
STANDARD BIDDING DOCUMENT

Operation of Dzongkhag Swimming Pool at Damphu Town



**Royal Government of Bhutan
Dzongkhag Administration
Tsirang**

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

Request for Quotation:

**Package Identification- Operation of Dzongkhag
Swimming Pool with Canteen Space**

For the year 2021-2022

Procuring Agency:

DZONGKHAG ADMINISTRATION

TSIRANG

July 27th 2021

Invitation for Quotation (IFQ)

Project title: **Operation of Dzongkhag Swimming Pool with Canteen Space**

Contract Ref: DAT/Pro(01)/2020-2021/115

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:
Operation of Dzongkhag Swimming Pool with Canteen Space for a period of Two Years (2 Yrs)

2. Your quotation in the required format should be addressed and submitted to:

**Chairperson
Dzongkhag Tender Committee
Tsirang Dzongkhag Administration**

3. 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.**

4. Further information can be obtained from: **Procurement Office, Dzongkhag Administration, Tsirang.**

5. The lump sum amount Equivalent to two 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.

6. **Eligibility Criteria:** - Bidders with Swimming pool operation and canteen/Restaurant license

7. The bidding documents should be submitted to Procurement Officer on or before 10th August 2021 10:00am and shall be opened on the same day at 1030 Hrs

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8. The award will be made to the bidder quoting the highest amount as rental charges
 9. The annexures attached with this docs is an integral part of the contract and shall be evaluated.
 - 10. The bidders should bid above the base rental charges calculated by the administration.**

Terms & condition for the management of swimming pool

The following TOR is an integral part of the contract. Please read carefully.

1. Priority shall be given to aspiring youths/residents of Tsirang to the extent possible.
2. The Dzongkhag Administration shall provide the space to the successful bidder on rental basis.
3. The winner of the bid shall operate/manage both swimming pool and restaurant without subleasing to other parties. The operator should operate the space IN PERSON for the specified term mentioned above.
4. The operator shall ensure that a minimum of 4 employment opportunities are created for youths (2 males and 2 females). (Employment Form appended in Annexure 1)
5. The swimming pool and its surroundings shall be maintained clean all the time with proper management of garbage.
6. The operator shall clean/drain out water twice in a month to maintain good personal hygiene for the users.
7. The operator shall also ensure that proper discipline is observed all the time by the users and exhibit acceptable manners in dealing with the customers.
8. Celebrations of birthday, new year, valentine, Losar, Diwali etc. may be organized with prior approval from the administration. Nevertheless, the operator shall ensure that no public nuisance is created in the premises by allowing any other similar events.
9. Washing of vehicles is strictly prohibited in the premises.
10. The operator shall ensure that safety gears (e.g. life jackets, ring buoy, spine board, first aid kits etc.) shall be in place all the time.
11. Rescuing equipment like ropes, rescue hooks etc. shall be in place.
12. The operator shall employ a permanent Lifeguard (an expert swimmer- Shall be evaluated by the committee during evaluation) in the pool to rescue users encountering mishaps. The operator shall be solely responsible for any unforeseen casualty in the event of failure to deploy permanent lifeguard. Disaster mitigation equipment like fire extinguishers shall be in place.
13. The operator shall ensure that all users use proper swimming suits while using the swimming pool.
14. The operator shall facilitate space for storing personal belongings for the users.
15. The operator shall also ensure that toiletries and other essential requirements (towel, slippers, soap, disinfectants, toilet paper etc.) are provided in bathrooms/toilets/changing rooms all the time.
16. The operator shall also advocate the users on personal hygiene including menstrual information and mandatory showering prior to getting into the pool.
17. The operator shall ensure strict adherence to COVID protocols all the time- (Druk Trace App, visitor diary, maintaining maximum of 25 customers, hand washing facilities, sanitizers and face mask etc).
18. The operator shall not make any structural additions and alterations to the structure without prior written consent of the Dzongkhag Administration.
19. The Dzongkhag Administration and the authorities concerned shall inspect/monitor the operation at any time.

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20. Any structural damages caused by the natural calamities shall be reported to the Dzongkhag Administration for inspection immediately. Rectification cost for major structural damages shall either be borne by the Dzongkhag Administration or the operator concerned based on the degree of the damages reported. All the maintenance apart from the cause of the natural calamities shall be carried out by the operator.
 21. The operator concerned shall provide the pool for free of charge to Dzongkhag Administration for the purpose of carrying out exigent functions including VIP.
 22. The timing shall be observed as per the prevailing business norms.
 23. All municipal charges and other charges payable such as electricity, water, waste, sewerage and license renewal fees for the restaurant shall be paid by the operator concerned.
 24. Monthly rent should be paid within the first 5 days of the following month. In the event of additional facilities provided/installed by the Dzongkhag administration, the operator shall be subjected for revised charges and changes in the contract terms thereof.
 25. Except for the swimming pool, the operator shall not charge for the use of bathrooms/toilets.
 26. The winning bidder shall furnish an amount equivalent to two months' rent as security deposit.
 27. An equivalent amount shall be deducted from the security deposit prior to termination of the contract term, if the administration notices any damages in the area.
 28. The Dzongkhag has the full authority to terminate the contract if the contract agreement has been breached in any way.

Rates for Operating Swimming pool and Canteen Space (To be Filled by the Bidder)

Base Rental Charge	Swimming Pool and canteen space rental per Month	
	Amount in figure	Amount in words
Nu. 33748/-		

EMPLOYMENT FORM

Employer's Details

Name: _____

CITIZENSHIP IDENTITY CARD NO: _____

Organization Name: _____

CDB no _____

DATE OF BIRTH: Day _____ Month _____ Year _____

1. CURRENT ADDRESS: _____

2. PERMANENT ADDRESS: _____

a. Village _____ b. Gewog _____

c. House No. _____ d. Tharm No. _____

e. Dzongkhag _____

3. CONTACT DETAILS

a. Telephone No. _____ (F) _____ (M)

b. Email ID _____

Employee's Details

1. POSITION: _____

2. FULL NAME: _____

3. GENDER: Male Female

4. CURRENT ADDRESS: _____

5. PERMANENT ADDRESS:

a. Village_____ b. Gewog_____

c. House No._____ d. Tharm No._____

e. Dzongkhag_____

6. DATE OF BIRTH: Day_____Month_____Year_____

7. CITIZENSHIP IDENTITY CARD NO: _____

8. CONTACT DETAILS

a. Telephone No._____(F)_____(M)

b. Email ID_____

9. CONTACT PERSON IN CASE OF EMERGENCY

Relationship	Name	Occupation	Contact Number
Father			
Mother			
Spouse			
Guardian			

10. ACADEMIC QUALIFICATION: (start with the institute last attended)

School/University	Major Subject	Percentage obtained	Year of Completion

The employee will be on probation for 6 Months and after reviewing his/her performance, the employer shall terminate or regularize the contract as per the Labour Act of Bhutan.

Signature
Employer.
Date.....

Witness

Signature
Employee

Witness

Contract Agreement (Sample)

THIS CONTRACT AGREEMENT made on the day ofmonth,year
BETWEEN

- (1) Tsirang Dzongkhag Administration, a Government of Bhutan, and having its principal place of business at Tsirang (hereinafter called “the Owner”), and
- (2) [.....],
address of Operator..... (hereinafter called “the Operator”).

WHEREAS the Operator invited Bids/interest for **Operation of Dzongkhag Swimming pool with Canteen Space)**

and has accepted a Bid by the Operator **for Operation of Dzongkhag Swimming pool 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 Owner and the Operator, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) The Original Operators 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 Owner

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

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

For and on behalf of the Operator

Signed:
in the capacity of.....

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