

Nepal Agricultural Machinery Entrepreneurs' Association (NAMEA)
Sitapaila, Kathmandu
AGRIMECH INTERNATIONAL EXPO 2026

Purpose:

This budget template is to be completed by bidders to submit a comprehensive, transparent, and itemized financial proposal for the planning, setup, operation, and dismantling of the Agrimech International Expo 2026.

General Instructions:

1. All prices must be quoted in Nepalese Rupees (NPR).
2. Rate must be provided exclusive of VAT.
3. All prices should be all-inclusive (materials, labor, installation, logistics, supervision, overheads, insurance, and dismantling unless stated otherwise).
4. Unit rates, quantities, duration (days), and assumptions must be clearly stated.
5. Bidders must not combine unrelated cost items into a single line.
6. Setup days, event days, and dismantling days must be clearly indicated where applicable.
7. Any exclusions must be clearly mentioned in the Assumptions/Notes column.

Documents & Compliance:

Company Registration Certificates
Compliance with Nepal tax laws is mandatory.
Company PAN/VAT Registration Certificate
Latest Company Renewal Certificate
Submission Letter with authorized Persons Signature and Company stamp.
Company Profile

Experience & Qualification Documents

At least **3–5 years of experience** in event/exhibition management
Risk-management Experience and contingency plan
Experience in **expos, trade fairs, international exhibitions, conferences, or B2B events**
At least **3 successfully completed events of comparable scale**
Preferably experience with **agriculture, machinery, automobile, industrial, construction, or technology exhibitions**
Experience managing events with **50+ exhibitors/stalls**
Experience handling events with **5,000+ visitors**
Experience working with **government bodies, associations, chambers, multinational companies, or international organizations**

Submission Declaration:

By submitting this budget, the bidder confirms that the proposal is complete, accurate, and valid for the whole duration of the expo.

NOTE: The Organizer reserves the right to determine the selection process and distribution of work

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Rate Submission Form

Event: AgriMech International Expo 2026

Venue: Bhrikutimandap Exhibition Hall, Pradarshani Marga, Kathmandu

S.N.	Work Item	Detailed Description of Work & Specifications	Suppliers Specification	Unit	Estimated Qty / Duration	Unit Rate (NPR Excl. VAT)	Unit Rate in Words	Remarks
1	Venue Carpeting	Rental, laying, maintaining, and dismantling of clean carpet inside the entrance area, main pathways and exhibition area.		Per Sq. Ft.	1			
2	Standard Octonorm Exhibition Stalls	Supply, installation, and dismantling of standard Octonorm system stalls (3m x 3m). Each stall MUST include: • White Octonorm partition panels • Fascia board with custom exhibitor name printing (vinyl cut) • 1 Table (with neat cloth cover) • 2 Chairs • 1 Multi-plug / Power socket • Stall Lights • One Small Waste Bin		Per Stall	1			

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3	Food Court	Outdoor weatherproof canopy/tent stalls (15ft x 15ft) including 1 covered round table, chairs, Electric point, banner (2*15 sq. ft.)		Per stall	1			
4	Welcome Gate & Entrance Fabrication	Design, iron framing fabrication, flex printing, mounting, and dismantling of Welcome Gate at venue entrance and exit gate arches. Must be structurally braced for safety.		Lump Sum	1			
5	Box Gate	Design, iron framing fabrication, flex printing, mounting, and dismantling of Box Gate. (Column size 2*2*10 ft. and top length (2*2*12 ft.)		per gate	1			

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6	Flex Printing & Venue Branding	Design, iron framing fabrication, flex printing, mounting and dismantling of flex for venue branding including , navigational signage, help desk, photo booths, backdrops, etc. Includes installation and removal.		Per Sq. Ft.	1			
7	Barricading (Jasta/Iron)	Metal corrugated sheet (Jasta) and iron frame fencing to secure exhibition ground boundaries, and required area.		Per Running Ft.	1			
8	Public Address (PA) & Sound System	Comprehensive venue-wide Public Address (PA) system, background music system podium mic, and speakers spread across exhibition hall and outdoor grounds for announcements throughout all 3 expo days.		Lump Sum	1			

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9	Electrical Supply and Wiring Works	Complete temporary electrical infrastructure: Main power cabling from supply points, sub-distribution panels, circuit breakers, wiring for all stalls, venue passage lighting, lights for outdoor area, and all required power connections. (1 day before expo+3 expo days+1 day after expo)		Lump Sum	1			
10	Dedicated High Speed Wi-Fi/ Internet	Dedicated high speed internet with multiple Wi-Fi access points covering the exhibition area and registration site for 3 event days.						

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11	Power Backup (Generators)	Supply, cabling, installation, and operation of soundproof Diesel Generators (120 KVA) for uninterrupted auto-switch backup power across setup and live event days. Includes operating technicians and fuel provision. (1 day before expo+3 expo days+1 day after expo)		per unit	1			
12	Cleaning & Housekeeping Services	Dedicated 24-hour housekeeping and waste management team. Includes continuous sweeping of halls/grounds, continuous washroom cleaning/sanitation, provision of dustbins, periodic waste collection, and final post-event trash disposal offsite. (1 day before expo+3 expo days+1 day after expo) At least 7 cleaning person per day		Lump Sum	1			

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13	Security Guard Services	Provision of trained security personnel for 24 hour (Both day and night) venue protection, crowd management, and gate control during 1 setup day, 3 event days, and 1 dismantling day. Atleast 10 Security guards during day time and 6 Security guards at night.		Lump Sum	1			
14	CCTV Surveillance System	High definition CCTV Surveillance with minimum 20 camera with recording/storing the video of exhibition venue and major areas for 5 days. (1 day before expo+3 expo days+1 day after expo)						
15	Fire Safety	Deployment of certified fire safety equipment (min. 5 ABC powder fire extinguishers) placed at strategic points across hangars and exhibition hall.		Lump Sum	1			

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16	VIP Lounge Setup	VIP Lounge Setup with Furniture and arrangement for VIP Lounge including premium sofa, tea table, carpeting, ambient lighting, and floral decor.		sq. ft.	1			
17	Table	Supply and delivery of extra chair to stalls as required		per.nos	1			
18	Chair	Supply and delivery of extra table to stalls as required		per nos	1			

Submitted By:

Company Name:

Company Address:

Contact Person Name:

Position:

Contact Number:

Signature and Stamp: