



**Nepal Tourism Board**

### **Terms of Reference (TOR) for Stall Fabrication of Nepal Stall at OTM Mumbai 2018**

**Nepal Tourism Board (NTB)** is the National Tourism Organization (NTO) of Nepal established to introduce, develop and promote Nepal as an attractive tourist destination.

For the fulfillment of the same objectives, Nepal Tourism Board is participating in **OTM Mumbai 2018**, India along with 18 (Eighteen) co-exhibitors from Nepal. Hence, Nepal Tourism Board requires the professional services of stall fabricators for **design, buildup and dismantling** of Nepal Stall at **OTM Mumbai 2018** as per following details:

#### **1. Fair Details:**

Fair Date: 18-20 January 2018

Fair Venue: Bombay Convention and Exhibition Centre, Hall 1, Goregaon East, Mumbai

Stall Specifications as follows:

- a. Stall space: 100 Sq. M. (10X10), Four Side open
- b. Stall No: F-300
- c. Total number of co-exhibitors: 18 with NTB as Main Exhibitor

#### **2. Specific requirements for Stall Fabrication package for Nepal Stall:**

- 2.1 Design and erect a heritage/culture style thematic Nepal stall using Nepal's iconic tourism products/destinations and showcase the beautifully designed graphics of Nepalese tourism attractions on the wall panels (graphics to be finalized upon submission of the stall design)
- 2.2 Provide all necessary logistics required for the stall including:
  - a) Flooring with carpet in the stall.
  - b) 1 (One) Main reception counter with branding for NTB with two chairs facing isle in the prime location of the stand.
  - c) 18 counters (lockable) for co-exhibitors with 2 chairs each with sufficient space in between (no bar stools).
  - d) 18 Counter Tables Branding with the Name and Logo of the Individual Company (Co-exhibitors).
  - e) 4 sets of round table with 4 chairs each for meeting purpose for co-exhibitors.
  - f) Special seating arrangement with 1 sofa set and tea table (if only space permits).
  - g) Nepal Brand and Signage should be prominent and visible to the visitors and the exhibitors.
  - h) Placement of the co-exhibitors' counter towards aisle side directly facing walk ways in the halls.
  - i) Electrical supply and sufficient lighting for the stall, with plug points/sockets for each counter.
  - j) Storage room with lockable door in the stall with shelves and hangers.
  - k) Audio/visual display with LED screen.
  - l) Wi-Fi/internet facility within stall accessible to all the co-exhibitors.
  - m) One bigger dustbin for store and other required number of small dustbins in between counters.
  - n) Banner/standee to be kept at the corner of the stall or in any visible area, displaying all co-exhibitors names.
  - o) 2-4 plants at the possible places/corners in the stall.
  - p) Set up 1 coffee vending machine and 1 water dispenser at the appropriate place in the stall.
  - q) Stall cleaning service for all 3 days of the fair.
  - r) Any other effective creative elements for the value addition in Nepal's participation
  - s) Dismantle the stall after the completion of the fair.
3. The maximum budget available for the job of this package is INR 700,000.00 (INR Seven Hundred Thousand only) inclusive of all applicable taxes.
4. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/water connection etc.
5. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal, which is not selected for the job.
6. 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.
7. Nepal Tourism Board shall have sole right to select or reject any design or quotation/proposal in its partial or complete form.

If you are 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 upload in our website [tenders.welcomenepal.com](http://tenders.welcomenepal.com) by the deadline given in the website. For further query, if any, please write to us at [krtimalsena@ntb.org.np](mailto:krtimalsena@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 send 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.

Received by:.....

Organization: .....

Signature: .....

Date & Stamp: .....