



Nepal Tourism Board

Terms of Reference (TOR) for Stall Fabrication of Nepal Stall at OTM Mumbai 2020, India

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 effort for the fulfillment of the same objectives, Nepal Tourism Board is participating in **OTM Mumbai 2020, India**, along with 20 (Twenty) 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 2020, India** as per following details:

1. **Fair Details:**

Fair Date: 03-05 February 2020

Fair Venue: Bombay Exhibition Centre, Mumbai, India

Stall Specifications as follows:

- a. Stall Space: 120 Sq. m. (10X12), Four Side open
- b. Total number of Co-exhibitors: 20 with NTB as Main Exhibitor
- c. Location of Nepal stall: D300 (Marked **Nepal Tourism Board** in the layout).

2. **Scope of Work:** Design, Build up and manage Nepal Stall at **OTM Mumbai 2020, India** and dismantle the Stall after the completion of the fair.

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

- 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 redesign 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 the 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 NTB with two chairs facing isle in the prime location of the stall.

- c) Other 20 (Twenty) counters (lockable) for co-exhibitors with 2 chairs each on the same side with sufficient space in between (no bar stools).
 - d) The 20 (Twenty) Counter Tables with the Name and Logo of the respective Company (Co-exhibitors).
 - e) Make sure that there is panel separator or enough space between the co-exhibitors to maintain privacy.
 - f) Placement of the co-exhibitors' counter towards aisle side directly facing walkways in the halls.
 - g) 5 (Five) sets of meeting table with required number of chairs for meeting purpose for the co-exhibitors.
 - h) Special seating arrangement with 1 (One) sofa set and tea table (if space permits).
 - i) NTB Brand Logo should be prominently visible to the visitors and the exhibitors. **The Brand Logo has to be used in compliance with the guidelines attached herein.**
 - j) Electrical supply and sufficient lighting for the stall, with plug points/sockets for each counter. Moreover, it is the sole responsibility of the fabricator to coordinate with the organizer to ascertain the required amount of electricity supply to fulfill the required demand of the electricity as per the TOR. **NTB shall treat the supply of Electricity as a part of the fabrication. No extra payment shall be made separately for Electricity supply neither to the Organizer nor to the Fabricator.**
 - k) Storage room with lockable door in the stall with shelves and hangers.
 - l) Audio/visual display with LED screen.
 - m) Wi-Fi/internet facility within stall accessible to the exhibitor/s and all the co-exhibitors.
 - n) 1 (One) bigger dustbin for store and other required number of small dustbins in between counters.
 - o) Banner/standee to be kept at the corner of the stall or in any visible area, displaying all co-exhibitors names.
 - p) 2-4 plants at the possible places/corners in the stall.
 - q) Set up 1 (One) coffee vending machine and 1 (One) water dispenser with necessary supplies for all three days at the appropriate place in the stall.
 - r) Stall cleaning service for all 3 (Three) days of the fair.
 - s) Any other effective creative elements for the value addition in Nepal's participation.
 - t) Dismantle the stall after the completion of the fair and the management of the debris.
4. The interested fabricator should quote the price including all applicable taxes. 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 upon submission of the Invoice.
 5. The selected company shall deal with the organizer in getting all the technical approvals/permission/electricity supply/ water connection etc.

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. The posters & designs are to be approved by Nepal Tourism Board before final work of printing and pasting.
8. Nepal Tourism Board may ask the selected fabricator to make necessary changes if any, in the design submitted without violating the basic design.
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. 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 the Quotation with detailed cost breakdown in our website tenders.welcomenepal.com by the deadline given in the website. For further query, if any, please write to us at krtimalsena@ntb.org.np, cc to ceo@ntb.org.np, nandy@ntb.org.np, npokharel@ntb.org.np and rregmi@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 or we shall send upon request.

To be completed by the Applicant (Fabricator):

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: