



Nepal Tourism Board

Terms of Reference (TOR) for Stall Fabrication (Design, Build up and Dismantle) of Nepal Stall at Arabian Travel Market (ATM) 2023, Dubai, United Arab Emirates

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

As an effort for the fulfillment of the same objective, Nepal Tourism Board is participating in Arabian Travel Market (ATM) 2023 for the destination promotion along with about 24 (Twenty Four) travel trade companies of Nepal. Hence, Nepal Tourism Board requires the professional services of Stall Fabricators for design, build up and dismantle of Nepal Stall at **Arabian Travel Market (ATM)-2023, Dubai, United Arab Emirates** as per following details:

1. Fair Details:

Fair Date: 01-04, May 2023

Fair Venue: **Dubai World Trade Center, Dubai, United Arab Emirates**

Stall Specifications:

- a. Stall Space: **30 Sq. M. (5 m x 6m), Three Side Open**
- b. Stand Number and Location: Hall-5 / Stand Number **AS5140**
- c. Total Number of Co-exhibitors: **5 (Five) Plus NTB as Main Exhibitor**

2. Scope of Work: Design, build up and manage Nepal Stall at **ATM-2023** and dismantle the stall after completion of the fair.

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

- 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 required number of graphics of Nepalese tourism attractions on the wall panels. The fabricator should ensure attractive wall panes with sufficient lighting. 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 Place at least one Selfie Photo Booth at the appropriate location of the stall.
- 3.4 The proper management of the remains of the stall after dismantling of the stall will be the sole responsibility of the fabricator.

4. Provide/manage all necessary logistic arrangements required for the stall as follows:

- a) Flooring with carpet/wooden parqueting in the stall
- b) 1 (One) Main reception counter table (lockable) for Nepal Tourism Board as the Main Exhibitor with two chairs in the prime location of the stall.

- c) 5 Counter Tables (lockable) for Co-exhibitors with 2 chairs for each. Each Counter Table should have branding with the Name and Logo of the respective company (Co-exhibitors)
 - d) Make sure that there is panel separator with enough space between the co-exhibitors to maintain privacy.
 - e) 2 (Two) sets of small round meeting tables with required number of chairs for meeting purpose for the co-exhibitors.
 - f) Special seating arrangement with 1 sofa set and tea table for NTB (partially closed VIP meeting area).
 - g) Nepal Brand Logo should be prominently visible to the visitors and the exhibitors.
 - h) Required 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 fulfil the required demand of 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 by NTB.
 - i) Wi-Fi/Internet Facility within stall accessible to the exhibitor and all the co-exhibitors. No extra payment shall be made separately for Wi-Fi/Internet neither to the Organizer nor to the Fabricator by NTB.
 - j) Storage room with lockable door in the stall with sufficient shelves and hangers.
 - k) Cost for rigging including charges for rigging points shall be borne by the respective fabricator if it is included in design.
 - l) Audio/visual display with LED Wall /LED Screen.
 - m) One bigger dustbin for store and required number of small ones in between counters.
 - n) 1 coffee vending machine and a Hot/cold water dispenser with necessary supplies including disposable cups for all four days of the fair.
 - o) Service Table/counter next to store room to serve snacks/tea coffee.
 - p) Banner/standee to be kept in any visible area, displaying all co-exhibitors' names.
 - q) Some plants at the possible places/corners in the stall.
 - r) Stall cleaning service for all 4 (Four) days of the fair.
 - s) Any other effective creative elements and services for the value addition in Nepal's participation.
5. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/internet/ 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 payment terms shall be as provisioned in Agreement between Nepal Tourism Board and the selected stand designer/fabricator company.
 8. All necessary designs/graphics/posters to be put in the stall are to be approved by Nepal Tourism Board before final work of printing and pasting.
 9. Nepal Tourism Board may ask the selected fabricator to make necessary changes if any, in the design submitted without violating the basic design.
 10. The selected fabricator should quote the price including all applicable taxes (If any) in **US Dollar**. 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 (Central Bank of Nepal) Currency Exchange rate on the day of bid opening. 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.
11. All the necessary technical approval for the stall design, build up and dismantle should be taken by the selected Stall designer Company from the organizer.
 12. The bid proposals shall be evaluated and selected on the basis of the following evaluation criteria:

Nepal Tourism Board		
<i>Name of Procurement : Procurement of Nepal Stand Design/Fabrication at Arabian Travel Market (ATM) 2023 in Dubai, UAE</i>		
<i>(Technical Scoring Sheet of RFP)</i>		
Department : Tourism Marketing & Promotion		
Name of Bidder :		
Address :		
Pass Marks (Technical) : 65		Full Marks : 100
Technical Proposal Weightage : 80%		Selection Method: QCBS
Evaluation Heading	Evaluation Criteria Sub Heading	Total Marks and their breakdowns
1. Professional Experience	<u>1. Professional Experience</u>	
	1.1. General Professional Experience (Work Experience in Any expo & fairs)	10
	1.2. Specific Professional Experience (eg. Work Experience in tourism related expo, fairs in similar geography)	15
	<i>Total Marks (Professional Experience)</i>	[25]
2. Attractiveness of Design	<u>2. Attractiveness of Design</u>	
	2.1. Market Specific Thematic design depicting Nepalese Architecture and Nepalese Tourism Products	20
	2.2. Stand Set up (e.g. alignment and positioning of main exhibitor and co-exhibitors' counter tables, storage, meeting area, VIP area, Audio-Visual, Service Rack, lighting, etc.)	20
	2.3. Stand Decoration Plan (E.g. provision of floral / plant decoration, positioning and display of graphics, Audio-visual, decoration on Fascia/ Roof Top of the Stand etc.)	15
	<i>Total Marks (Attractiveness of Design)</i>	[55]

3. Innovativeness & Adequacy of Proposed Work Plan	3. Innovativeness & Adequacy of Proposed Work Plan	
	Any other element that gives value addition to the Nepal Stand (e.g. Unique Ideas, Innovativeness & Adequacy of Proposed Work Plan)	20
	<i>Total Marks (Innovativeness & Adequacy of Proposed Work Plan)</i>	[20]
Grand Total (1+2+3)		100
Note: Financial Proposal Weightage : 20%		

13. Nepal Tourism Board shall have sole right to select or reject any/all 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 www.tenders.ntb.gov.np by the deadline given in the Notice in the above-mentioned website. For further query, if any, please write to us at sshrestha@ntb.org.np with cc to ceo@ntb.org.np, lgautam@ntb.org.np and jsarraf@ntb.org.np. Please also upload this TOR along with the design and quotation with the authorized signature and stamp/seal.

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.

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:

Company/Organization:

Signature:

Date & Seal/ Stamp: