



## **Nepal Tourism Board**

### **Terms of Reference (TOR) for Stall Fabrication of Nepal Stall at Dhaka Travel Mart (DTM) 2019, Dhaka, Bangladesh**

**Nepal Tourism Board (NTB)** is the National Tourism Organization (NTO) of Nepal established to develop, introduce and promote Nepal as an attractive tourist destination. As an initiative towards the fulfilment of the same objectives, Nepal Tourism Board is participating in **Dhaka Travel Mart (DTM) 2019, Dhaka, Bangladesh** along with 10 (Ten) co-exhibitors from Nepal. Hence, Nepal Tourism Board requires the professional services of stall fabricators for **design, build up and dismantling** of Nepal Stall at **DTM 2019, Dhaka Bangladesh** as per following details:

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

Fair Date: 21-23 March 2019

Fair Venue: Grand Ball Room and Foyer, Pan Pacific Sonargaon Hotel, Dhaka, Bangladesh

Stall Specifications as follows:

- a. Stall space 512 Sq. ft. (16 ft. x 32 ft. ), Four Side open
- b. Stall No: Pavilion 4 and Stall No.47, 48, 49 & 50
- c. Exhibitor: Nepal Tourism Board
- d. Co-exhibitors: 10 (Ten) Travel Trade companies from Nepal.

#### **2. Scope of Work:** Design, build up and manage Nepal Stall at **Dhaka Travel Mart 2019** and dismantle the Stall after the completion of the fair.

#### **3. Specific requirements for Stall Fabrication Package for Nepal Stall:**

3.1 Design and erect a heritage/culture style thematic Nepal stall using Nepal's iconic tourism products/destinations.

3.2 Design, print and paste the graphics of Nepalese tourism attractions on the wall panels with backlit. Required number of raw graphics will be provided to the fabricator by NTB in the available format. The fabricator is responsible to re-design or edit the graphics, if any, in the necessary format as per the requirements of the fabricator.

3.3 Dismantle the stall after the completion of the fair. The proper management of remains after the dismantling of the stall will be the sole responsibility of the fabricator.

3.4 Provide all necessary logistic arrangements required for the stall including:

- a) Flooring with carpet in the stall.
- b) 1 (One) Main reception counter with branding for Nepal Tourism Board with three chairs facing aisle in the prime location of the stall.
- c) 10 (Ten) counters tables (lockable) for co-exhibitors with 2 chairs (no bar stools) each on the same side. The counter tables be kept with sufficient space in between. There should be a panel to separate counters to each other.

- d) 10 (Ten) Counter Tables Branding with the Name and Logo of the Individual Company (Co-exhibitors).
  - e) 2 (Two) sets of round table with 4 (Four) chairs each for meeting purpose for co-exhibitors.
  - f) Special seating arrangement with 1 (One) sofa set and tea table.
  - g) Nepal Brand and Signage should be put on the prominent place and visible to the visitors and the exhibitors.
  - h) Placement of the co-exhibitors' counter towards aisle side directly facing walkways in the halls.
  - i) Electrical supply and sufficient lighting for the stall, with plug points/sockets for each counter. The selected company shall deal with the organizer in getting all technical approvals/permission for electricity supply/ water connection etc. and make the necessary payments if any.
  - 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) 2-4 plants at the possible places/corners in the stall.
  - o) Set up 1 (One) coffee vending machine and 1 (One) water dispenser at the appropriate place in the stall with necessary supplies for all 3 days of the fair.
  - p) Stall cleaning service for all 3 (Three) days of the fair.
  - q) Any other effective creative elements for the value addition in Nepal's participation.
4. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal, which is not selected for the job.
  5. NTB shall make payment to the party whose design and quotation/proposal is approved and selected for the job. Out of the total amount towards the fabrication job, 50% shall be released as an advance payment after the signing the agreement and rest 50% of the payment shall be released after the stall is handed over to the participating NTB officials.
  6. The selected fabricator should quote the price in US dollar including all applicable taxes and present the invoice for payment in US Dollar. However, if a company based/registered in India wins the bid and is awarded the job, in such condition, the company should produce its bill in equivalent Indian currency. The price quoted in US dollar shall be converted into its equivalent Indian currency @ 1 USD = INR 70.92.
  7. Nepal Tourism Board shall have sole right to select or reject any design or quotation/proposal in its partial or complete form. NTB shall also have right to suggest any changes in its presentation and other aspects of the stall design without violating basic design.

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](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), [rregmi@ntb.org.np](mailto:rregmi@ntb.org.np) cc to [ceo@ntb.org.np](mailto:ceo@ntb.org.np),

[nandy@ntb.org.np](mailto:nandy@ntb.org.np), [npokharel@ntb.org.np](mailto:npokharel@ntb.org.np) and [spanta@ntb.org.np](mailto:spanta@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:.....

Organization: .....

Signature: .....

Date& Stamp: .....