

## 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 the tourism marketing and promotional activities are carried out on three major segments: NATURE, CULTURE AND ADVENTURE. In this connection Nepal Tourism Board is participating along with **30 Travel trade companies** of Nepal in **International Tourism Exchange (ITB) Berlin 2020**, which is one of the top travel trade fair. Hence Nepal Tourism Board requires the professional services of stall designer cum fabricators for **ITB Berlin 2020** to build up the Nepal Stall at ITB- 2020 Berlin.

1. **Fair Details:**

**Fair Date:** March 4-8, 2020

**Fair Venue:** Berlin Expocenter, Exhibition grounds, Messegelände

**Stall specifications** as follows:

- a. Nepal Stand No: **105**, Hall: 5.2a(as per attached layout) Nepal Stall space: **174 sqm** (43.5m\*4m) corner stand with two sides open
- b. Total number of co-exhibitors 30 with NTB as main exhibitors

2. **Specific requirements for Nepal Stall**

- 2.1 Design and erect a thematic Nepal stall using Nepal's iconic tourism products/destinations on top as a branding and showcase the beautifully designed graphics of Nepalese tourism attractions on the **backlit wall panels** (graphics to be finalized upon submission of the stall design).
  - 2.2 Design, print and paste the graphics of Nepalese tourism attractions on the wall panels. Required number of raw graphics will be provided to the fabricator by NTB on 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 fabricator.
  - 2.3 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.
  - 2.4 Provide all necessary logistic arrangements required for the stall including:
    - a) Flooring with carpet in the stall
    - b) Main reception counter with branding for NTB in the centre
    - c) **Rigging for Nepal Brand and signage visible to the visitors and the exhibitors**
    - d) High platform for placing Buddha statue in an appropriate location (statue will be provided by NTB)
    - e) Big storeroom with sufficient coat hangers to hang coats of all the participating officials
    - f) Special seating arrangement with 1 sofa set and tea table preferably for VIP meetings for Main Exhibitor in an appropriate place.
    - g) Kitchenette area inclusive of sink with water connection, fridge & service counters and the big storage
    - h) Hot & cold water dispenser with sufficient supply of drinking water jars for fair days
    - i) 30 counter (lockable) with the name and logo of the individual company (co-exhibitors) with 4 chairs each (placed 2 chairs each on either side of the counter) with sufficient space in between or half Partition panels in between co-exhibitor counters.
    - j) Set of 16 round table with 4 chairs each for meeting purpose
    - k) Placement of counters facing the aisles.
    - l) Hanging name plate for each co-exhibitor counters
    - m) Sufficient electrical supply and lighting in the stall, with plug points for each counters
    - n) Digital **display wall** in an appropriate location
    - o) At least 31 small dustbins & a big one for Kitchen.
    - p) Banners/standees to be kept at both the ends of the stall, displaying all co-exhibitors names.
    - q) Creative photo booth in an appropriate place
    - r) Plants at the possible places/corners in the stall
    - s) Any other effective creative and elements for the value addition to Nepal stall.
3. The Tentative Budget range for this job is **€60,000-€70,000 inclusive of all 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. Nepal Tourism Board shall have sole right to select or reject any/all design or quotation/proposal in its partial or complete form based on its legal jurisdictions
7. NTB shall have full right to award the job in partial or complete form, i.e., awarding the job order for fabrication of Nepal Stall in above mentioned fair.
8. The fabricator can submit to a maximum of 3 (three) set of design along with the quote rates as their quotation for the fabrication of Nepal Stall in mentioned fairs. NTB shall have full right to select any design for a particular fair from the submitted set of the quotation.
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 the terms and conditions agreed upon by both NTB and the party selected for this job.
10. The selected fabricator should quote the price including all applicable taxes and present the invoice for payment. The price should be preferably quoted in **Euro**. In case if the fabricator quotes the price in any other currency, it will be evaluated for selection purpose based on the Nepal Rastra Bank Currency Exchange rate on November 13, 2019. However, if a company based/registered in India applies, such company has to submit/bid the proposal/quotations 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. If needed, the conversion rate of currencies between Euro and Indian rupees shall be 1.00 Euro=78.98 Indian Rupees.
11. **During handover of the Nepal Pavilion the company must give a document which mentions the stall has been received (and duly signed) by the onsite NTB official one day before the fair starts. The company must then email this document to NTB office in Nepal.**

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/upload online a **dummy design of the stall based on the Brand guidelines attached with this TOR** for the above mentioned tourism fair along with detailed cost break down and the TOR with the authorized signature and the stamp in the link <https://tenders.welcomenepal.com> by 2<sup>nd</sup> December 2019.

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: .....

Signature: .....

Date & Seal : .....