**BDBL/ADM-23/2021/ July 16, 2021**

**Terms of Reference (TOR)**

The bidders quoting the lowest monthly rental and fulfilling maximum requirements of the TOR will be awarded to lease the building. Therefore, interest bidders are requested to refer the Terms of Reference (TOR) before quoting.

**Terms of References (Branch Office)**

1. 50% or more of the space offered for Branch Office shall be on the ground floor with not be less than 3,000 sq ft of carpet area.
2. The building offered shall be available from February 1, 2021 until further notice.
3. The building offered shall have proper ventilation and acceptable quality and quantity of drinking water supply continuously for 12 hours daily from 8:00 am – 8 pm.
4. The building offered shall have window grills in all the ground floor for the safety and security of the office properties.
5. The building shall be located in core Gelephu thromde area.
6. The building offered shall have standard access road condition and adequate parking spaces.
7. Major maintenance and re-designing of the building’s layout shall be carried in order to meet the offices’ requirements.
8. The building shall be hired initially for the period of two (2) years and shall be renewed thereafter upon mutual agreement between the parties.
9. The revision of the rent shall be done in accordance with the Tenancy Act of Bhutan.
10. Physical inspection/verification of the condition of the building shall be carried out jointly by BDB representatives and building owner before award of the rental contract.
11. The building offered shall be re-designed and re-structured internally as per the requirement of the Bank.
12. The monthly rental fee mentioned below shall be quoted only once and over writing on the quotation without initial will be rejected.
13. No modification or changes in the rates shall be entertained after the bid is opened.
14. The award will be made to the bidder who is offering the lowest evaluated rental fee that meets the maximum requirement of the BDB. However, the BDB is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
15. The Committee’s decision will be final and binding.
16. **Bid Submission:** The bid should be submitted to General Manager, Head office, Thimphu quoting the monthly rental charges in the sealed envelope, **on or before August 7, 2021 at 10:00 AM** and shall be opened on the same day at **10:30 AM** in presence of the bidders/bidders’ representatives who choose to attend.

**Terms of References (Regional Office)**

1. The building offered for the Regional Office shall not be less than 2000 sq ft of total carpet area.
2. The building offered shall be available from February 1, 2021 until further notice
3. The building offered shall be in the same or separate building from the Branch Office building.
4. The building offered shall have proper ventilation and acceptable quality and quantity of drinking water supply at least 12 hours continuously daily from 8:00 am – 8 pm.
5. If the building offered is in the ground floor, it shall have window grills in all the ground floor for the safety and security of the office properties.
6. The building shall be located in core Gelephu thromde area
7. The building offered should have standard access road condition and adequate parking spaces
8. The building shall be hired initially for the period of two (2) years and shall be renewed thereafter upon mutual agreement between the parties.
9. The revision of the rent shall be done in accordance with the Tenancy Act of Bhutan.
10. Physical inspection/verification of the condition of the building shall be carried out jointly by BDB representatives and building owner before award of the rental contract.
11. The building offered shall be re-designed and re-structured internally as per the requirement of the Bank.
12. The monthly rental mentioned below shall be quoted only once and over writing on the quotation without initial will be rejected.
13. No modification or changes in the rates shall be entertained after the bid is opened.
14. The award will be made to the bidder offering the lowest evaluated rental that meets the maximum requirement of BDB. However, the BDB is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
15. The Committee’s decision will be final and binding.
16. **Bid Submission:** The bid should be submitted to General Manager, Head office, Thimphu quoting the monthly rental charges in the sealed envelope, **on or before August 7, 2021 at 10:00 AM** and shall be opened on the same day at **10:30 AM** in presence of the bidders/bidders’ representatives who choose to attend.