

Terms of Reference (TOR) for MITT 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.

Nepal Tourism Board is participating in **MITT Moscow, Russia 2020** for the destination promotion along with 06 Travel trade companies of Nepal. Hence Nepal Tourism Board requires the professional services of stall designer cum fabricators for buildup of Nepal Stall at MITT, Moscow, as per following details:

Fair Date: 17-19 March 2020

Fair Venue: Crocus Exhibition Center, Moscow Russia

Stall specifications as follows:

1. Stall space: 48 Sqm (12m x 4m)
2. Total number of co-exhibitors: 06 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/stupa** either with modern paneling or the heritage/culture style 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. Provide all necessary logistic arrangements required for the stall including:
 - a) Main reception counter for NTB with three chairs facing isle in the center of the stand.
 - b) 06 counters (lockable) for co-exhibitors with 2 chair each 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
 - e) Placement of the 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 coat hangers
 - h) Audio/visual display with LED screen of at least 52"
 - i) One bigger dustbin for store and 5 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 the fair days
 - l) Wifi internet facility within stall accessible to at least 15 users
 - m) 3-4 plants at the possible places/corners in the stall
 - n) Any other effective creative elements for the value addition in Nepal's participation
3. The Maximum budget available for this job is **€16,000 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. NTB shall not make any payment for the dummy design which is not awarded the job
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 terms and conditions agreed upon by both NTB and the party selected for this job.

8. 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 December 12, 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=78.63 Indian Rupees.
9. 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.
- 10. 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.**

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 22nd December 2020. 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 jpupadhyay@ntb.org.np & rjha@ntb.org.np and cc to andy@ntb.org.np, & dbrana@ntb.org.np. Also upload this TOR along with the design and quotation with the authorized signature and the stamp at <https://tenders.welcomenepal.com>

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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 :