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THE ROYAL HERITAGE MUSEUM
THE TOWER OF TRONGSA
(DEPARTMENT OF CULTURE)



“Preserving the past for tomorrow”

Tender Form

1. Name of the Work: Leasing of Cafeteria of The Royal Heritage Museum, Ta-Dzong, Trongsa.
2. Name of the Supplier:
3. Address of the Supplier:

Phone No.: Fax No.: Mobile No.:

4. Earnest Money Deposit: Nu. 15,000.00 EMD No.:
5. Date of Sale of Tender Document: 20th October 2022 to 24th October 2022.
6. Date of Tender Submission: on or before 10:30 AM of 25th October 2022(Tuesday).
7. Date of Bid Opening: 03.00 PM of 25th October 2022 (Tuesday).



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Instruction to Bidders

The Royal Heritage Museum, Ta-Dzong, Trongsa, wishes to receive sealed bids from registered firms for leasing of Cafeteria on monthly rental basis against our advertisement number TA/RHM/Adm-17/2022-2023/78, dated 17th October 2022 through website and official Facebook page. Therefore, you are requested to submit the bid as per the terms and conditions mentioned thereof.

TERMS & CONDITIONS:

1. Deadline for Bid Submission.

The sealed bid should be addressed to the Head, The Royal Heritage museum and submitted to the general office, the Royal Heritage Museum, on or before 10:30AM of 25th October 2022.

2. Eligibility of Bidder

Each bidder shall submit only one bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company having the power of attorney. A bidder who submits or participates in more than one bid will be disqualified.

3. Clarification of Bidding Documents

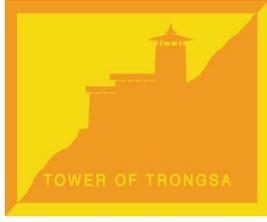
The bidder shall not be allowed to seek any clarification on the bidding documents in person. Any bidders requiring clarification of the bidding documents may notify the same to the Chairman, Tender Committee of The Royal Heritage Museum in writing.

4. Amendment of Bidding Documents

The Client, The Royal Heritage Museum, shall reserve the right to amend or modify the bidding documents for any reasons by issuing addendum either in its own initiative or in response to a clarification request from a prospective bidder any time prior to the deadline for submission of bids.

5. The cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its bid, and the purchaser (The Royal Heritage Museum) will in no case be responsible or liable for the costs thus incurred.



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6. Rent for the Cafeteria

The Cafeteria space shall be leased out depending on who is willing to bid the highest amount.

7. Contract Period

The shop shall be leased for a period of **two years** with effect from the date of signing of contract agreement.

8. Other Conditions

The bidders are required to submit the photocopy of valid trade license, tax clearance certificate and other relevant documents.

The bid security of **Nu. 15,000.00** only in the form of demand draft or cash warrant should be submitted in favor of The Royal Heritage Museum Refundable deposit account along with the bid.

The bid security of unsuccessful bidders shall be discharged/ returned as promptly upon the award of the contract, but in event not later than sixty days after the expiry of the bid validity. No bank guarantee shall be accepted. Not fulfilling these criteria will result in the bids being rejected.

The bid security of the successful bidder shall return upon the bidders executing the contract and furnishing the bid performance security of **TWO MONTHS QUOTED RENT**.

The Lessee shall not sublet the shop in part or whole without the prior notification of the leaser. Failing which the performance security of two months quoted rent only shall be forfeited and the contract shall be terminated thereof.

The lessee shall pay for electricity, water, sewerage, telephone and any other services as per the bills received from the concerned agencies. On expiry of the contract the lessee must handover the Cafe to the lesser with details of the above payment.

If the lessee wishes to vacate the Cafe before the expiry of lease period, the lessee shall give in writing (one month in advance) to the lesser or in lieu thereof pay one month's rent. If the lesser wishes to terminate the contract before the expiry of the lease period a written notification shall be made, one month in advance.

The lessee shall handover the Cafe to the lesser with all fittings and fixtures listed in the inventory in working/functional conditions at the expiry of the lease.



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The lessee shall pay the monthly rent by the 1st week of 5th day of the every calendar day, failing which the penalty of 0.1% daily to a maximum of 10% in a week shall be applied. If the lessee fails to pay the monthly rent for a three consecutive months, the performance security shall be forfeited and terminated and award the contract to the 2nd highest bidder.

9. Bidding Document

The goods required, bidding procedure and contract terms are prescribed in the bidding document. In addition to invitation of bids, the bidding documents include.

- Tender forms
- Terms and conditions (TOR)
- Price Schedule

The bidders are required to examine the bidding, including all instructions given in the ‘terms and conditions’, and the ‘Rates and specifications’. Failure to furnish all information required by the bidding documents or a submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid. In case of any error made in the rate column, the bidder is required to countersign on it, failing which the bids shall be rejected without any further notification.

10. Late Bids

Any bid received by the purchaser (The Royal Heritage Museum) after the deadline for submission of bids prescribed by the purchaser, pursuant to clause 1, will be declared “Late” and shall be rejected and returned unopened to the bidder.

11. Sealing and Marking of Bids

You are requested to submit the sealed bids to the general office, addressed to the Head, the Royal Heritage Museum, Trongsa.

12. Format and Signing of Bids

The bidder should submit two copies of the documents (ORIGINAL and COPY)

All bid forms accompanying the tender documents and rate forms should be signed with official seal. The name and position held by the person signing the bid must be written below the signature.



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13. Bid Opening

The bid will be opened at 03:00 PM on 25th October 2022 in presence of the bidders' representatives who chose to attend by the tender committee members of The Royal Heritage Museum, Trongsa.

14. Bid Validity

The bid is valid for a period of 2 months from the date of entering into rate contract agreement.

15. Taxes and Duties

The firm shall be entirely responsible for taxes, stamp duties and other levies/ duties etc. payable unless otherwise specifically exempted by the Department of Revenue and Customs.

16. Forfeit of Bid Security

The bid security shall be forfeited:

- a. if a bidder withdraws its bid during the period of bid validity.
- b. if a bidder does not accept the arithmetical correction
- c. if the bidders fails to sign the contract.
- d. if a bidder fails to furnish the performance security.

17. Signing of Contract

The successful bidder(s) is/are required to contact this office to sign the contract agreement within fifteen working days from the date of issuance of notification of award along with performance security, failing which the contract shall be terminated and forfeit the earnest money and award the contract to the 2nd highest bidder.

18. Rejection of Tender Documents

The Client, The Royal Heritage Museum, reserves the right to reject the tender documents if the following documents are not submitted:

- a. Forwarding letter
- b. Signed Bid Form
- c. Earnest Money



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19. Other Terms and Conditions

The other terms and conditions not covered by this document will be governed by the Financial/Procurement Manual. The bidders should sign in the tender register upon submission of tender and at the time of purchase with detailed contact Number, Name and detailed addresses of the tenderer. The committee member's decision is final and binding.

Special Terms of Reference:

1. The Cafe shall be leased for a period of **two years** from the day the contract agreement is signed between the lesser and lessee.
2. The bidder has to quote the rate on the basis of rent per month.
3. The Lessee shall not sublet the Cafe in part or whole without the prior notification of the Lesser. Failing which the performance security of two month's rent (quoted rent) shall be forfeited and the contract shall be terminated thereof.
4. The Lessee shall pay for the electricity and any other services as per the bills received from the concerned agencies. On expiry of the contract the Lessee must handover the shop to the Lesser with details.
5. If the Lessee wishes to vacate the Cafe before the expiry of lease period, the Lessee shall give in writing (one month before) to the Lesser or in lieu thereof pay one month's rent. If the Lesser wishes to terminate the contract before the expiry of the lease period a written notification should be issued one month in advance.
6. The Lessee shall be allowed to sell only coffee and packed snacks as listed in BoQ. The sales of any other items (e.g. Narcotic drugs, Doma Pan, Cigarette, Tobacco, Groceries etc.,) shall not be permitted.
7. The Lessee shall handover the Cafe to the lesser with all fittings and fixtures listed in the inventory in working/functional conditions at the expiry of the Lease.
8. The lease shall pay the monthly rent to the Revenue Section on or before the fifth day of every month failing which 0.1% daily to a maximum of 10% shall be imposed as late penalty. If the Lessee fails to pay the rental charge for two consecutive months the performance security of two months' rent (quoted rent) shall be forfeited and terminated. The bid will be awarded to the 2nd highest bidder.
9. The successful lessee should maintain the cleanliness in and around the cafeteria area.
10. Only the following items shall be sold in the cafeteria. In case of non-compliance, other goods in the café will be confiscated.
 - a) Fresh food
 - b) Tea/Coffee
 - c) Mineral Water



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- d) Shakes: Milk/Vanilla/Fruits etc
- e) Biscuits/Cookies
- f) Pastries/Momo
- g) Cold Drinks

11. Any dispute shall be settled accordingly as per the contract agreement.

Your Offered Rent Per Month:

Nu. :.....(in figure)

Nu.:.....
.....(in words)



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Rate for Museum Staff

SL no.	Items	Rates
1	White rice	
2	Fried Rice (veg and non- veg)	
3	Pork Curry	
4	Sikam Paa	
5	Beef Curry	
6	Beef Paa	
7	Chicken Curry	
8	Chicken Chilies	
9	Chicken Roast	
10	Emadasti	
11	Veg Curry	
12	Noodles (Veg and Non-veg), Maggi/ Koka/ Samyang.	
13	Milk Tea with Snack	
14	Milk Tea	
15	Black Tea	
16	Milk Coffee	
17	Black Coffee	
18	Suja	
19	Green Tea	
20	Momo (veg and non-veg)	
21	Puri	
22	Sukha Roti	
23	Nan	
24	Cold Drinks	
25	M/ Water	
26	Baa Thup (veg and Non-veg)	
27	Chowmin (veg and non-veg)	
28	Red rice	