

ISLAND TOURISM FESTIVAL-2018
 (18th April, 2018 to 22nd April, 2018)
Application Form for allotment of stalls

Sl. No	Particulars	Information
1.	Name of the applicant	
2.	Name of the stall, which will be written on the fascia/in front of the stall.	
3.	Full Address for communication (with state / UT and pin code)	
4.	Telephone / Mobile numbers	
5.	Fax number	
6.	Email address	
7.	Area required (in multiples of 18 Sq. Mtr.)	
8.	Demand draft Number & date (Security deposit)	
9.	Attachment	1. Concept of the stall
		2. Design of the stall

Application for Food stall should be accompanied with relevant food safety certificate from DHS.

Declaration: - I/We hereby undertake to adhere and abide by all the terms and conditions of the tender of allotment of stalls for ITF, 2018.

Name :

Signature:

Date:

Office Seal if any:

TERMS AND CONDITIONS ON ALLOTMENT OF STALLS IN ITF-2018.

Rent of stall Including all taxes	Security deposit for one stall
@ Rs. 500 / Sq. Mtr.	Rs. 5,000/-
1.	Applications should be enclosed with Security deposit of Rs.5,000/- per stall in favour of Sr. Accounts Officer, Directorate of IP&T, Port Blair . The rent of the stall needs to be deposited after allotment of the stall.
2.	The demand drafts for security amount shall be refunded in case of non-allotment of stalls.
3.	Fabrication and decoration of the stall including the electrical fitting and fascia lifting will be the responsibility of the stall holder and should be as per the layout / design and concept submitted alongwith application.
4.	The stall holder should submit the rent of the stall in the form of D.D in favour of Sr. Accounts Officer within five days after allotment. If not submit the rent in the stipulated time the stall shall be re-allotted to other applicants without any personal intimation.
5.	The tentative date for occupation of stall allotted is 09.04.2018 .
6.	The stalls allotted should be put up in a befitting manner and all the works related to the completion of stall including decoration should be done as per the design and layout submitted with the application, for inspection by 2.00 P.M. on 17.04.2018 . The recommendations/suggestions of the department of Tourism, if any, should be carried out imperiously by the stall holder at their own cost.
7.	The decoration and furnishing has to be limited to the area inside the stalls. The decoration/furnishing/display should be good and without disturbing the whole ambience.
8.	The Tourism Department reserves the right to cancel the allotment at any time during the ITF, 2018, if the stall holder do not maintain the expected level of standard or conform to the terms and conditions. On such cancellation the rent /security deposit shall be forfeited.
9.	If any stall holder consumes more than 1.2 KW the power permitted, the connection to such stall will be automatically discontinued without notice. If additional requirement of Power supply is felt necessary by the stall holder, he may contact the Executive Engineer, Workshop Division, APWD and deposit the balance amount with Electricity Department under intimation to this Directorate.
10.	Food items should not be kept open. All food items should be prepared in good hygienic conditions and have compliance of standard, prescribed by the Directorate of Health Services/PBMC/Food Safety Standard Act.
11.	Application for food stall should be accompanied by a Food Safety and Standards Authority of India certificate obtained from DHS.
12.	Their own dustbins should be kept by the stall owners including food stalls for waste disposal and charges applicable by PBMC for maintaining cleanliness to be paid to the PBMC on daily basis.
13.	If wash Basin / Hand wash facility is provided in the stall, it should be ensured that drainage pipe attached to it to take the wastewater to a place/pit behind the stall.
14.	All workers in the food stall should possess good health & checked by the allottee prior to commencement of functioning.
15.	The staff deployed in the stall should be courteous, cordial to the visitors properly dressed and well-disciplined while on duty particularly in the food stalls.
16.	Rate of each item should be properly displayed in front of the stall especially for Food stalls .
17.	Each food stall will be allowed to place adequate number of chairs in front of their stall and should be co-operate with the stalls besides & violation of this clause shall be viewed strictly by the allotment Committee.
18.	Chairs or display items should not be placed obstructing the passage in front of the stalls.
19.	Cooking by using fire wood inside or outside of the stall is strictly prohibited. Proper fire safety arrangement should be made by the stall holder, if tandoor is installing and they should follow the guidelines of the Chief Fire Officer in this regard.
20.	Article other than those mentioned in the application form should not be sold or displayed in the allotted stalls.
21.	It is the sole responsibility of the stall holder to hand over the stalls to the APWD after the exhibition is over in perfect conditions and obtain a No Objection Certificate from the

	Junior Engineer, APWD, Site Office, PBSD for release of Security Deposit. The Directorate will not bear any responsibility for damages if any to the items caused by loss/thrift/natural calamities or any other reasons thereof or non-handing over of the stall to APWD after the festival.
22.	No vehicle except for arrangements of ITF-2018 will be allowed to go inside the venue from 17.04.2018 to 22.04.2018.
23.	No advertisement, banners/ posters etc. will be allowed in the venue, without prior permission.
24.	The stall owners cannot sublet the entire stall or part of the stall allotted to them in any case. If anyone is found violating this condition, the allotment shall be cancelled and rent/security deposit will be forfeited, Electrical connection will be disconnected, besides any other action as deemed fit will also be initiated by the A& N Administration.
25.	Articles, which may cause hurt to any community/religion/sex in any way, will not be allowed to be displayed in the stalls.
26.	Food/drink items will not be permitted to be sold in the area of general display stalls.
27.	The application form completed in all respect duly signed and stamped along with following documents be submitted:-
(a)	Demand draft of Rs. 5,000/- as security deposit, in favour of Sr. Accounts Officer, Directorate of IP&T, Port Blair.
(b)	Copy of ID proof and Aadhar/Pan Card.
(c)	For Food stalls – Food Safety and Standards Authority of India certificate obtained from DHS.
(d)	Proposed design and layout of the stall
(e)	Concept of the stall
(f)	Activity related to tourism
28.	The Department reserves the right to accept or reject any application on the basis or merit and type of display proposed.
Declaration by the Allotted Stall owner.	
<p>Declaration: - I/We do hereby undertake that I/We shall abide the terms and conditions regarding the Island Tourism Festival Exhibition given above.</p> <p>Signature:</p> <p>Name:</p> <p>Official seal:</p> <p>Date:</p> <p>Place:</p>	