



Nepal Tourism Board

Terms of Reference (TOR) for Stall Designer/Fabricator/Constructor of Nepal Stall at WTM 2018, London, U.K.

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

For the fulfillment of the same objective, Nepal Tourism Board is participating in **World Travel Market (WTM) London 2018** for the destination promotion along with 36 Travel trade companies of Nepal. Hence Nepal Tourism Board requires the professional services of stall designer cum fabricators for design, build up and dismantling of Nepal Stall at WTM London, United Kingdom, as per following details:

1. Fair Details:

Fair Date: 5-7 November, 2018

Fair Venue: ExCel London, Royal Victoria Dock, 1 Western Gateway London E16 1XL

Stall specifications as follows:

- a. Stall number and stall Size: **AS 158**
- b. Stall Size: 202.50 sqm (9 x 22.5) four side open
- c. Total number of co-exhibitors: 36 plus NTB as Main Exhibitor

2. Scope of Work: Design, build up and manage Nepal Stall at **WTM 2018** and dismantle the stall after completion of the fair.

3. Specific requirements for Nepal Stall

- 3.1 Design and erect a thematic Nepal stall using Nepal's iconic tourism products/destinations either with modern paneling or the heritage/culture style and showcase the beautifully designed graphics of Nepalese tourism attractions on the wall panels
- 3.2 Design, print and paste the graphics of Nepalese tourism attractions on the wall panels, fascia and counter tables. (Required number of raw graphics will be provided to the fabricator by NTB upon submission of the stall design)
- 3.3 Place a 3D Selfie booth (graphics to be finalized upon submission of the stall design)
- 3.4 Provide all necessary logistic arrangements required for the stall including:
 - a) Main reception counters for NTB with three chairs in the center of the stand.
 - b) 36 counters (lockable) for co-exhibitors with 1 chair each with partition panel/sufficient space in between
 - c) 36 sets of small round table with 2 chair each for meeting purpose for co-exhibitors.
 - d) Special seating arrangement with 1 sofa set and tea table for NTB
 - e) Placement of the co-exhibitors' counter towards aisle side facing walk ways in the halls.
 - f) Sufficient 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) Platform to place Buddha statue in an appropriate location
 - i) Audio/visual display with LED screen/ LED Wall
 - j) One bigger dustbin for store and 38 small ones in between counters.
 - k) Service table next to storeroom to serve snacks/tea coffee
 - l) Banner/standee to be kept in any visible area, displaying all co-exhibitors names
 - m) 6-8 plants at the possible places/corners in the stall
 - n) Hot cold water dispenser with supplies for all the fair days (including disposable cups)
 - o) Any other effective creative elements for the value addition in Nepal's participation
 - p) Stall cleaning service for all 3(three) days of the fair.
 - q) Dismantle the stall after completion of the fair.
- 3.5 The Maximum available budget for this job is \$75,000.00 (US Dollar Seventy five thousand only) including all applicable taxes.
- 3.6 NTB shall not make any payment for the dummy design which is not awarded the job

- 3.7 The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/internet/ water connection, etc.
- 3.8 Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal, which is not selected for the job.
- 3.9 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 terms and conditions agreed upon by both NTB and the party selected for this job.
- 3.10 The selected fabricator should quote the price including all applicable taxes and present the invoice for payment. However, if a company based/registered in India applies, such company has to submit/bid the proposal/quotation in Indian Currency. If such Indian company wins the bid and is awarded the job, in such condition, the company shall be paid in Indian currency (15 Percent Tax (TDS) shall be deducted from the total payment as per the Tax Law of Government of Nepal)
- 3.11 All the technical approval for the stall design should be taken by the selected Stall designer Company from the organizer.
- 3.12 Nepal Tourism Board shall have sole right to select or reject any/all design or quotation/proposal in its partial or complete form.
- 3.13 50% of the total amount quoted by the selected stall designer/fabricator will be paid in advance and the remaining 50% will be paid after the successful completion of the event.

In addition to the above main quotation please note following additional items may be required/ordered depending on the extra costs submitted:

- 1. Wifi/internet facility within stall
- 2. Extra electricity if needed

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 detailed cost break down and send us by 15th August 2018. If you need graphics of Nepalese tourism for dummy stall design kindly visit our website: www.welcomenepal.com or we shall send upon request.

Kindly acknowledge the receipt of this TOR at rjha@ntb.org.np and cc to andy@ntb.org.np, dbrana@ntb.org.np & jpupadhyay@ntb.org.np. Also send this TOR along with the design and quotation with the authorized signature and the stamp.

If you need graphics of Nepalese tourism for dummy stall design, kindly visit our website: 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:

Signature:

Date & Seal :