

## Terms of Reference (TOR) for Stall Designer/Fabricator/Constructor

Nepal Tourism Board is the National Tourism Organization (NTO) of Nepal, established to develop, introduce and promote Nepal as an attractive tourist destination. All tourism marketing and promotional activities are carried out on three major segments: Nature, Culture and Adventure  
Nepal Tourism Board is participating in GITF, Guangzhou, China 2018 for destination promotion along with 06 Travel trade companies of Nepal. Hence, the Board requires professional services of stall designers cum fabricators for buildup of Nepal Stall at GITF, Guangzhou, as per following details:

### 1. Fair Details:

Fair Date: 1-3 March 2018

Fair Venue: China Import & Export Fair Complex, Guangzhou

Stall Specifications as follows:

- a. Stall space: 36 Sq. m. (6X6), Four Side opens
- b. Stall No: Pavilion E010 @ Hall 16.2 International
- c. Total number of Co-exhibitors: 6 with NTB as Main Exhibitor

### Specific requirements for Nepal Stall

1. Design and erect a thematic Nepal stall using Nepal's iconic tourism products/destinations **preferably pagoda** either with modern paneling or heritage/culture style and showcase the beautifully designed graphics of Nepalese tourism attractions on the wall panels.
2. Design , print and paste the panel graphics (graphics to be finalized upon submission of the stall design)
3. Provide all necessary logistic arrangements required for the stall including:
  - a) Main receptions counter (lockable) for NTB with two chairs in the center of the stand.
  - b) 06 counters (lockable) for co-exhibitors with 2 chairs each facing the aisle side with sufficient space in between (no bar stools).
  - c) 2 sets of round table with 3 chair each for meeting purpose for co-exhibitors.
  - d) Special seating arrangement with 1 sofa set and tea table (if space permits)
  - e) Placement of co-exhibitors' counter towards aisle side directly facing walk ways.
  - f) Electrical supply and lighting for the stall, with plug points/sockets for each counter
  - g) Storage room with lockable door in the stall with shelves and hangers
  - h) Audio/visual display with LED screen of 62"
  - i) One bigger dustbin for store and 7 small ones in between counters
  - j) Banner/standee to be kept at the corner of the stall or in any visible area, displaying all co-exhibitors names
  - k) Hot & cold water dispenser with supplies for all fair days(including disposable cups)
  - l) Wi-Fi internet facility within stall accessible to at least 15 users
  - m) 2-4 plants at possible places/corners in the stall
  - n) Any other effective creative elements for value addition in Nepal's participation
  - o) Stall cleaning service for all 3 (Three) days of the fair.
  - p) Dismantle the stall after the completion of the fair
4. The maximum budget available for the job of this package is USD 10,000.00 (USD Ten Thousands only) including all applicable taxes.
5. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/internet/ water connection etc.
6. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal, which is not selected for the job.
7. NTB shall make payment to the party whose design and quotation/proposal is approved and selected for the job. The modality of payment shall be as per the terms and conditions agreed upon by both NTB and the party selected for this job.
8. Nepal Tourism Board shall have sole right to select or reject any design or quotation/proposal in its partial or complete form.

Should you be interested to execute Nepal stall design and fabrication job, as per above requirements, please submit a dummy design of the stall for the above mentioned tourism fair along with the Quotation with detailed cost breakdown and upload in our website tenders.welcomenepal.com by the deadline given in the website. For further query, if any, please write to us at [rshah@ntb.org.np](mailto:rshah@ntb.org.np), [sagars@ntb.org.np](mailto:sagars@ntb.org.np) cc to [ceo@ntb.org.np](mailto:ceo@ntb.org.np), [npokharel@ntb.org.np](mailto:npokharel@ntb.org.np) and [rkhanal@ntb.org.np](mailto:rkhanal@ntb.org.np). Also upload this TOR along with the design and quotation with the authorized signature and stamp.

If you need graphics of Nepalese tourism for dummy stall design, kindly visit our website: [www.welcomenepal.com](http://www.welcomenepal.com) or we shall send upon request.

We have read and understood the TOR. If our company is selected for the job, we shall abide by the terms and conditions of this TOR.

Received by:.....

Company/Organization: .....

Authorized Signature: .....

Date& Stamp: .....