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STANDARD BIDDING DOCUMENT

**Dzong Bacho and Canteen**



**Royal Government of Bhutan  
Dzongkhag Administration  
Tsirang**



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་འདུལ་རྒྱུ་  
ལྷོ་རང་།  
**Royal Government of Bhutan**  
**DZONGKHAG ADMINISTRATION**  
**TSIRANG**



Ref.No. TD/Pro/01/2020-2021/2361

Date: 9/4/2021

To all Interested and Eligible bidders  
Tsirang Dzongkhag

**Sub:- Leasing of Dzong Bachho and Canteen Space**

Sir/Madam,

The Dzongkhag Administration is please to announce that the Dzong Bachho (Archery Range) and Canteen space is available for leasing.

Interested entities with canteen license may download the documents from Dzongkhag Website [www.tsirang.gov.bt](http://www.tsirang.gov.bt) and submit the bid on or before 13<sup>th</sup> April 2021 at 10:00am.

The bids shall be opened on the same day at 10:30 am.

For further quires contact procurement officer at 06-471785 during office hrs.

Thanking You,

Faithfully yours

Pema  
(Dzongdag)  
**DZONGDA**  
**DZONGKHAG ADMINISTRATION**  
**TSIRANG**

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**Dzongkhag Procurement Office  
Dzongkhag Administration  
Tsirang: Bhutan  
Telephone No#+975-6-471347**

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**Request for Quotation:**

**Package Identification- Leasing of  
Dzongkhag Bachho (Archery Range  
with Canteen Space)**

**For the year 2020-2021**

**Procuring Agency:**

**DZONGKHAG ADMINISTRATION  
TSIRANG**

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April 9<sup>th</sup> 2020

**Invitation for Quotation (IFQ)**

Project title: **Leasing of Dzongkhag Bachho (Archery Range with Canteen Space)**

Contract Ref: DAT/Pro(01)/2020-2021/

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:
2. **Leasing of Dzongkhag Bachho (Archery Range with Canteen Space)**
4. Your quotation in the required format should be addressed and submitted to:  
**Chairperson  
Dzongkhag Tender Committee  
Tsirang Dzongkhag Administration**
5. You are requested to read the following instructions carefully and in accordance with the attached Contract. The attached Terms and Conditions is an integral part of the Contract.
  - a) **PRICE:** all prices shall be quoted in **Ngultrum**. The quoted price shall be inclusive of all related costs including taxes, duties and other levies until the end of the contract period.
    - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

**VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **one month** from the deadline for receipt of quotation(s) for the purpose of evaluation. **However, the rates will be valid till the contract end.**
6. Further information can be obtained from: **Procurement Office, Dzongkhag Administration, Tsirang.**
7. The lump sum amount Equivalent to three months' rental space shall be deposited as security deposit with the Tsirang Dzongkhag Administration and paid at the end of the contract period. The validity of security deposit should be one year.
8. **Eligibility Criteria:** - Bidders with valid Tax Clearance Certificate and Canteen License
9. The award will be made to the bidder quoting the highest amount as rental charges

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## Conditions for Lease Agreement for leasing the Dzong Bachho (Archery Range) and Canteen

- The Lessee shall maintain cleanliness of the Canteen and the entire archery range.
- The Lessee shall ensure food hygiene in the Canteen.
- Disposal of and ensuring no waste in the archery range shall be the lessee's responsibility.
- The Lessee shall pay electricity and water bills.
- Lessee shall take up all minor repair and maintenance works of the archery range.
- The Lessee shall be responsible to report any sort of major damage to the archery range and the Canteen.  
However, the cost for maintaining damages caused by the Lessee and the users shall be borne by the Lessee.
- The Lessee shall maintain and vacate the premises un-tampered after the contract period.
- Prior Notice of three months shall be issued by the management in case the management decides to terminate the contract irrespective of the contract period.
- Sub contracting or leasing to a sub lessee shall strictly be restricted. This is to maintain the contract norms and also to fix accountability.
- Smoking is to be strictly restricted as per the BNCA Act.
- Sign boards to be installed at proper locations for NO Smoking and proper Dress codes to be maintained.
- Modification/ alteration of the structure shall not be permitted. If any of such sort be found it shall be deemed as non-compliance to the agreement and the case shall be forwarded to concern authorities.
- The management shall monitor the archery range as and when the management finds appropriate.
- The archery range shall remain closed during office hours. However, a special approval from the Dzongkhag shall be accorded if need be.
- A security deposits of Nu- **Equivalent to 3 months' rents** shall be deposited to the Administration which will be returned upon the end of the contract period.
- The canteen shall be closed at 10PM and/or other closing time notified by appropriate authorities from time to time. The canteen management shall ensure strict compliance to it.
- The lessee shall ensure that no public nuisance of any kind be created.
- Operation timing of the archery Range and the canteen shall be notified clearly in the signboard.

- The lessor should not charge fees from the players more than Nu. 50/ per day per person.
- Any addition / Subtraction of the fees to players should be discussed and decided with the archery association chaired by the Archery Secretary.
- The overall governing body for the Archery Range shall be the Dzongkhag Sports Association.
- 10% of total collection for any tournament should be deposited to Dzongkhag Sports Association fund as per the bylaws of the Dzongkhag Sports Association.
- Organizing of tournaments should be approved by the Dzongkhag Administration and prior approval should be sought for always.

### **Rates for Leasing Archery Range and Canteen Space**

<b>Sl. No.</b>	<b>Bachho Range and canteen space rental per Month</b>	
<b>1</b>	<b>Amount in figure</b>	<b>Amount in Words</b>

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# Contract Agreement

THIS CONTRACT AGREEMENT made on the ..... day of .....month, .....year

BETWEEN

(1) Tsirang Dzongkhag Administration, Royal Government of Bhutan, and having its principal place of business at Tsirang (hereinafter called “the lessor”), and

(2) [.....],

address of Lessee..... (hereinafter called “the Lessee”).

WHEREAS the lessor invited Bids/interest for **Leasing of Dzongkhag Bachho (Archery Range with Canteen Space)**

and has accepted a Bid by the lessee **Leasing of Dzongkhag Bachho (Archery Range with Canteen Space)**

in the sum of [.....] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:

- (a) This Contract Agreement;
- (b) Terms and Conditions;
- (e) The Original Lessees undertaking
- (g) The form of Performance Security;
- (h) *[insert here any other document(s) forming part of the Contract]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Lessor

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Signed:.....  
in the capacity of.....Dzongda.....

in the presence of .....  
*in the capacity of*.....

For and on behalf of the Lessee

Signed: .....  
in the capacity of.....

in the presence of.....  
*Witness*.....