



STANDARD REQUEST FOR PROPOSALS

Thimphu Dzongkhag Administration
Thimphu, Bhutan
8th April 2026

Project Name	Outsourcing the Operation and Management of the Integrated Agriculture Technology Farm (IATF), Wangsina, Mewang Gewog, Thimphu
Procuring Agency	Thimphu Dzongkhag Administration
Location	Wangsina, Mewang Gewog, Thimphu
Lease Term	Five (5) Years
Bid Submission Deadline	30th April 2026
Reference No.	TDA/ADM-01/2025-2026

This document contains five (5) sections: Letter of Invitation | Instructions to Bidders | Terms of Reference | Integrity Pact|Standard Bidding Form|



STANDARD REQUEST FOR PROPOSAL (RFP)

Outsourcing the Operation and Management of the Integrated Agriculture Technology Farm (IATF), Wangsina, Mewang Gewog, Thimphu

Issued by:
Thimphu Dzongkhag Administration (TDA)
 Royal Government of Bhutan
 Proposal Submission Deadline: 30 April 2026

SECTION I: INVITATION FOR PROPOSAL

Thimphu Dzongkhag Administration (TDA) invites sealed proposals from eligible Bhutanese firms for:

1. Lease of approximately **28.30 acres of agricultural land** (Tham No. THM-29-10, Plot No. LMEW-1) at a **fixed annual lease rate**; and
2. Purchase of farm facilities, structures, and equipment at approved depreciated value.

Fixed Annual Lease Rate: Nu. 1666.00 per acre per year (Total Nu. 47,148/year)
 (This rate is non-negotiable and not subject to bidding.)

The land shall remain the property of TDA at all times.

Lease Period: Five (5) years, renewable subject to satisfactory performance and mutual agreement.

The RFP is available at:

- www.thimphu.gov.bt
- Kuensel

TDA reserves the right to accept or reject any or all proposals without assigning reasons.

SECTION II: Instruction to Bidders (ITB) DATA SHEET

ITB Paragraph Reference	Details
1.1	Name of the Procuring Agency: Thimphu Dzongkhag Administration Method of selection: National Competitive Bidding



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 རྒྱལ་ཁབ་རྒྱུ་ལག་བཟོ་བྱེད་ལྷན་ཁང་།
ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION
“Reaching the unreached”



1.2	<p>Financial Proposal to be submitted together with Technical Proposal: You are requested to submit as per the Annexure III and IVi.</p> <p>The name of the assignment is: Outsourcing the Operation and Management of the Integrated Agriculture Technology Farm (IATF), Wangsina, Mewang Gewog, Thimphu</p> <p>The scope of the assignment and expected time of its completion are: Five Years</p>
1.2	<p>A pre-proposal conference will be held:</p> <p>There is no pre-proposal conference meeting; however, should there be any difficulties during submitting the SRFP, kindly contact our Assistant Dzongkhag Agriculture Officer at phubtshering@thimphu.gov.bt or kezanget@thimphu.gov.bt</p>
2	<p>The Procuring Agency envisages the need for continuity for downstream work:</p> <p>Yes, everyone is requested to kindly read Terms of Reference Attached hereafter.</p>
4.1	<p>Proposals must remain valid 60 days : normally 60 days] days after the submission date, i.e. until: Jun 30, 2026</p>
4.2	<p>Clarifications may be requested not later than 3 days days before the submission date, i.e until [28/04/2026] should always in formal (Written Clarification)</p> <p>The address for requesting clarifications is:</p> <p>E-mail: phubtshering@thimphu.gov.bt or kezanget@thimphu.gov.bt</p>
5.1	<p>The language to be used for all correspondence is English</p>
5.2	<p>Proposals shall be submitted in the following language: English</p>
6.1	<p>The format of the Technical Proposal to be submitted is: Kindly adhere to the Annexure III</p>
6.2	<p>Consultant to state local cost in Ngultrum: Yes, it should be in Ngultrum</p>
6.3	<p>The Bidder must submit the original and one copy of the Technical Proposal, and the original of the Financial Proposal.</p>
6.4	<p>The Proposal submission address is:</p> <p>Proposals must be submitted no later than the following date and time: 30/04/2026, before 3:00 PM @ Our Procurement office or Dispatch Office</p>



7.1	<p>Criteria, sub-criteria and the points system for the evaluation of Simplified Technical and financial Proposals are: Technical Proposal: 70 Marks Financial Proposal:30 Marks for detail breakdown, refer to SECTION: EVALUATION CRITERIA</p>
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SECTION II: TERMS OF REFERENCE

2.1 BACKGROUND

The Integrated Agriculture Technology Farm (IATF) comprises 28.30 acres of developed agricultural land with irrigation systems, greenhouses, fencing, farm road, and related infrastructure.

Total public investment: approximately Nu. 8.205 million.

To optimize utilization and reduce fiscal burden, TDA intends to lease the land and transfer movable assets at depreciated value.

2.2 SECTION III: OBJECTIVES

1. Ensure productive utilization of agricultural land.
2. Promote commercial, sustainable agriculture.
3. Transfer maintenance responsibility to the private sector.
4. Generate employment and revenue.

2.3 TRANSACTION STRUCTURE

2.3.1 Land Lease

- Fixed annual lease rate (non-negotiable).
- Land ownership remains with TDA.
- Agricultural use only.

2.3.2 Asset Transfer

- Assets listed in Annex I.
- Depreciated Asset value (Annex II).
- Maximum payment period: 12 months from Award of Contract.
- Ownership transfers upon full payment.
- Until full payment, conditional ownership remains with TDA.

Note: The successful bidder shall non-negotiably take up all the assets listed in Annex I at a depreciated value.



2.3.3 Monthly Rental Charges

- Caretaker house (two rooms, one kitchen and one toilet)
- Rental charges per month Nu. 4634.00 (four thousand six hundred thirty-four only)
- Farm machinery store (2 rooms)
- Rental charges per month Nu. 28708.00 (twenty-eight thousand seven hundred and eight only)
- Total rent per month to be paid to the TDA revenue is Nu. 33,342.00 (thirty-three thousand three hundred forty-two only)
- Rental charges to be paid on the 9th day of the following months; failure to do so will result in a 2% penalty monthly.

3. SCOPE OF WORK

The Operator shall:

3.1 Land Utilization

- Cultivate at least **75% of usable land annually**.
- Maintain continuous agricultural production.

3.2 Operations

- Implement a 5-year business plan.
- Establish market linkages.

3.3 Maintenance

- Bear all maintenance, repair, and replacement costs.
- TDA has no maintenance liability.

3.4 Compliance

- Comply with environmental, labor, taxation, and agricultural laws.

3.5 Reporting

- Quarterly land utilization reports.
- Annual production report.

4. DESCRIPTION OF ASSETS

Detailed in Annex I.

Valuation in Annex II.

Transferred strictly on “as-is, where-is” basis.



5. ELIGIBILITY CRITERIA

Bidders must:

- Be legally registered in Bhutan.
- Hold a valid agriculture trade license.
- Have relevant agriculture experience.
- Demonstrate financial capacity.
- Submit a valid tax clearance certificate.
- Submit Conflict of Interest Declaration.

6. PROPOSAL SUBMISSION

6.1 Two-Envelope System

Envelope 1 – Technical Proposal

Include:

- Company profile
- Experience
- 5-year development plan
- Land utilization plan
- Sustainability approach
- Employment plan
- Financial capacity documents

Envelope 2 – Financial Proposal

Include:

- Confirmation of acceptance of fixed annual lease rate
- Asset payment schedule
- Additional investment commitment (if any)

Proposal validity: 45 days.

6.2 Bid Security

Amount: Nu. 10,000 (ten thousand only)

Form: Unconditional Bank Guarantee

Validity: 30 days beyond proposal validity

Forfeitable if bidder:

- Withdraws proposal



- Refuses to sign the Agreement
- Fails to submit Performance Security

6.3 Clarifications

TDA may issue addenda before the submission deadline.

7. EVALUATION CRITERIA

7.1 Evaluation Method

Two-stage evaluation:

Technical Score – 70 Marks

Financial Score – 30 Marks

Minimum qualifying technical score: 50 Marks.

7.2 Technical Evaluation – 70 Marks

A. Relevant Experience – 10 Marks

Criteria	Marks
No relevant experience	0–3
Some agriculture experience (1–3 years)	4–6
Strong experience (3+ years in farm management or commercial agriculture)	7–10

B. Farm Development & Land Utilization Plan – 30 Marks

(i) Clarity of Cropping / Production Plan – 10 Marks

Criteria	Marks
Vague or unclear	0–3
Basic plan with limited detail	4–6
Clear crop plan with seasonal schedule	7–8
Detailed production schedule with yield targets	9–10

(ii) Land Utilization Strategy – 10 Marks

Criteria	Marks
<60% land utilization proposed	0–3
60–70% utilization	4–6



70–85% utilization	7–8
>85% utilization with justification	9–10

(iii) Market & Commercial Viability – 10 Marks

Criteria	Marks
No clear market strategy	0–3
General market intent	4–6
Identified buyers or channels	7–8
Confirmed market linkages/contracts	9–10

C. Sustainability & Climate Approach – 10 Marks

Criteria	Marks
Basic compliance only	0–4
Soil & water management plan	5–7
Climate-smart, organic & conservation focus	8–10

D. Employment Generation – 10 Marks

Jobs Proposed	Marks
<5 jobs	3
5–8 jobs	5
9–12 jobs	7
>12 jobs + local priority	8–10

E. Financial Capacity – 10 Marks

Criteria	Marks
Weak financial evidence	0–4
Adequate working capital	5–7
Strong audited financial position	8–10

7.3 Financial Evaluation – 30 Marks

Since annual lease is fixed, financial evaluation shall be based solely on:

Asset Payment Schedule – 30 Marks

Total depreciated value: Nu. **862,004.05** (eight hundred sixty-two thousand & four only)
Proposed payment schedule.

Payment Period (from Award of Contract)	Marks
1-2 months	30
3-4months	25
5-6months	20



7-8months	15
9-10months	10
11-12 Months	5
12 months and above	0

Maximum allowed payment period: 12 months.

Your commitment to earlier payment receives a higher score, and if you fail to abide by your commitment, it may lead to termination.

7.4 Final Ranking

Final Score = Technical Score + Financial Score

The highest combined score shall be recommended for the award.

8. FINANCIAL OBLIGATIONS

8.1 Annual Lease Payment

Lease rent per acre per annum is Nu. 1666.00 (one thousand six hundred sixty-six only). The total amount per annum is Nu. 47148.00 (forty-seven thousand one hundred forty-eight) Payable on or before 9th January every year.

Non-payment exceeding six (3) months' rental amount constitutes a material breach.

8.2 Asset Payment

Must follow an approved schedule (maximum 12 months).
 Default may result in penalties, suspension, or termination.

8.3 Taxes and Utilities

Entirely borne by the operator

9. MONITORING

TDA shall monitor:

- Land use compliance
- Utilization threshold
- Environmental compliance

Monitoring tools:

- Quarterly reports



- Annual inspections
- Surprise inspections

10. PROHIBITED ACTIONS

Operator shall not:

- Sublease land
- Mortgage or pledge land
- Change land use
- Construct without approval

11. RISK ALLOCATION

Operator bears:

- Operational risk
- Crop failure risk
- Market risk
- Maintenance risk
- Third-party liability risk

12. TERMINATION

Grounds include:

- Persistent non-payment
- Underutilization
- Fraud or corruption
- Unauthorized subleasing
- Land misuse

Upon termination:

- Land reverts to TDA
- Dues settled
- Performance Security may be forfeited

13. FORCE MAJEURE

Neither party is liable for delays due to events beyond reasonable control.

14. DISPUTE RESOLUTION



Disputes shall first be resolved amicably.
 Failing which, governed by the Laws of the Kingdom of Bhutan and subject to the jurisdiction of the competent courts of Bhutan.

PERFORMANCE SECURITY (POST AWARD)

The successful bidder shall submit:

- Nu. 100,000.00 in the form of a Bank Guarantee form
- Valid for lease duration

Forfeitable in case of breach.

ANNEXURES

- Annex I – Detailed Asset Inventory
- Annex II – Depreciated Asset Valuation
- Annex III – Technical Proposal Format
- Annex IV – Financial Proposal Format
- Annex V – Draft Land Lease Agreement
- Annex VI – Draft Asset Transfer Agreement

ANNEX I: DETAILED ASSET INVENTORY

1. GENERAL INFORMATION

Integrated Agriculture Technology Farm (IATF)
 Wangsina, Mewang Gewog, Thimphu
 Total Land Area: 28.30 Acres
 Ownership of Land: Thimphu Dzongkhag Administration

2. INFRASTRUCTURE ASSETS

Sl. No	Description	Quantity	Condition
1	Caretaker house	1 unit	Functional
2	Farm House	3 units	Old & poor condition
3	Barbed Wire with iron angle post (417 nos) Fencing	Approx. 2 km	Old & Functional
4	Electric Fencing	Approx. 2 km	Old & poor condition
5	Farm Road	Approx. 3 km	Usable
6	Irrigation Network	Approx. 2.5 km	Old & Operational
7	Water Harvesting Structures	3 Nos	Old & poor condition
8	Technology Park with 86 fruit plants	1 acre	Apple 15 nos, Peaches 22, Pear 24, Apricot 11, Hazelnut 10, Cherry 1, Date palm 1, Persimmon 1, Dogwood 1



3. AGRICULTURAL STRUCTURES

Sl. No	Description	Size	Quantity	Condition
1	Greenhouse	5m × 20m	3 units	Old & Functional
2	Greenhouse	5m × 10m	3 units	Old & Functional
3	Compost pit shed	Standard	2 unit	Old & in poor condition

4. MACHINERY & EQUIPMENT

Sl. No	Description	Brand/Model	Quantity	Condition
1	Power Tiller	YANMAR	2 units	Operational
2	Mini Power Tiller	—	1 unit	Operational, needs repair
3	Syntex Water Tank (2000L)	—	3 units	Old & Usable
4	Syntex Water Tank (1000L)	—	3 units	Old & Usable
5	Farm Machinery Store	—	1 unit	Old & Functional
6	Office Furniture	—	1 each	Table, chair, steel Almirah (old & usable)

5. ASSET CONDITION DISCLAIMER

1. Assets are transferred on an “as-is, where-is” basis.
2. No warranty is provided by TDA on operational performance.
3. The successful bidder shall inspect assets before signing the Asset Transfer Agreement.
4. Upon transfer, maintenance and replacement responsibility lies entirely with the operator.

6. VALUATION REFERENCE

The depreciated value of the above-listed assets is provided separately in:

Annex II – Depreciated Asset Valuation Sheet (MoF valuation reference: MoF/DPCCPPMD-13/2025-2026/1324 dt March 24, 2026

List of items at IATF, Wangsisina, and their depreciated amount up to the end of April, 2026

Sl.No.	Particulars	Type /Model	Reserve Price
1	Barbed wire fencing with iron posts (417 nos) around the IAT Farm.	Iron with paint	350,726.90
3	Green House (3 nos)	5 by 20 meters	112,399.77
4	Green House (3 nos)	5 by 10 meters	45,923.04



5	Power tiller (2 nos)	YANMAR	255,812.57
6	Mini Power Tiller	Mitsubishi	89,279.04
8	Half Secretariat Table (1 no)		5145.25
9	Revolving Chair (1no)		2717.48
Grand Total			862,004.05

The successful bidder shall pay the approved depreciated value as per the schedule proposed in the Financial Proposal.

SECTION 3: INTEGRITY PACT

1. General

This Integrity Pact (hereinafter referred to as the "IP") is entered into between the Thimphu Dzongkhag Administration, Royal Government of Bhutan (hereinafter referred to as the "Employer"), on the one part, and the Bidder registered with the relevant authority in the Kingdom of Bhutan (hereinafter referred to as the "Bidder"), on the other part.

Both parties agree to abide by the terms and conditions set out in this document. This IP applies to all contracts related to works, goods, and services procured in connection with this RFP.

2. Objectives

This Integrity Pact aims to prevent all forms of corruption and deceptive practices by establishing a system that is fair, transparent, and free from undue influence in the bidding process and contract administration, with the following objectives:

- To enable the Employer to obtain the required services at a reasonable and competitive price, in conformity with the defined specifications.
- To enable bidders to refrain from offering bribes or engaging in corrupt practices, with the assurance that competitors will also abstain from such conduct.

3. Scope

The validity of this Integrity Pact shall cover the entire bidding process and the contract administration period.

4. Commitments of the Employer

The Employer commits to the following:

- No official of the Employer, whether directly or indirectly connected with the contract, shall demand, solicit, promise, or accept any bribe, gift, reward, favor, or any material or immaterial benefit from the Bidder, in exchange for an advantage in the bidding process or contract administration.
- Officials of the Employer shall declare any conflict of interest. An official with a private or personal interest in a decision related to this matter shall recuse themselves from participating in or influencing such a decision.



- Officials of the Employer who observe, suspect, or have reasonable cause to believe that any person has breached or attempted to breach the provisions of this IP shall report the matter to the Employer or the relevant authority.
- Upon receipt of any report of breach, the Employer shall initiate appropriate disciplinary or other related proceedings, and the person found in breach shall be debarred from further involvement in bidding processes and contract administration.

5. Commitments of the Bidder

The Bidder commits to the following:

- The Bidder shall not directly or through intermediaries offer any bribe, gift, consideration, commission, fees, or other advantage to any official of the Employer, or to any third party related to the contract, in exchange for any advantage in the bidding process or contract administration.
- The Bidder shall not collude with other interested parties to manipulate, in any form or manner, the bidding process or contract administration.
- If the Bidder has observed, or has reasonable grounds to believe, that the provisions of this IP have been breached by the Employer or other bidders, the Bidder shall report such breach to the Employer or the relevant authority.

6. Sanctions

Any breach of the provisions of this Integrity Pact shall render the party in breach liable to any applicable rules and laws of the Kingdom of Bhutan.

7. Monitoring and Administration



- The Employer shall be responsible for the administration and monitoring of this Integrity Pact in accordance with the applicable laws of the Kingdom of Bhutan.
- The Bidder shall have the right to appeal through the arbitration mechanism provided for in the relevant rules and regulations.

We, the undersigned, hereby declare that we have read and fully understood the provisions of this Integrity Pact and agree to be bound by its terms.

Executed at: _____

Date: _____



<p><i>For and on behalf of</i> Thimphu Dzongkhag Administration <i>(Employer)</i></p> <p></p> <p></p> <p>Name: Minjur Dorji Designation: Dzongdag Date: 8/4/2026</p>	<p><i>For and on behalf of</i> [Bidder / Bidder's Representative] <i>(Bidder)</i></p> <p>Name: _____ Designation: _____ Date: _____</p>
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SECTION 4: STANDARD BIDDING DOCUMENT

ANNEX III: TECHNICAL PROPOSAL FORMAT

(Envelope 1 – Technical Proposal)

Important:

Do not include any financial figures in this envelope.

1. Cover Letter

On company letterhead, signed and stamped.

Confirm:

- Acceptance of RFP terms
- Proposal validity (30 days)

2. Company Information

Provide:

- Legal name of firm
- Trade license number (attach a copy)
- Year of establishment
- Contact details
- Tax clearance certificate (attach)

3. Relevant Experience

Brief description (2–3 pages maximum):

- Experience in agriculture/farm management
- Similar projects handled
- Key achievements

Attach any supporting documents (if available).

4. Proposed Farm Development Plan (Maximum 10 Pages)

This is the main evaluated section. Keep it practical and clear.

Include:

(a) Land Utilization Plan

- Crops/livestock to be introduced
- 70% of land to be cultivated
- Greenhouse use



- Cropping cycle
- (b) Production & Marketing Plan**
 - Target production
 - Where produce will be sold
 - Market strategy
- (c) Sustainability Approach**
 - Soil management
 - Water use
 - Organic/climate-smart practices
- (d) Employment Plan**
 - Number of jobs to be created
 - Local hiring plan

5. Financial Capacity

Provide any one or more of the following:

- Bank statement (last 6 months)
- Audited financial statement
- Letter from the bank confirming creditworthiness

6. Declaration

I, [Full Name], acting as the [Proprietor / Authorized Representative] of [Company Name], hereby declare:

- All information provided is **true and accurate**.
- The Company will comply with all **land-use requirements**.
- The Company will maintain all facilities at its **own cost**.

Signature: _____

Date: _____

ANNEX IV: FINANCIAL PROPOSAL FORMAT

(Envelope 2 – Financial Proposal)

1. Financial Proposal Cover Letter

Confirm:

- Annual lease offer
- Asset payment timeline
- No conditional pricing

2. Annual Lease Offer

Proposed Annual Lease Amount:

Nu. 1666/acre/year (In words: one thousand six hundred sixty-six per acre per year)

3. Payment Schedule for Depreciated Assets

Total depreciated value: Nu. **862,004.05** (eight hundred sixty-two thousand & four only)

Proposed payment schedule:

Months after award of site	Amount (Nu.)
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1-2 months	
3-4 months	
5-6 months	
7-8 months	
9-10 months	
11-12 months	
12 and above	

(Maximum 12months)

3.1 Declaration of Commitment

- I acknowledge that a commitment to earlier payment results in a higher evaluation score.
- I understand that the maximum allowed payment period is **12 months**.
- **Warning:** I explicitly agree that failure to abide by this committed payment schedule may lead to the **termination of the contract**.

And I the representative of company _____ Declare to make an asset transfer payment with _____ months.

Authorized Signature: _____

Name & Title: [Insert Name/Title]

Company Seal: Date: _____

4. Additional Investment Commitment (Optional but Scored)

Total additional investment in farm:

Nu. _____

Brief description (1 page only)

Note: Your Proposal Should Consist Followings

1. Integrity Pact []
2. Standard Bidding Documents []

The cover should be the name and logo of the company, duly signed by the Authorized person and reflect the date of submission.