

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

**Department of National Properties  
Ministry of Finance  
July 2021**

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

### **1. Objectives:**

- 1.1. Set a standard rate for hiring of Hotel and Transportation Services.
- 1.2. Provide an equal opportunity to host meetings/conferences or official gatherings for Government agencies.
- 1.3. Provide income to Hoteliers and Hiring Agents.

### **2. Application:**

This Guidelines shall;

- apply to all Budgetary Bodies and participating Hotels and Hiring Agents.
- be extended for the FY 2021-2022
- not apply to Civil Servants participating in events hosted and sponsored by the International Organizations in Bhutan.

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

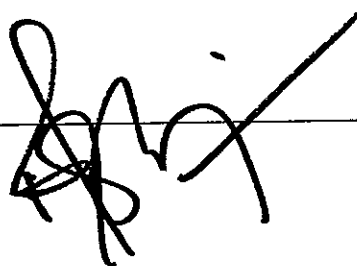
The Department of National Properties shall;

- 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;

- 4.1. Assessing the infrastructure of the hotels.
- 4.2. Allocating the requested hotels on a rotational basis in the most fair and equitable manner by directly liaising with the requesting agency(ies).
- 4.3. Facilitating and resolving issues faced by the public servants when availing the facilities in the respective Dzongkhags.
- 4.4. for appointing Procurement Officers as Focal Officers from their Dzongkhag for effective implementation.
- 4.5. Institute protocols and SOP's for allocation, reporting, conditions etc
- 4.6. The Dzongkhag Focal Officer shall communicate any correspondence between the Budgetary Bodies and Hoteliers like bookings, cancellations or any other changes mutually acceptable to both the parties.
- 4.7. The Dzongkhag Focal Officer shall update the record after every successful event as per the format circulated.



5. **Hotels:**

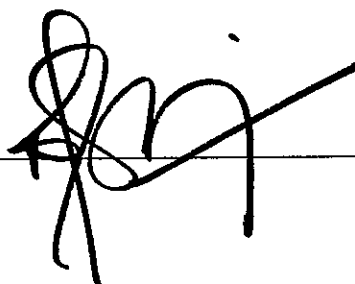
Participating Hotels offering the Government Standard Rates and with the required facilities shall:

- 5.1. Register with the DNP through their respective Dzongkhags in prescribed format - **Form II** to offer the accommodation as per the prescribed rates.
- 5.2. Provide rooms (double or single occupancy) as per the requirement of the government agency.
- 5.3. make available a meeting hall(s) based on the number of participants.
- 5.4. have documentation facilities like photocopying and printing.
- 5.5. have reliable internet connection at least 5mbps to cater all participants.
- 5.6. Maintain the highest standards of cleanliness of all the rooms including changing the used linens.
- 5.7. Provide food and refreshment as per the agreed menu. However, Standard Rates for Day Meeting across all Dzongkhags/Thromdes shall not be applicable as given in the serial 10.
- 5.8. Disinfect all the rooms and surroundings a day before the arrival of participants.
- 5.9. No direct booking(s) shall be accepted from any Govt. Agencies. All bookings must be through formal written confirmation from the concerned Dzongkhag Focal Officer.
- 5.10. Any hotels breaching above 5.9 shall be de-registered and cease its business with any Govt. Agencies.
- 5.11. Directly submit the invoice to the government agency which availed the service.
- 5.12. All applicable taxes (10% BST & 10% SC) shall be added to the total bill including conference hall to arrive at gross amount.
- 5.13. Set ready staff and rooms a day before the arrival of participants.
- 5.14. Provide details of contact staff and mobile number.
- 5.15. Hoteliers must immediately inform the Dzongkhag Focal Officer in case the hotel is being used as a Quarantine Facility and the duration of non-availability.

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:

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



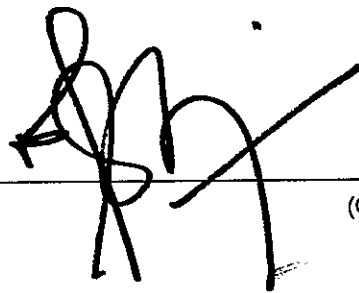
**7. Government Agencies:**

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

- 7.1. Directly submit a detailed plan (number of participants, number of days including date of arrival and date of departure, number of rooms etc) to the Dzongkhag to conduct a workshop/conference.
- 7.2. Hire vehicles for transportation of officials as per the vehicle details provided by DNP by direct negotiation with the hiring agent other than rates.
- 7.3. 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.
- 7.4. Make the Payment directly to the service providers as per the agreed rates.
- 7.5. Submit information report on the services availed to DNP after every meeting, conference, retreat etc
- 7.6. Officials attending workshops, conferences/meetings or retreats shall use the hotels registered as per this Guidelines.
- 7.7. Officials attending workshops, conferences/meetings or retreats within the same locality/ Dzongkhag need not use the hotel for lodging purposes. However, officials coming from outside the locality/ other Dzongkhags shall be mandated to use the hotel. However, if the official coming from outside the locality/ other Dzongkhag opts not to use the hotel for lodging purposes, he/she shall be entitled 50% DSA.
- 7.8. Official travels other than for workshops, conferences/meetings or retreats are not required to follow this guideline.
- 7.9. Any cancellation of bookings must be at least three days in advance which must be routed through Dzongkhag Focal Officer.
- 7.10. No final payment shall be processed without a written confirmation letter from the Dzongkhag Focal Officer attached along with the invoices.

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

Hotel Standard	Rate per head (Food)	Rate Per head (Room)	Total	Conference (Per Day)
Budget Hotel	Nu. 600	Nu. 700	Nu. 1300	Nu.2500
3 Star and Above	Nu. 850	Nu. 1200	Nu. 2050	Nu. 4500



**Note:**

- A. Food includes-breakfast, lunch, dinner two times refreshment, mineral water to be served as per the agreed menu.
- B. Conference hall charges include hall, ICT equipment, internet and any other items required.

**9. Hiring Rates for Vehicles:**

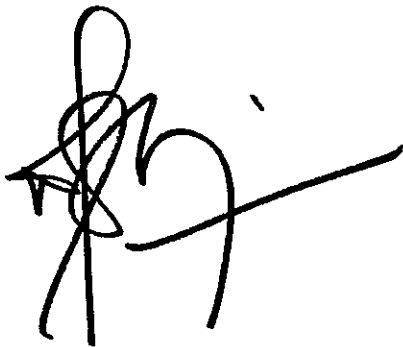
Type	Approved Rate per KM (Nu.)	Halt charges per day (Nu.)
Coaster Bus with 19 Seats	30	1,500.00
Coaster Bus with 22 Seats	40	2,000.00
Hiace bus/SUV/Utilities	22	1,100.00

**Note:**

- 1. Less than 50KM shall apply halt charges of Nu 1,100 per day.
- 2. Same place of station traveling more than 50KM shall apply Nu 22/KM

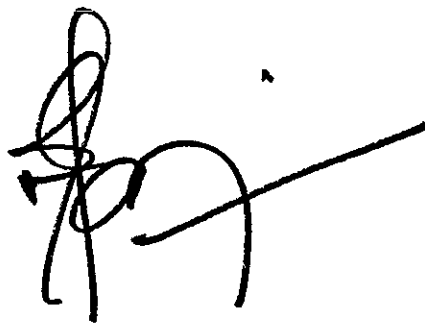
**10. Standard Rates for Day Meeting across all Dzongkhags/Thromdes:**

Hotel Type	Rate per Head (Food & Refreshment)	Conference Hall Charges per Day
Budget	Nu. 500.00	Nu. 3000.00
3 Star Hotel	Nu. 700.00	Nu. 5000.00
4 Star Hotel and above	Nu. 950.00	Nu. 6500.00



11. Forms:

Form #	Form Name	To be Submitted By:
Form I	Vehicle Registration Form	Vehicle Owners
Form II	Hotel Registration Form	Hoteliers

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## FORM I - Vehicle Registration Details

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

**Tax Payer Number:**

**Contact Person:**

**Contact Number:**

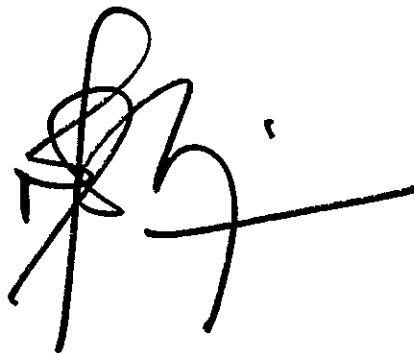
### **Qualification for registration of hiring vehicle must have:**

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 :

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**FORM II- Hotel Registration Form**

**Name of the Hotel:**

**Taxpayer Number:**

**Location:**

**Dzongkhag:**

**Contact Person and Number:**

Sl No.	Type of Room	No of Rooms	Remarks
1	Standard	12	
2	Delux	5	
3	Suite	1	

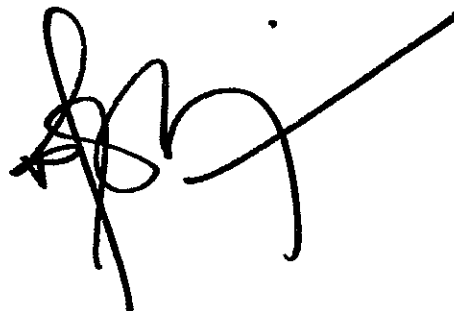
**Other Services, if any:**

- 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**

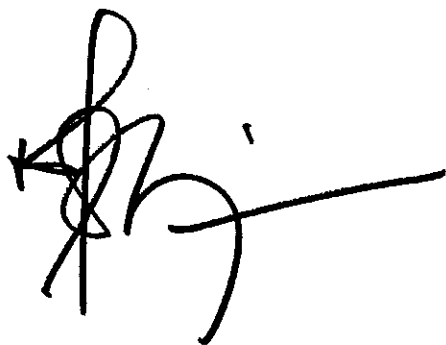
- ❖ Rice/Naan/Noodles
- ❖ Two vegetable items
- ❖ One meat item
- ❖ Mixed Salad,
- ❖ Fruits
- ❖ Mineral water

### **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

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