

India Trade Promotion Organisation  
Fair Services-I Division


Office Order No./Admin/26

**Sub: Foreign exhibitions in year 2020-21 with requirement of C&D services**

The overseas fair calendar for the year 2020-21 has been approved by the Competent Authority. The most of the fairs are organised under shell scheme where there is no need for appointment of C&D agency. However, It is seen that many fair teams write to FS-I desk for floating tender without doing proper ground work. So such fair teams must explore all options from organisers for C&D work before writing to FS-I for floating of tender for services of C&D agency i.e. tendering must be treated as last resort.

Further, if there is a need to float the tender the fair team must provide the information like area booked, specifications of booth after consultation with Design & Display Division, list of optional items required etc. at least **Four Months** in advance in order to avoid last minute rush & chaotic situations.

In case of failure to do so the onus & responsibility will be solely of the fair team.

  
31.1.20.  
(S.R. Sahoo)  
General Manager

To –

All Officers

Copy for Information to-

I) PS to CMD

II) PA to ED