of the Firm (IN BLOCK LETTERS)	

2	Registered Address	Head Office Address (If Separate)

3	Mobile		Telephone	
			E-Mail	
	Website			

4	Type of Service Provider	<input checked="" type="checkbox"/> (Tick)	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt.Ltd
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5	GST NO		PAN NO	
	Other Registration	(If any)		
	Date of Commencement			
	Annual Turnover (Last 3 Years)	F.Y (2020 to 2021)	Rs.	
		F.Y (2021 to 2022)	Rs.	
		F.Y (2022 to 2023)	Rs.	

Chennai Trade Centre Complex, Poonamalle High Road, Nandambakkam, Chennai - 600 089.



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Chennai Trade Centre Official

6	Name of the Representative (if more than one, please attach as annexure)			
	Designation of the Representative			
	Mobile		E-Mail	

7	Name of the Partners / Directors (if more than one, please attach as annexure)			
	Name of Chief Executive			
	Address			
	Mobile		E-Mail	
8	Firm Registered License No			
	Date of Last Renewal of License			
	If your firm is empanelled with any other PSU (Central), Please give Name & Address			
9	Experience in Relevant Empanelled Services			

10	List of Required Documents
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MANDATORY DOCUMENTS TO BE ENCLOSED

1. Firm's Registration Certificate Copy
2. Year of Establishment Certificate Copy
3. List of sitting Directors in case of limited concern and a certified copy of partner's deed in case of partnership concern.
4. GST Registration Certificate Copy & Compliance Status.
5. PAN Card Copy & Status of PAN.
6. Annual Report with Balance Sheet Copy (Last 3 Years)
7. IT Return Copy.(Last 3 Years)
8. Other Registration (if any - MSME etc.,)



OPTIONAL /ADD-ON DOCUMENTS

1. Customer Reference List
2. No.of Staffs with Designation
3. EPF & ESI Certificate
4. Any other Certificate / Documents

ACKNOWLEDGEMENT

I have thoroughly reviewed and comprehend the terms and conditions, and I hereby agree to adhere to them in order to proceed with the Empanelment Application with TNTPO as an authorized service provider. I have read the terms & conditions in detail and agree to abide by the same to execute Empanelment Application with TNTPO as authorised service Provider.

Date:

Signature of Applicant
(Official Seal)**For official Use Only**

Application No		Application Received Date	
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Manager (Marketing)

General Manager (BD)

Deputy Manager (F&A)

Managing Director



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ANNUAL EMPANELMENT FEES FOR EACH SERVICE PROVIDER

(Annexure - 1)

S. No	Nature of Services	Empanelment Fees for 12 Months (Excluding GST) Rs.
1	Stall Fabrication & Path Way Carpet	1,10,000
2	Arch Gate & Fabrication Hangers	50,000
3	Electrical Works, DG Sets & Decoration Lights	50,000
4	Customs & Logistics Services	50,000
5	Housekeeping Services	50,000
6	Security Services	50,000
7	Manpower Agencies	50,000
8	Outdoor Catering & Restaurant Services	50,000
9	Plants & Florists Decoration	15,000
10	Stall Interior Decorators	15,000
11	Event Management Companies	25,000
12	Audio & Visual Supply	15,000
13	Registration Management	15,000
14	Cultural Event Organizer	15,000
15	Service Apartments	15,000
16	Photography & Videography	15,000
17	Travel Partners	15,000
18	Hotels	
	a) 7 Star Category	60,000
	b) 5 Star Category	45,000
	c) 3 Star Category	30,000
	d) Budget Hotels	15,000

Payment Methods: NEFT/RTGS/DD

Note: Payment should be made only after approval from TNTPO.

UNION BANK OF INDIA	
Name of the Account :	TAMILNADU TRADE PROMOTION ORGANISATION
Name of the Bank :	UNION BANK OF INDIA
City:	Ashok Nagar Branch, Chennai 600 083.
Account No:	409202050000101
IFS Code :	UBIN0540927
State:	Tamil Nadu
Country :	India

STATE BANK OF INDIA	
Name of the Account :	TAMILNADU TRADE PROMOTION ORGANISATION
Name of the Bank :	STATE BANK OF INDIA
City:	Nandambakkam, Chennai 600 089.
Account No:	30313288900
IFS Code :	SBIN0002239
State:	Tamil Nadu
Country :	India

HDFC BANK	
Name of the Account :	TAMILNADU TRADE PROMOTION ORGANISATION
Name of the Bank :	HDFC BANK
City:	Nandambakkam, Chennai 600 089.
Account No:	50100059515442
IFS Code :	HDFC0001875
State:	Tamil Nadu
Country :	India