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དངུལ་རྩིས་རྟན་ལག།  
**REGIONAL REVENUE & CUSTOMS OFFICE**  
**MINISTRY OF FINANCE**  
PARO

RRCO/PARO/ADM-05/2022-23/ 579

4<sup>th</sup> November, 2022

**Expression of Interest (Eol) for hiring of office space**

Regional Revenue and Customs Office, RRCO under Ministry of Finance, Royal Government of Bhutan is desirous of hiring a space for its operation. The requirement is 3000 to 4000 sq.ft accommodating about 30 staff of built up area with adequate parking facility, located at Bondey or Paro town.

Request received against this Eol shall be processed in 2 (two) parts (technical and financial)

Last date and time of submission of Eol: **17/11/2022 (before 11:00am)**

Opening Date and time of Eol **17/11/2022 (at 11:30am)**

Place of opening of Eol: Conference hall

RRCO office

Paro town

Address of communication: Administrative Asst.

RRCO, Paro

**Part A: Terms and Conditions:**

1. The successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not be relieve the succeeding owner of liabilities under the contract.
3. Accommodation offered should not be more than 10 years old.
4. The building in which office space is offered should be free from water logging problem. Minimum of 5 (Five) parking spaces (Four wheeler) should be available and should be able to provide more parking space as and when required. Preferences shall be given to new building with modern amenities suitable for offices.
5. Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building with lagthram, payment of all Taxes, Duties, and Dues etc. must be submitted along with the EOI document.
6. In case of damage of the leased property due to any natural calamities rioting etc., RRCO will not undertake to compensate loss or damage incurred by the owner of the property.
7. The EOI will be acceptable from the original owner/ lease holder/ agreement of sale holder/power of attorney holder of the building/ property. The lease deed would however be executed by the original owner/ lease holder/ agreement of sale holder. The lease deed would be executed after the verification of documents by RRCO.
8. Electricity bills will be paid directly by RRCO.
9. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.

10. After opening of the technical document and before finalization of evaluation of the same, the Committee constituted by the lessee i.e. RRCO, shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such an owner will not be considered for further evaluation and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.
11. RRCO reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.
12. Overwriting, alterations, if any, in the document should be signed by authorized signatory.
13. Possession of the accommodation in the ready-to- move in condition will be handed over to RRCO within 30 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
14. Selected party shall be required to sign a lease Agreement with the Regional Director in RRCO in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of three years and renewed further as per the requirements of the user and with mutual consent.
15. Monthly rent should be quoted initially on a fixed basis for a period of two years. Incremental/ Decremented rates of rent for the extended period may also be indicated in percentage terms. Quoting parties may note that no increase of Rental Charges per month will be allowed during the initial two years of the Agreement period.

16. RRCO may, at any time during the period of the rent/extended rent period, make structural alterations to the existing buildings such as partitions, office fixtures and lifting as may be easily removable. The internal premises requirement is as follows:

- Office space
- Air Conditioning ducts (if required)
- Toilets for staff and taxpayers-Gents and ladies
- Store room
- Server room
- File rooms
- Designated parking space for office staff and tax payers(external)

17. Maintenance of the premises to be made (external and common area) by the owner.

#### **Part B. Instruction for Submission of EoI**

1. EoI offer should be submitted in the office of the Regional Director, RRCO Paro before 11:00 am on 17/11/2022.
2. Performance security: The successful bidder shall furnish 10% performance security in the form of demand draft/cash warrant or bank guarantee before signing the lease agreement. The 10% of the amount will be determined from the quoted amount times no. of month i.e 36 months. The RRCO, Paro shall ask the successful bidder to renew in case the performance security expires before the contract duration.
3. Procedure for submission of tender: Interested parties should submit this EoI document to the Regional Director office. All information and documents furnished in response to this invitation in **Annexure –I & III** shall be deemed to be a Technical offer. Financial offer should be quoted in **Annexure –II**. In the event prices are indicated by the party in the technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/ parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

### **Technical Part**

Interested parties should submit the complete Expression of Interest document, including Annexure-I & III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. The documents mentioned below in **part C**, as well as additional information and the documents called for in the EOI should be sealed in an envelope super scripted as:

“TECHNICAL DOCUMENT FOR OFFICE ACCOMODATION OF RRCO, PARO”.

### **Financial Part**

Price quotation for monthly rent (both in figures and words), strictly as per the annexure-II should be put in a second envelope and super scripted:

“PRICE QUOTATION FOR MONTLY RENT FOR THE OFFICE SPACE OF RRCO”

Both this envelops should be put in another bigger separate envelope. This third envelope should also be sealed and bear superscription:

“EOI FOR OFFICE ACCOMODATION OF RRCO, **Paro**”, Administration Section

4. The validity of the offer has to be 60 days
5. For any queries subject to the hiring of office space, please contact 02-272830 during office hour.

### **Part C: Documents/details to be attached**

- a. Documents in support of ownership of premises such as Ownership certificate/Lease Document /Agreement of Sale/ Power of attorney document/ Authorized agency Certificate-lagthram.
- b. Copy of the accommodation offered.

6. Payments

The payments shall be made as per the Lease Deed to be executed between Regional Director, RRCO, Paro and the owner or his/her authorized representative.

The payment of rent will be made on monthly basis in favor of the Owner after deduction of TDS as applicable from time to time.

7. Terms of the Lease

The period of Lease should be minimum three years with provision for extension of the lease on mutually agreed terms. However, the rent revision shall be applicable as per the rules of Tenancy Act of Bhutan

The lease can be terminated by RRCO, Paro by giving a notice of not less than three months.

**Expression of Interest - HIRING OF OFFICE SPACE FOR RRCO, Paro**

**Annexure - I**

| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Details</b>                 |
|----------------|---|--------------------------------|
| 1              | Full particulars of the legal owner of the premises:<br>Name<br>Address of office & Residence<br>Telephone No./Mobile No./Tele Fax<br>Email Address<br>The location and address of the accommodation. |                                |
| 2              | Status of the applicant with regard to the Accommodation offered for hiring (enclose power of Attorney also if the applicant is other than owner)   |                                |
| 3              | Complete Address and location of the building:<br>Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area)<br>(Enclose Certified Sketch Plan also)            |                                |
| 4              | Whether building plan approved by the local authorities or not  | Yes/ no, if yes enclose a copy |
| 5              | Clear floor height from floor to ceiling  |                                |
| 7              | Is the building ready to use?   | Yes/ no                        |
| 8              | Date of Construction  |                                |
| 9              | Type of Structure   |                                |
| 10             | Exact carpet area (In sq. ft.)  |                                |
| 11             | Floor Number(s) offered   |                                |

|    |  |  |
|----|--|--|
|    |  |  |
| 12 | Floor wise rentable Carpet Area  |  |
| 13 | No. of Toilets/ Bathrooms available in the premises for Men and Women  |  |
| 14 | Details of Electric Power Supply available(Also state the Sanctioned Power Load)<br>Whether electrical installations and fittings, power, plugs, switches etc. provided or not?<br>Details of power back-up facility(if any) |  |
| 15 | Details of Fire Safety Mechanism   |  |
| 16 | Parking space available for department and specify how many Nos of vehicles can be parked (Cars / Two Wheelers)  |  |
| 17 | Whether accommodation offered for rent is free from litigation including any encumbrances, disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)  |  |
| 18 | Clearances/no-objection certificate from all the Relevant central/state/municipal authorities and fire Department for use as office/commercial premises confirming the municipality laws                                     |  |
| 19 | a. Whether running water, drinking and otherwise, Available round the clock.<br>b. Whether sanitary installations and water supply have been provided for?   |  |
| 20 | State the Security arrangements being provided   |  |
| 21 | Other Facilities and amenities available with the building.  |  |
| 22 | Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority  |  |
| 23 | Any other salient aspect of the building, which the party may like to mention:   |  |



## Annexure-II

### FINANCIAL QUOTATION FOR OFFICE ACCOMMODATION OF RRCO

Details of monthly rent offered are as under:

| Sl No | Particulars       | Rent quoted per square foot | Total amount per month (Nu.) |
|-------|-------------------|-----------------------------|------------------------------|
| 1     | Property offered  |                             |                              |
| 2     | Taxes if any      |                             |                              |
| 3     | Any other charges |                             |                              |

Total monthly rental (in figure inclusive of all the charges and fees):

Total monthly rental (in words inclusive of all the charges and fees):

Incremental/decremented rates of rent for extended period in percentage (after two years):

Signature:

Name:

Designation:

**Note:** in case of any discrepancy between the amount mentioned in figure and word, the amount mentioned in word shall prevail over figure.

**ANNEXURE-III**

**DECLARATION**

I.....owner of the building located at....., hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of Regional Revenue and Customs Office, Paro.

I am aware that RRCO is not bound to accept the Expression of Interest.

I further certify that I am an authorized signatory of the documents submitted for this service and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

**Name & signature with stamp (if any) of**

**party or Authorized Signatory**

