

## **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 2018** 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:**13-15 March 2018

**Fair Venue:** Expo Center, Moscow Russia

**Stall specifications** as follows:

1. Stall space: 42 Sqm
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** 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 (if only space permits)
  - 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 hangers
  - h) Audio/visual display with LED screen of 52"
  - i) One bigger dustbin for store and 4 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) 2-4 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 the job of this package is Euro 14000 (Euro Fourteen thousand only) including 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.

Should you be interested to execute Nepal stall design and fabrication job, as per above requirements please, upload a dummy design of the stall for the above mentioned tourism fair along with detailed cost break down by 26th January 2018 to our link <https://tender.welcomenepal.com> 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. Upload a signed and stamped copy of this TOR while submitting designs and other documents.

We have read and understood the TOR and shall abide by the Terms and Conditions mentioned above, if selected for the job.

Received by:.....

Signature & Company Stamp

Organization: .....

Date: