



Nepal Tourism Board

Terms of Reference (TOR) for Stall Designer/Fabricator/Constructor of Nepal Stall at TEJ- 2022, Tokyo, Japan

Nepal Tourism Board is the National Tourism Organization (NTO) of Nepal, established to develop, introduce and promote Nepal as an attractive tourist destination. All tourism marketing and promotional activities are carried out on three major segments: Nature, Culture and Adventure

For fulfillment of the same objective, Nepal Tourism Board is participating in **Travel Expo Japan 2022** along with **07 (Seven)** co-exhibitor from Nepal. Hence, Nepal Tourism Board requires professional services of stall fabricators for **design, build up and dismantling** of Nepal Stall at **Travel Expo Japan 2022** as per following details:

1. Fair Details:

Fair Date: 22-25 September 2022

Fair Venue: Tokyo Big Sight, Tokyo, Japan

Stall Specifications as follows:

- a. Stall space: 36 sqm (Three Sides Open)
- b. Stall No: Booth L -042 East Hall, Asia Pavilion
- c. Exhibitor : Nepal Tourism Board
- d. Co-exhibitors : 7(Seven) Travel Companies from Nepal.

2. Scope of Work: Design, build up and manage Nepal Stall at **Travel Expo Japan 2022** and dismantle the stall after completion of the fair.

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

- 3.1 Design and erect a thematic Nepal stall using Nepal's iconic tourism products/destinations or heritage/culture style and showcase the beautifully designed graphics of Nepalese tourism attractions on the wall panels.
- 3.2 Required number of raw graphics will be provided to the fabricator by NTB.
- 3.3 Dismantle the stall after completion of the fair. Proper management of remains after dismantling the stall will be the sole responsibility of the fabricator.
- 3.4 Place "Nepal" on top of Nepal Stall in both English and Japanese language.
- 3.5 Provide AV facilities and dedicated WiFi for the exhibitors and co-exhibitors.
- 3.6 Arrange a separate space for Selfie point showcasing Nepalese heritage and natural beauty of Nepal.
- 3.7 Provide all necessary logistic arrangements required for the stall including:
 - a) Main receptions counter (lockable) for NTB with 2 chairs (no bar stools) in center of the stand.
 - b) 6 counters (lockable) for co-exhibitors with 2 chairs (no bar stools) each facing the aisle side with sufficient space in between.
 - c) 1 set of round table with 3 chairs for co-exhibitors' meeting purpose.
 - d) Special seating arrangement with 1 sofa set and tea table.
 - e) Electrical supply and lighting for the stall, with plug points/sockets for each counter
 - f) Storage room with lockable door in the stall with shelves and hangers
 - g) One bigger dustbin for store and 8 small ones in between the counters
 - h) Banner/standee to be kept at the corner of the stall or in any visible area or built within the stall design, displaying all co-exhibitors' names
 - i) Display rack for NTB promotional materials near the main exhibitor counter
 - j) Hot & cold water dispenser with supplies for all fair days(paper cups, tea bags, cookies, coffee, milk powder, sugar sachets, etc
 - k) Wi-Fi internet facility within stall accessible to at least 20 users
 - l) 72" Television with Audio presenting Nepal's video in continuous loops.

- m) Any other effective creative elements for value addition in Nepal's participation
 - n) Stall cleaning service for all 4 (four) days of the fair.
 - o) Dismantle the stall after completion of the fair
- 4 The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/internet/ 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 terms and conditions agreed upon by both NTB and the party selected for this job.
 - 7 The selected fabricator should quote the price in US dollar including all applicable taxes and present the invoice for payment in US Dollar. 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.
 - 8 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 submit a dummy design of the stall for the above mentioned tourism fair along with Quotation with detailed cost breakdown and upload in our website tenders.ntb.gov.np by the deadline given in the website. For further queries, if any, please write to us at sagars@ntb.org.np, cc to rshah@ntb.org.np, ceo@ntb.org.np, lgautam@ntb.org.np, and spanta@ntb.org.np. Also upload this TOR along with the design and quotation with authorized seal and signature.

If you need graphics of Nepalese tourism for dummy stall design, kindly visit our website: www.ntb.gov.np 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 :