

**POLICY FOR LICENSING OF STATION SPACES ON SHORT TERM BASIS THROUGH WALK IN BASIS SCHEME AS A PROMOTIONAL MEASURE**

**1.0 Objectives**

Chennai Metro Rail Limited (CMRL) is a joint venture of the Government of India (GoI) and the Government of Tamil Nadu (GoTN). The Phase 1 of Chennai Metro Rail Project is covering a total length of 45 km and comprises of two Corridors i.e. Corridor 1 : Washermenpet to Airport covering a distance of 22.00 kilometers & Corridor 2 : Central to St. Thomas Mount covering 22.05 kilometers. Out of 45 km of network, currently 26 km is only operational. (i.e. Airport to Little Mount and St. Thomas mount to Nehru Park). Hence in order to utilize the unutilized station spaces at Station area on short term basis without comprise of operation/Technical requirements, CMRL has decided to license of those spaces on short term basis (i.e. 1 month) through walk in basis scheme as promotional measures. It may improve the patronage/ ridership to certain extent and also improve the business for the existing vendors at the station. The size of space is varies from 5 sq.m to 20 sq.m. The licensing of spaces on short term basis proposed in the form of table top counter, booth, compartment exhibits to vend any Dry / Packed items / FMCG which are not related to any kind of freshly prepared/Unpacked Food and beverage.

**2.0 Tenure of the Licensee:**

Tenure of License shall be 1 (one) month from the date of operation, unless otherwise terminated by CMRL or surrendered by the Licensee.

- For Installation and Dismantling of the set-up, the applicant will be given two days before and also after the License period of the space.
- The applicant can be allowed to Install/dismantle only when applicant gets the NOC from Planning & Business development and Finance Department.

### **3.0 Space Licensing:**

The Licensing fees for Licensing CMRL's premises per scheduled month of occupancy for above purposes shall be Rs. 220/- per Sq.m. Spaces range from 5-20 Sq.m [based on availability of the spaces] in Annexure D. Space rental shall be calculated with respective of space occupied.

### **4.0 Payment of applicable Fees**

- 4.1 The Applicant may apply in Exhibit Guidelines and Application Form (Annexure-B) which should be submitted to CMRL at least 10 days in advance for proper scrutiny and approval of the case.
- 4.2 The applications will be registered on First cum First serve basis and confirmation will be done in order of registration. The priority register will be maintained by Tapal Section.
- 4.3 All fees including all applicable taxes must be submitted in the form of Demand Draft / Banker's Cheque at least from the date of intimation to successful applicant (excluding the day of the Vending activity).

### **5.0 Submission of Applications**

The applicant organization shall be required to submit their application along with application fees of Rs. 500/- (Rupees Five Hundred Only) in form of Bankers Cheque/ Demand Draft drawn in favour of "Chennai Metro Rail Limited" payable at Chennai, indemnity bond and other associated documents at the following address: -

**Kind Attention: O/o General Manager/ Planning & Business Development,**

**Tapal Section**

**Chennai Metro Rail Limited,**

**Admin Building, CMRL Depot,**

**Poonammallae High Road,**

**Koyambedu, Chennai – 600 107.**

**Email: [gmpd.cmrl@tn.gov.in](mailto:gmpd.cmrl@tn.gov.in)**

**044- 2379 2000 | 044- 2379 2184.**

Any clarification on the policy may also be made at the above address.

## **6.0 Other Terms and Conditions**

The Applicant shall abide by following terms and conditions in addition to the financial matters as discussed above: -

- 6.1 Applicant shall be responsible to obtain any / all permissions from all other concerned agencies, wherever required.
- 6.2 Timing of the Vending activity has to be agreed in advance and must be strictly adhered to.
- 6.3 It shall be the sole responsibility of the Applicant to clean up debris or any garbage material or any housekeeping activity, created and / or brought in by the applicant.
- 6.4 All people of the Vendors shall carry entry badges at the time of vending period.
- 6.5 Applicant can advertise about the Vending exhibits in Newspaper, TV, or via websites.
- 6.6 CMRL shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defense and expenses including legal fees thereof) which are caused by the actions of the Applicant and / or by any participant of the Vending activity.
- 6.7 Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of CMRL.
- 6.8 The applicant shall vend any Dry / Packed items which are not related to any kind of freshly prepared/Unpacked Food and beverage.
- 6.9 **Hanging From Walls, Rcc Columns & Ceiling of the Halls:** These are generally not permitted.
- 6.10 The space shall be handled over to the Vendor on "as is where is" condition.
- 6.11 Lighting: General lighting is available in the all mentioned Stations.
- 6.12 Materials will be seized from the applicant. If applicant has dues with CMRL.

## **7.0 Applicability of the Policy**

This policy shall remain valid for a period of One year from the date of notification on CMRL's website. The policy subject to change without any prior intimation subject to approval of competent authority.

## **8.0 Exemption**

Any exemption in the policy may be permitted with the approval of MD.

**General Manager- P & BD**

[Anyone interested shall make a request on the letter head of the company. However, Application Form is mandatory.]

# INDEMNITY BOND

[IN HUNDERED RUPEES (Rs.100/-) STAMP PAPER]

I, [Name of the Official], [Designation], [Organization] having Registered Office at \_\_\_\_\_ have been authorized by Chennai Metro Rail Limited. to carry out \_\_\_\_\_ [event] for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ for my visit to \_\_\_\_\_ metro station.

I hereby indemnify Chennai Metro Rail Limited, its Representatives and Officials completely against any loss, injury, damage caused to metro commuters, CMRL's men, material & property and to our authorized Vendors men & material as well during the said License period and undertake to bear all cost incurred as a result of such incidence. I hereby further state that no claims / damages whatsoever shall be made by myself or my representatives against CMRL on the aforesaid context before any court / statutory authorities.

Signed \_\_\_\_\_

Witnessed by \_\_\_\_\_

Name \_\_\_\_\_

(1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time & Date of Entry \_\_\_\_\_

Time & Date of exit \_\_\_\_\_

(to be filled by CMRL Official)

**EXHIBIT GUIDELINES AND APPLICATION FORM**

Application Cost: Rs. 500/- (Rupees Five Hundred Only/-)

Date of Application: \_\_\_\_\_

Contact Person (Authorized person)	
Company Name	
Address with Pin code	
City/Town	
State/Country	
Phone & Mobile No	
E-mail	
PAN no	
Adhaar no	
R.C. No. of the shop	
GST Reg no.(Copy to be attached)	
Total Number of People in exhibit	
Type of Business	
Shop Name	
Products	
Power/Additional Requirements	

Proposed Location(s) of Exhibit:

STATION	Code No.	Space Required in Sq.m.
Alandhur		
St. Thomas Mount		
Vadapalani		
Arumbakkam		
Nanganallur Road		
Thirumangalam		
Nehru Park		

Exhibit Description in two lines: \_\_\_\_\_  
\_\_\_\_\_

Detailed description/outline pertaining to the Exhibit at CMRL premises  
(Attach additional sheet(s) if necessary)

\_\_\_\_\_

\_\_\_\_\_

**GUIDELINES**

1. Applications are required to be submitted to CMRL at least 15 days in advance for proper scrutiny and approval of the case.
2. All fees including Goods and Service taxes must be submitted in the form of Demand Draft / Banker's Cheque at least 10 (Ten) working days before the exhibit begins.
3. The applicant should pay only Advance payment. In case of any loss and / or damage caused to CMRL's property, the applicable amount will be deducted from the advance payment or charged additionally in case it exceeds the advance amount.
4. CMRL reserves the right to interrupt or halt the any event, before or during the course of event, without any advance notice and no claim or compensation in this regard will be entertained.
5. All vendors shall carry entry badges at the period of 30 days with extended dates / under conditions.
6. Company / Applicant shall be responsible to obtain any / all permissions from all concerned agencies, wherever required.
7. Any customers / staff of CMRL will not be involved in the Exhibit without the prior written permission of CMRL.
8. Company / Applicant is allowed only to vend any Dry / Packed items/ FMCG which are not related to any kind of freshly prepared/Unpacked Food and beverage.
9. It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and / or brought in by the applicant/company. In case of power requirement and all other provisions at the stations, subjected to the technical feasibility and prior approval of CMRL.
10. No animals are permitted on CMRL property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
11. CMRL at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property.
12. Use of fire, gunfire, explosives or any hazardous material is not permitted at CMRL stations.

13. CMRL reserves the right to restrict the number of persons and the type of Products/equipment entering the metro station/train for this activity.
14. CMRL shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defense and expenses including legal fees thereof) which are caused by any participant in the event.
15. There should not be any inconvenience to the daily commuters at the time of the exhibit.
16. Display of any sort of advertisement in the metro premises, will not be permitted during the course of any permitted exhibit.
17. The proposed activities shall not temper the operational activities or cause any inconvenience to the passengers.
18. The synopsis of small businesses like table top counter, booth, compartment exhibits plans and type of vending has to be shown to CMRL before approval.
19. The Applicant must make sure not to vend any of Products that are listed in Annexure-C.
20. The Applicants shall use the toilet for free and use the Parking on CMRL tariff in the respective stations of CMRL.

### **UNDERTAKING**

I certify that the details on this application accurately reflects the exhibit as proposed, and that I have fully read and understood the terms and condition. If the exhibit is approved, my company and I agree to abide by the guidelines established for this exhibit.

Name:

Signature:

Company Seal:

Designation:

Date:



**LIST OF USAGES BANNED/ NEGATIVE LIST**

1. Any product / Service the sale of which is unlawful /illegal or deemed unlawful under any Indian act or legislation.
2. Any product the storage and sale of which may lead to or be considered as a fire hazard; such as fire crackers, industrial explosives, chemicals etc.
3. Sale of open liquor and alcohol based drinks or beverages.
4. Sale of tobacco and tobacco products.
5. Use of plastic bags/ Articles are prohibited.
6. Coal/ Gas based cooking strictly prohibited.
7. Advertisement at any location and in any format.

**Annexure D****List of Stations' space available for Walk-in Basis scheme:**

<b>S.No.</b>	<b>Station</b>	<b>Code No.</b>	<b>Space Available in Sq.m.</b>
1	Alandhur	SAL-EXB-01	5
		SAL-EXB-02	5
2	St. Thomas Mount	STM-EXB-01	30
		STM-EXB-02	10
		STM-EXB-03	10
		STM-EXB-04	10
		STM-EXB-05	10
		STM-EXB-06	20
3	Vadapalani	SVA-EXB-01	130
4	Arumbakkam	SAR-EXB-01	25
5	Nanganallur Road	SOT-EXB-01	35
6	Thirumangalam	STI-EXB-01	287.9
		STI-EXB-01	20
7	Nehru Park	SNP-EXB-01	20

- Station area such as circulating area, entrance, unpaid areas, and street level.
- Applicant can quote space range from 5-20 Sq.m.
- Individual and Chain store concepts for all stations that are mentioned are also considered.