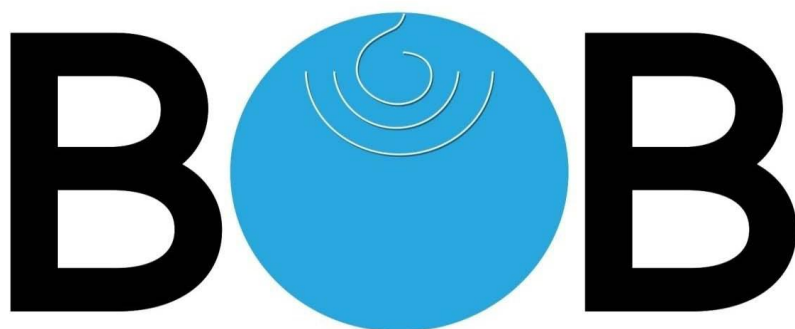


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## BIDDING DOCUMENT

<b>RFP Number</b>	<i>01/RED/BOBL-HQ/2020-001</i>
<b>Procuring Agency</b>	<i>BANK OF BHUTAN LTD</i>
<b>Title of Work</b>	<i>LEASE OF COMMERCIAL SPACE</i>
<b>Last Date of Submission</b>	<i>28/01/2020</i>

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**BANK OF BHUTAN**

## ***Background***

The Bank of Bhutan owns a 4-storied branch office building at Khuruthang, which is due for completion by end of January 2020. The existing branch office shall be shifted by end of February and would be operational from its new office on first floor by March 2020. The second and third floors have been earmarked as residential units for our staffs. The ground floor is designed as commercial space and comprises 5 units which are provisioned to be leased as commercial units by March 2020.

BOB requests for proposal from interested and licensed individuals/business firms for lease of these commercial spaces. The award of lease of space shall be based on the highest monthly rental amount quoted provided that the bidder qualifies with the other required documents. The sealed bid along with bid security amount of **Nu. 10,000/-** shall be submitted to branch manager, Punakha on or before **12:30PM** on **28<sup>th</sup> of January 2020** and shall be opened on the same day at **2:30PM** at the Conference Hall, BDBL office, Khuruthang, Punakha. The bid should be addressed to the following:

**Branch Manager, Bank of Bhutan Ltd,  
Punakha Branch.**

Bidders are requested to go through the following terms and conditions properly and those wishing to visit the space prior to submission of their bid may do so but with prior approval from the focal person. The focal person for the space lease is Mr. Sherub Dorji, Engineer, RED and you may contact him at 17708424 during office hours or at [sherub.dorji@bob.bt](mailto:sherub.dorji@bob.bt)

## ***TERMS AND CONDITIONS***

1. The invitation of quotation is open to the bidders for establishment of commercial space only. Commercial space includes business such as grocery and garment shops, restaurants, office spaces, handicrafts and saloon etc. **Bars, meat shops and entertainment clubs like karaoke's and discotheques** shall not be allowed.
2. The bids should be properly sealed and signed by the proprietor and marked: BIDS FOR LEASE OF COMMERCIAL SPACE.
3. A bid security amount of **Nu. 10,000/-** in favour of Branch Manager, Punakha in the form of BG/Draft/Bankers check shall be furnished along with the bid. Bids without bid security shall be rejected.
4. The successful/highest quoted bidder shall be asked to enter into a tenancy agreement with the bank and he/she shall be bound by the clause of the agreement and thereafter shall be referred as "TENANT".
5. The initial contract period for the lease shall be **2 years** with provision of renewal every 2 years with increment as per tenancy act and subject to mutual acceptance of both the parties. The tenants wishing to renew the tenancy of the space shall give written notice, 2 months prior to expiry of the lease.
6. The tenant shall be required to make a **security deposit of TWO months** rental amount after signing the agreement and this amount shall be refunded upon the expiry or termination of the contract.
7. The monthly rental amount shall be paid on or before the **7<sup>th</sup> day** failing which an annual interest of **24%** would be charged on the number of days defaulted.
8. The tenant shall be liable for payment of all the utility bills. Separate meters would be provided.
9. No gambling or recreational activities shall be allowed in the premises. Any tenant found organizing or indulging in such activities shall be reported to the concerned office and contract terminated.
10. The tenant shall comply with all the rules and regulation of the local authorities whatsoever with regard to the use of the premises.

11. The bank shall be liable to pay all property taxes as required by the concerned authorities and the tenant shall have no obligation and shall not be liable or part to any dispute on such matter.
12. The bank shall be responsible for carrying out periodic inspections and any major repair works required for the maintenance of the building shall be borne by the bank provided that the damages are not caused intentionally by the tenants.
13. It shall be the responsibility of the tenant to carry out minor repair works at their own costs, amount not exceeding Nu. 5,000/-.
14. The tenant wishing to vacate the space may do so after serving a written notice period of 2 months and same shall apply for the bank.
15. The tenant shall have the liberty to make at their own cost, the temporary and detachable partitions/racks of timber or aluminium upon prior approval of the bank. No structural changes shall be allowed. As the end of the contract period, the tenant will be fully responsible to remove the temporary fittings at its own cost and hand over the space in its original state.
16. A bidder can quote for 1 or for all the spaces but quotes should be for individual spaces only. There shall be no restriction on the number of allotments to a bidder.
17. The following conditions would result in the forfeiture of the bid security amount and further bar him/her from taking up the space even in the case of he/she being the highest quoted bidder:
  - i. Failing to furnish a security deposit equivalent to 2 months rental amount within the specified timeline.
  - ii. Failing to take up the space after having quoted the highest for one or for all the spaces.
  - iii. Failing to accept/abide by the above terms and conditions.

## **BID FORM**

<b>Sl.No</b>	<b>Description</b>	<b>Carpet Area</b>	<b>Unit</b>	<b>Quoted Rate</b>	<b>Amount</b>	<b>Remarks (RANK)</b>
1	SHOP NO 1	638.66	sqft			
2	SHOP NO 2	398.12	sqft			
3	SHOP NO 3	403.58	sqft			
4	SHOP NO 4	638.50	sqft			
5	SHOP NO 5	518.09	sqft			
	<b>Total area</b>	<b>2,596.95</b>				

❖ The above area is inclusive of individual toilet area.

❖ **No of units intended to lease (in words and figure) = \_\_\_\_\_.**

**NOTE:** Bidders wishing to quote for just one space may do so by way of leaving the other rows and columns blank and bidders quoting for all the spaces are requested to indicate your preference of space in the order of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> on the remarks column.

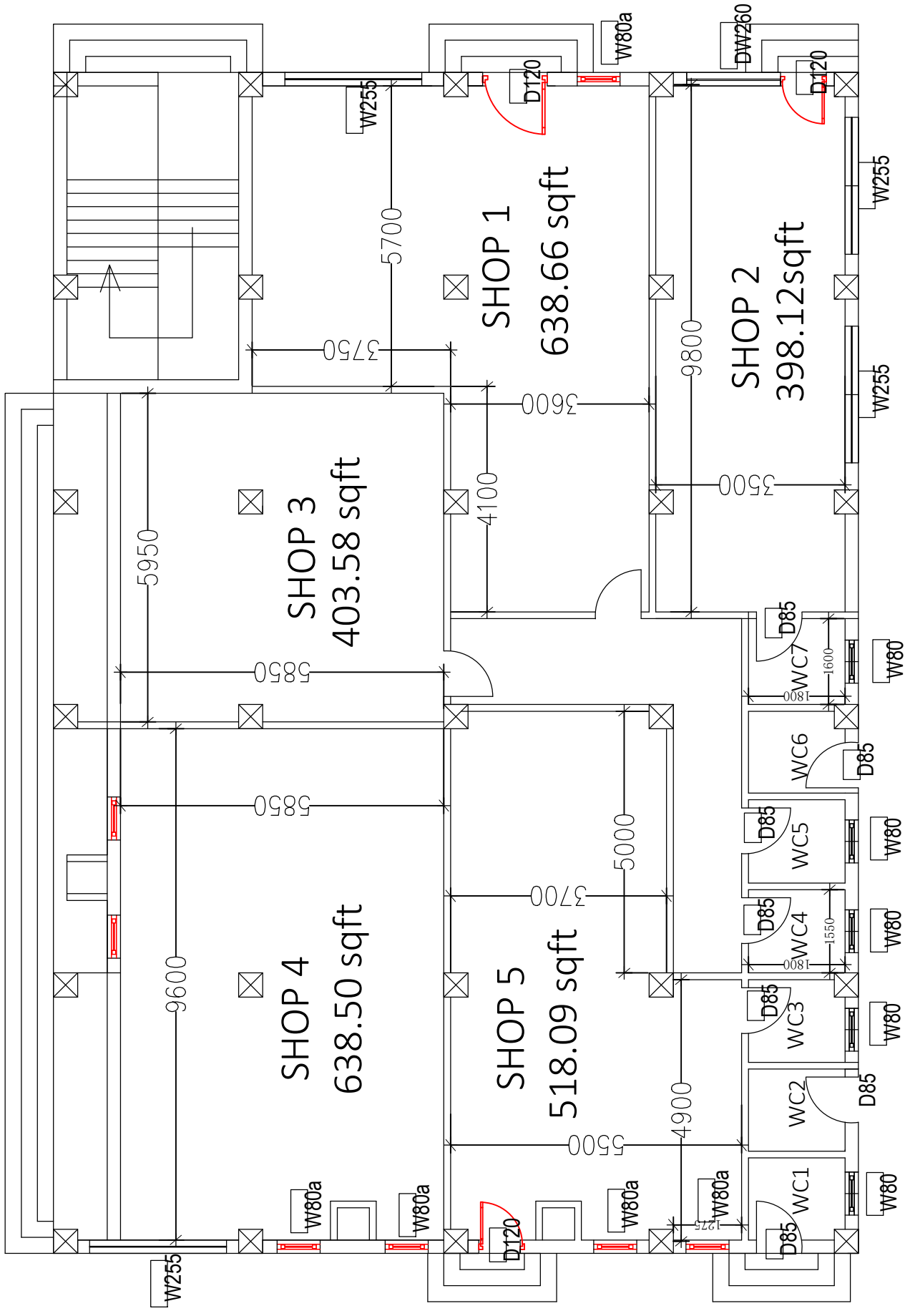
The bidder should also mention the no of units that he intends to lease. If a bidder's quote is highest in 2 or more units but if he had intended to lease just one space, then he/she shall be allotted the most preferred unit.

In the event of two or more bidders quoting the same amount, then the bidder who has quoted for lesser no of spaces shall be given the priority provided the other bidder is highest in atleast one of the lots.

If the bank finds out that most of the bids are identical, the bank shall conduct open auction among the bidders with their quoted rate as the starting floor price and space shall be allotted to the highest bidder on the count of three.

***Name and signature of the bidder***

***Contact No:***



GROUND FLOOR PLAN