



## **Guidelines on Standard Rates for Food and Lodging, and Hiring of Vehicles for Official travel and in-country trainings:**

### **1. Objectives:**

- Set a standard rate for hiring of hotel and transportation services.
- Provide an equal opportunity to host meetings/conferences or official gatherings for government agencies.
- Provide income to hoteliers and hiring agents.

### **2. Application:**

This Guideline shall:

- Apply to all Budgetary Bodies and participating hotels and hiring agents.
- Be piloted for six months and reviewed accordingly.

### **3. Department of National Properties:**

The Department of National Properties shall:

- Regularly update the registered hotels list and circulate to all Government Agencies.
- Instantly communicate with the requesting agencies.

### **4. Dzongkhags:**

The Dzongkhags shall be responsible for:

- Assessing the infrastructure of the hotels.
- Allocating the requested hotels on a rotational basis in the most fair and equitable manner by directly liaising with the requesting agency(ies).
- Facilitating and resolve issues faced by the public servants when availing the facilities in the respective Dzongkhags.
- Appointing a focal person from their Dzongkhag for effective implementation.

### **5. Hotels:**

Participating Hotels offering the Government Standard Rates with the required facilities shall:

- Register with the DNP through their respective Dzongkhags in prescribed format **-Form II** to offer the accommodation as per the prescribed rates.
- Provide rooms (double or single occupancy) as per the requirement of the government agency.
- Make available a meeting hall(s) based on the number of participants.
- Have documentation facilities like photocopying and printing.
- Have a reliable internet connection to cater all participants.

- Maintain the highest standards of cleanliness of all the rooms including changing the used linens.
- Provide food and refreshment as per the agreed menu.
- Disinfect all the rooms and surroundings a day before the arrival of participants.
- Directly submit the invoice to the government agency which availed the service.
- Set ready staff and rooms a day before arrival of participants.
- Provide details of contact staff and mobile number.

## **6. Hiring of buses/vehicles:**

Participating Travels Agents/ Tour Operators / individuals (as per Registration Certificate) accepting the Government Standard Rates for hiring of vehicles shall:

- Register as per the prescribed format-**Form I** with DNP.
- Provide the services as per the required terms and conditions mentioned along with the Format.
- Provide details of contact staff with mobile number.

## **7. Government Agencies:**

Government agencies conducting meetings, conferences, retreat etc for official purpose outside their work location shall:

- Directly submit a plan to the Dzongkhag to conduct a workshop/conference.
- Hire vehicles for transportation of officials as per the vehicle details provided by DNP by direct negotiation with the hiring agent other than rates.
- Management may review the cost benefit and then decide whether to hire a vehicle or permit the use of a private vehicle on mileage for lone official travel.
- Make the Payment directly to the service providers as per the agreed rates.
- Submit information report on the services availed to DNP after every meeting, conference, retreat etc.

**8. Standard Rates for Food and Lodge:**

Hotel Standard	Occupancy	Quarantine Rate (Revised)	25% Increase	Proposed Rates
Budget Hotel	Per Head	Nu.700	Nu. 175	Nu.875
3 Star and Above	Per Head	Nu.850	Nu. 212	Nu.1,062

**9. Hiring Rates for Vehicles:**

Type	Tourist vehicle hiring rate per Km (Nu)	RGOB Mileage per Km (Nu)	Proposed rate per Km (Nu.)	Halt charges per day (Nu.)
Coaster Bus with 19 Seats	30-35	As per quotation	25	1,250.00
Coaster Bus with 22 Seats	40-45	As per quotation	28	1,400.00
Hiace bus/SUV/Utilities	18-25	16	22	1,100.00

**10. Standard Rates for Day Meeting in Thimphu:**

Hotel Type	Proposed Rate	Conference Hall	Remarks
3 Star Hotel	Nu.800/head	Nu.6,000/ day	Morning tea, lunch and evening tea. Conference hall charges are inclusive of all IT infrastructure usage.
4 Star Hotel	Nu.800/head	Nu.6,000/day	Morning tea, lunch and evening tea. Conference hall charges are inclusive of all IT infrastructure usage.

**11. Effective Date:** From 1<sup>st</sup> January, 2021

**Forms:**

<b>Form #</b>	<b>Form Name</b>	<b>To be Submitted By:</b>
<b>Form I</b>	Vehicle Registration Form	Vehicle Owners
<b>Form II</b>	Hotel Registration Form	Hoteliers

**FORM I - Vehicle Registration Details**

**Name of Owner (As per Registration Certificate):**

**Tax Payer Number:**

**Contact Person :**

**Contact Number :**

SI No.	Vehicle Number	Type of Vehicle	Seating Capacity

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**Qualification for registration of hiring vehicle must have:**

1. Registration to be done in the name of Vehicle Owner as per the Vehicle ownership registration Certificate.
2. Valid full insurance (comprehensive) of the vehicle.
3. Valid road worthiness certificate issued by RSTA (in good mechanical condition).
4. Maintained neat and clean.
5. Registration not earlier than 2015.
6. Drivers must be free of any drinking habitual or drugs.
7. Immediate replacement (same model) in case of a breakdown from the time the agent is notified within 12 Hours.

The undersigned would like to offer the above vehicles for hire as per the Government Approved Rates.

Name and Signature

Date :

**FORM II- Hotel Registration Form**

**Name of the Hotel:**

**Taxpayer Number :**

**Location :**

**Dzongkhag :**

**Contact Person and Number:**

<b>Sl No.</b>	<b>Type of Room</b>	<b>No of Rooms</b>	<b>Remarks</b>
<i>1</i>	<i>Standard</i>	<i>12</i>	
<i>2</i>	<i>Delux</i>	<i>5</i>	
<i>3</i>	<i>Suite</i>	<i>1</i>	

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**Other Services, if any:**

- 1.
- 2.

The undersigned would like to register my Hotel with the details provided above for providing Food and Lodge at the Government Approved Standard Rates.

**Name and Signature**

**Date:**

## **Food Menu**

### **Breakfast**

- ❖ Fried rice/Puri with ezay or any vegetable mixed.
- ❖ Tea/coffee
- ❖ Juice
- ❖ Boiled eggs
- ❖ Mineral water

### **Lunch**

- ❖ Rice/Naan/Noodles
- ❖ Two vegetable items
- ❖ One meat item
- ❖ Mixed Salad,
- ❖ Fruits
- ❖ Mineral water

### **Dinner**

- ❖ Rice/Naan/Noodles
- ❖ Two vegetable items
- ❖ One meat item
- ❖ Mixed salad
- ❖ Fruits
- ❖ Mineral water

### **Morning and Evening Refreshments**

- ❖ Tea/coffee
- ❖ Two snacks items
- ❖ Mineral water

Note: Preferably Vegetables and Fruits has to be domestically sourced to promote domestic production.