



Terms of Reference (TOR) for Stall designer/fabricator/Constructor

Nepal Tourism Board (NTB) is the National Tourism Organization (NTO) of Nepal established to develop, introduce and promote Nepal as an attractive tourist destination.

For the fulfillment of the same objective Nepal Tourism Board is participating in MATTA Fair organized by Malaysian Association of Tour & Travel Agents being held in Putra World Trade Centre (PWTC), Kuala Lumpur, Malaysia for the destination promotion along with 10 travel trade companies of Nepal. Hence Nepal Tourism Board requires the professional services of stall designer cum fabricators for design, build up and dismantling of Nepal Stall at MATTA Fair, Malaysia, as per following details:

Fair Date: 13-15 March, 2020

Fair Venue: Putra World Trade Centre (PWTC), Kuala Lumpur, Malaysia

Stall specifications as follows:

1. **Stall Number:** 1121-1124, 1127-1130, Hall : 1
2. **Stall space:** 72 Sq. m. (12×6), 3 aisles open
3. **Total number of co-exhibitors:** 10 (ten) along 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 either with modern paneling or the heritage/culture style and showcase the beautifully designed backlit 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) Flooring with carpet in the stall.
 - b) Main reception counter with branding for NTB with two chairs facing aisle in the prime location of the stand.
 - c) **Visit Nepal 2020 Brand** and Signage should be prominent and visible to the visitors and the exhibitors.
 - d) 10 counters (lockable) for co-exhibitors with 2 chairs each with sufficient space/half partisan panel in between & the Counter Tables Branding with the Name and Logo of the Individual Company (Co-exhibitors).
 - e) 3 sets of round table with 3 chair each for meeting purpose for Main Exhibitor & co-exhibitors.
 - f) Placement of the co-exhibitors' counter towards aisle side directly facing walk ways in the halls.
 - g) Electrical supply and sufficient lighting for the stall, with plug points/sockets for each counter.
 - h) Storage room with lockable door in the stall with shelves and hangers.
 - i) Audio/visual display with LED screen.
 - j) Wi-Fi/internet facility within stall accessible to all the co-exhibitors.
 - k) One bigger dustbin for store and 11 small ones in between each counter.
 - l) Banner/standee to be placed in any visible area, displaying all co-exhibitors names.
 - m) 2-4 plants at the possible places/corners in the stall.
 - n) Photo booth for visitors to take selfies.
 - o) 1 coffee vending machine and a water dispenser with necessary supplies for all four days of the fair.
 - p) Any other effective creative elements for the value addition in Nepal's participation.
 - q) Dismantle the stall after the completion of the fair.
3. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal which is not selected for the job.
4. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/ water connection etc.
5. Nepal Tourism Board has the sole right to select or reject any/all design or quotation/proposal in its partial or complete form based on legal jurisdictions.
6. 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.
7. The fabricator can submit to a maximum of 3 (three) set of design along with the quote rate as their quotation for the fabrication of Nepal stall in above mentioned fair.
8. NTB shall make payment to the party whose design and quotation/proposal is approved and selected for the job.
9. The modality of payment to the party shall be as per the terms and conditions agreed upon by both NTB and the party selected.

10. The fabricator should quote the price in USD including all applicable taxes. However if a company based/registered in India applies and is selected for the job, such company has to submit its invoice in the Indian Currency.

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.

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 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 given deadline to supadhyaya@ntb.org.np, cc to nandy@ntb.org.np and also **send this TOR along with the design and quotation with the authorized signature and the 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.

Received by:.....

Organization:

Signature:

Date& Stamp: