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GUIDELINES FOR ALLOTMENT
OF NHDC EXHIBITION
GROUND
AT SHAHEED PATH
GOMTINAGAR EXTENSION
LUCKNOW

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1. Purpose:

- NHDC Exhibition ground located at near Tender Palm Hospital phoenix palassio Mall Road, Shaheed Path Gomti Nagar Ext. Lucknow may be offered to rent out to Government and private parties subject to certain provisions numerated hereunder to provide marketing support of the finished Handloom products made by the weavers. Apart from the Government of India, State Government, PSUs and Autonomous Bodies may also be given on rent for promotion of any textile sector related events.

2. Facilities:

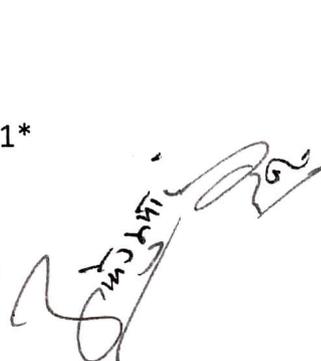
- NHDC Exhibition ground near Shaheed path measuring 2000 sq. mtr. (40 mtr. Front X 50 mtr. depth) are equipped with 4 washrooms cum bathrooms, one submersible connection for 24 hrs water supply, One porta cabin for office purpose and 4 side boundaries along with gated facility.
- Facilities at NHDC Exhibition ground is provided on "as is where is" basis. No addition/alteration or modification is permitted or entertained and exhibition ground is reserved for exclusive use for MoT, O/o DCHL and other concerned offices of Ministry.
- No permission is given for facility (facilities) over and above the facilities already listed. Request for alternate uses and external uses are not entertained.

Note:

- Organizers need to take temporary electricity connection and arrange power backup and security arrangements to run the event smoothly.
- Organizers should make their own arrangement for back-drops and additional sign- boards in consultation with the local security agencies and the Officer- in-charge of NHDC Exhibition ground.
- In case of any mechanical failure, allottees should be responsible.



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3. Who can apply:

- In case of Departments of Central Government and State Governments, applications in the prescribed format may be submitted to the NHDC online by concerned HOD for the upliftment of Handloom and Handicraft sector.
- In case of PSUs/Autonomous bodies and NGOs/ Private Party application must be submitted by the Head of the Institution for the upliftment of Handloom and Handicraft sector.

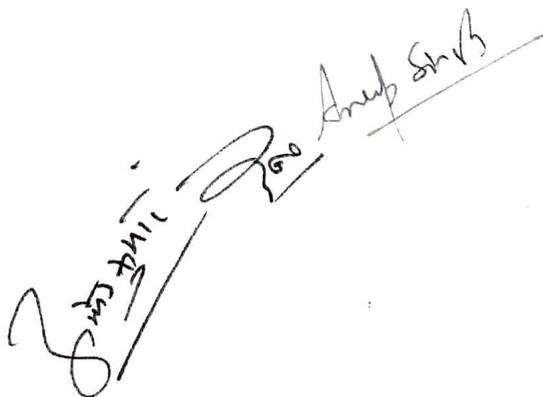
4. How to apply:

Application for allotment must be submitted in the prescribed format available at the official website of NHDC i.e. www.nhdc.org.in, at least 45 days before the proposed date of the function. Applicants are advised to provide all details asked for in the form. The following steps need to be taken by applicants: -

- a. Availability of the venue must be ascertained on-line from the NHDC website.
- b. No Objection Certificate from the NHDC must be obtained by the applicant.
- c. PSUs and Autonomous Bodies must submit a certificate from their nodal ministry vouching the purpose of application by the organization.
- d. Application from NGOs/Private Parties will be considered for allotment only for events related to the upliftment of overall Textile sector.
- e. Full payment of licence fee (and security deposit in case of PSU/Autonomous Bodies/Private Parties) should be made online.
- g. Hardcopy of the application submitted through online may be submitted along with all the supporting documents directly to NHDC Ltd. at A-33,34 Vishwas Khand, Gomti Nagar Lucknow-226010 and acknowledge obtained.

(I) Licence Fee includes charges for the venue and excludes applicable taxes.

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5. Advance Booking:

- a. For International level events and functions of international nature: up to 90 days before the date of function.
- b. For State level events: up to 60 days before the date of function.
- c. For other functions: up to 45 days before the date of function

6. Application and Allotment:

- a. Completed application form with requisite documents and payment should reach O/o NHDC Ltd. at least 45 days before the date of function.
- b. All applications from Government Departments for booking the venue should be signed by a Group 'A' officer to the Government of India or the Head of the Department.
- c. Minimum booking period will be one day subject to availability.
- d. Merely ascertaining the availability of NHDC Exhibition ground is not a guarantee for a confirmed booking. Booking will be confirmed only on receipt of all necessary documents and the prescribed licence fee.
- e. Allotment to private parties will be made only for the event related to promote textile sector.
- f. NHDC reserves the right to cancel the allotment any time without assigning any reason. No damages can be claimed for such cancellation.

7. Postponement and Cancellation:

a. Notice for postponement/cancellation of a function should reach the O/o NHDC Ltd. at least 30 days prior the date of function (excluding the date of function). In the event of cancellation/postponement of a function the following amount will be forfeited:

- i) 25% of licence fee, if the cancellation is made with a notice of 30 Days or more.

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- ii) 50% of licence fee, if the cancellation is made with a notice of less than 15 days.
 - iii) 75% of licence fee, if the cancellation is made with a notice of less than 10 days.
 - iv) 100% of licence fee, if the cancellation is made with a notice of less than 07 days.
- b. If the organizers are advised to postpone or cancel a function by the O/o NHDC Ltd. on account of any administrative reason, full amount of licence fee will be refunded or adjusted against future booking.
- c. Organisers should give intimation regarding cancellation of booking, in writing to the O/o NHDC Ltd. 30 days before the date of event.
- d. There should not be any Anti-National activity in & around the venue. if it is found so, Legal action may be taken as per the law.

8. Refunds:

- a. Refund of licence fee is allowed on the basis of cancellation of allotment letter issued by the NHDC Ltd.
- b. Refund of security deposit after adjustment of damage and charges for overstay if any, is allowed on receipt of request from the party with original receipt of the deposit and pre-receipt for the amount, after the expiry of allotment period and confirmation of occupation and vacation from NHDC Ltd.
- c. In case requisite charges against booking has been deposited but other documents are incomplete up to one week before the proposed date of function and the event is ultimately cancelled, cancellation charges as mentioned in clause 7 (a) will be levied.
- d. In case of Natural Calamities or in pandemic situation declared by government of India or any uncommon situation in which organising of event is impossible, the full refund of licence fee will be made.

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9. Damages:

a. Damages to the property or losses of any kind caused during the use of venue are to be made good by the allottees.

10. General:

a. Facilities at NHDC EXHIBITION GROUND are provided on "as is where is" basis and no additions/alterations or modifications are permitted

b. Allotment is valid from 9.00 a.m. to 09.00 p.m. of the specified date(s).

c. A booking is confirmed only when full payment of licence fee is received online.

d. Daily cleaning and Maintenance of ground during the event will be done by allottee.

e. All the permissions/NOCs of local authorities to organise the event will be taken by allottee themselves.

f. Full licence fee will be refunded only if the applicant has applied online for cancellation before 35 days the date of event.

g. If venue is cancelled after 30 days before the date of event and the venue is not allotted to any applicant on the date of event for which it was cancelled. The licence fee of an allottee shall be forfeited.

h. The allottee shall hand over vacant possession of the venue to the NHDC in the same condition in which it was taken at the time of physical possession. Expenditure, if any, incurred by NHDC in making good of the damage caused by the allottee will be recovered from the security deposit. In case the expenditure is more than security deposit. The excess amount will be recovered from the allottee.

i. Damages will be charged from the allottee for excess occupation of allotted accommodation, if any, beyond the allotted days.

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j. The refundable security deposit deposited by the allottee(s) for the ear marked venue will be refunded by the NHDC on submission of NOC from the NHDC and after adjusting the cost of Repair/replacement of electrical/ civil items, if any, due to damage caused to the venue during the event, as intimated by the concerned NHDC in-charge of maintenance of the said event.

k. In case of any default immediate necessary action will be initiated only by rule.

11. Documents Required: Following documents are required at the time of booking-

a. GST Registration Number

b. PAN NO.

c. Identity Card like Aadhar No./ Voter ID/ Passport/Driving Licence

d. Company Registration document

12. DOs and DON'Ts:

a. Do observe the security and other functional norms prescribed by the local authorities.

b. Do sign the occupation and vacation reports available with the caretaker/ Manager, while taking over and handing over the venue.

c. Do not over-crowd the venue with more than the prescribed number of invitees.

e. Do not overstay at the premises beyond the prescribed hours.

f. Reservation will not be made for any such purpose, which directly or indirectly promotes terrorist related activities.

13. RENTAL GUIDELINE:

a. Please refer to the licence fee mentioned in the way forward report dt. 30.05.2023 submitted by Committee in the vicinity of Gomti Nagar extension, the proposed rent of the exhibition ground may be Rs. 25000 per day plus applicable taxes for general public (Private Parties) and Rs. 18000 per day plus applicable taxes for Government/PSUs. The proposed security amount would be Rs. 50000 will remain common for everyone.

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राष्ट्रीय हथकरघा विकास निगम लिमिटेड**A-33,34, विश्वास खंड, गोमती नगर, लखनऊ****प्रदर्शनी स्थल के आरक्षण हेतु आवेदन पत्र**

1. आवेदक का नाम:-.....
2. कंपनी का नाम :-.....
3. पता :-.....
4. आरक्षण हेतु तिथि :- दिनांक से दिनांक तक कुल..... दिन
5. आरक्षण का उद्देश्य:-
6. धनराशि का विवरण:-.....दिनांक.....
7. प्रार्थना पत्र के साथ परिचय पत्र किसी एक की छाया प्रति भी संलग्न करे। ड्राइविंग लाइसेन्स / आधार कार्ड /वोटर कार्ड/ विभागीय परिचय पत्र
 - प्राइवेट पार्टी हेतु प्रतिदिन हेतु प्रदर्शनी स्थल के आरक्षण रु. 25,000/-
 - उपरोक्त के अतिरिक्त 18 % जीएसटी की राशि रु. 4,500/-
 - सरकारी या PSU हेतु प्रतिदिन हेतु प्रदर्शनी स्थल के आरक्षण रु.18,000/-
 - उपरोक्त के अतिरिक्त 18 % जीएसटी की राशि रु. 3,240/-
 - जमानत धनराशि के रूप में रु. 50,000/- जमा करना होगा। उपरोक्त राशि आयोजन के पश्चात किसी प्रकार के टूट फूट अथवा क्षति नहीं हुई, का प्रमाण पत्र निगम द्वारा प्राप्त होने के पश्चात नियमानुसार वापस कर दिया जायेगा।

मैं/ हम घोषणा करता हूँ / करते हैं कि निगम द्वारा निर्धारित समस्त नियम शर्तों का पालन किया जायेगा।

दिनांक.....

आवेदक के हस्ताक्षर

आवेदक का नाम

मोबाइल न.