



ཕྱི འབྲུག་རང་བཞིན་གནས་སྤངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

Tender Notice No. BTF/ADM-3E/2025-26/030

DISPOSAL OF OLD PROPERTIES THROUGH SEALED BID

July 2025

03



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

CONTENTS

- I. Disposal Tender Notice
- II. Terms and Conditions
- III. Disposal List of Items

02



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

I. Disposal Tender Notice

BTF/ADM-3E/2025-26/30

18th July 2025

DISPOSAL TENDER NOTICE

The Bhutan Trust Fund for Environmental Conservation (BTF) announces the sale of its pool vehicles and office equipment through “**Sealed Bids**” on as is where is basis.

Interested bidders may visit BTF office from **21th July till 31st July 2025** during office hours, for inspection. Bid document is available on our website, www.bhutantrustfund.bt

The Sealed Bids, addressed to the **Managing Director, BTF, Thimphu**, should be submitted latest on **4th August 2025** before **1200 noon**, and shall be opened on the same day at **3.00 PM**.

Contact Ms. Rinchen Wangmo at 17819540 for further inquiries.

Managing Director

Bhutan Trust Fund for Environmental Conservation

(Location: near Nazhoen Pelri Complex)

Tel (O): 339861/339862



ཕྱི འབྲུག་རང་བཞིན་གནས་སྤངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

II. Terms and Conditions

1. SCOPE OF BID

- (i) The Bhutan Trust Fund for Environmental Conservation, hereafter referred to as "BTF" wishes to dispose its old office properties through sealed bids on "AS IS WHERE IS BASIS"

2. ELIGIBLE BIDDERS

- (i) All interested bidders, both public and BTF staffs are eligible to participate in the bidding process.

3. BID PRICE

- (i) Sale shall be on "AS IS WHERE IS BASIS"
- (ii) Bidders shall fill in rates both in *figures and words* provided in the (III) Disposal List of Items; in case of any discrepancy unit rates/figure shall prevail over total amount.
- (iii) Individual rates should be quoted for each item, and will be sold item wise.
- (iv) Any corrections made by the bidder in the Bid's rates should be attested with the **original signature**.
- (v) The BTF shall release the item(s) to the highest bidder for equipment.
- (vi) For vehicle, the highest bidder whose bid amount is equal to / more than the reserve price shall be declared as the successful bidder by the committee. The highest successful bidders shall not be allowed to retract their bid(s) and all sales will be considered as final and binding.
- (vii) Once the items are issued, complains will not be entertained

4. PERIOD OF VALIDITY OF BIDS

- (i) The bid shall remain valid up to **31st August 2025**

5. EARNEST MONEY/ SECURITY DEPOSIT

- (i) Bidders should submit **10%** of the bid amount as EMD in the form of Demand Draft/Cash Warrant, if bid amount is above Nu.5,000/- and in Cash if the bid amount is less than Nu.5,000/-
- (ii) The Demand Drafts should be addressed in favor of **Bhutan Trust Fund for Environmental Conservation**. The Demand Draft may be issued by any financial institutes in Bhutan, acceptable to BTF.



ཕྱིན་པའི་འབྲུག་རང་བཞིན་གནས་སྡང་ས་ཉམས་སྲུང་གྲོ་གཏང་མ་དཔུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

- (iii) The successful bidder is required to pay upfront **25%** of the bid amount in Demand Draft or Cash Advance, as Security Deposit on the day of the Opening of the Bids;
- (iv) Bids not secured in accordance with clause 5(i) above, shall be rejected as **non-responsive**.
- (v) The EMD and Security Deposit of the successful bidders shall be adjusted against the money to be deposited for the item(s) sold.
- (vi) The EMD of the bidders whose bid is unsuccessful, except for the second and third highest bidder, shall be released on issue of notification of award to the successful bidders.
- (v) The Bid security shall be forfeited if:
 - a) *the successful bidder withdraws its bid during the period of bid validity specified by the bidder or,*
 - b) *the successful bidder fails to either deposit the balance amount upon issuance of Notification of Award or lift the items within the stipulated period mentioned under Clause.*

6. **SUBMISSION AND OPENING OF BIDS**

- (i) The Sealed Bid(s) shall be signed by the Bidder in sealed envelope clearly mentioning **Disposal Tender No. and Date**. The BTF shall not be held responsible for any loss or incompleteness of the Bid, as announced.
- (ii) The Bidder shall provide **Contact Number of the Bidder** on the envelope to enable the bid to be returned unopened in case it is declared "**Late**" or "**Rejected**"
- (iii) The sealed bids are to be submitted to the address below, latest by **1200 noon, 4th August 2025**:

Managing Director

Bhutan Trust Fund for Environmental Conservation

Near Nazhoen Pelri, THIMPHU

Tel: +975 2 339861, 339862

- (iv) The bids shall be opened on the same day, **4th August 2025 at 3:00 P.M.** in presence of the bidders or their representatives, who choose to attend.
- (v) A record on the Bid Opening shall be maintained on the bid process, bid prices and any other necessary details. The record be shared with the participants for information.



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

7. RIGHTS TO ACCEPT AND REJECT ANY OR ALL BIDS

- (i) The BTF reserves the right to accept or reject any bid *partly of fully* or cancel the bidding process as it deems fit. No bidder/intending bidder shall have any claim arising out of such actions of the BTF.

8. INSPECTION OF ITEMS

- (i) The bidders may visit and inspect the items on "as is where is basis" from **21 July till 31st July 2025**, during office hours;
- (ii) Contact Ms. Yeshey Lhamo at 02-339861 for prior appointment and necessary information.

9. NOTIFICATION OF AWARD

- (i) The BTF shall notify successful bidders in writing through "Notification of Award" indicating items the bidders are successful within **5th August 2025**.

10. RELEASE OF ITEMS AND TRANSPORTATION

- (i) The items shall be released to the successful bidder on receipt of balance 65% of the bid amount within five (5) days from the day of Notification of Award.
- (ii) The successful bidder shall make arrangements to lift and transport the items latest by **9th August 2025**, after which BTF shall not be responsible for the loss or damages.
- (iii) The transfer of ownership for a vehicle shall be completed within 15 days from the date of issue of ownership certificate.
- (iv) The buyer shall pay applicable transfer tax for vehicles sold through Seal bid. The transfer tax shall be paid to the Bhutan Construction and Transport Authority (BCTA) at the time of proceeding with ownership transfer in addition to other taxes levied by BCTA. A copy of **the ownership transfer certificate** shall be duly shared within the Seal bid section, DPP, and should be produced to BCTA at the time of ownership change.
- (v) The prospective bidders are mandated to inspect the lot/s before the submission of Seal bid, therefore, the bid offered is at their liberty and judgement. No compliant will be entertained at a later date.
- (vi) All registration number plates of the government vehicle sold through Seal bid shall be removed upon taking delivery by winning.
- (vii) BTF shall not be responsible and liable once items are sold.



ཕྱི འབྲུག་རང་བཞིན་གནས་སྤངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

11. LOSS OR DAMAGE

- (ii) The BTF shall not be held responsible for any loss or damages caused to the items by way of pilferage, fire, rain or other natural calamities if the items are not lifted in accordance to Clause 10 (i) & (ii).

Dr.Karma Tshering

Managing Director

Bhutan Trust Fund for Environmental Conservation (BTF)



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གི་གཏན་མ་དབུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

III. Disposal List of Items

(a). BTF pool vehicles

SL.	Particulars	Registration No.	Model	Condition	Location	Bid Price (Nu)
1	Toyota Hilux Vigo	BG-1-A1820	2009	Running/ Good condition	BTF Secretariat	
2	Toyota Yaris Car	BG-1-A1524	2008	Running/ Good condition	BTF Secretariat	

Total Bid Amount (in figure).....(in word)

Bid Submitted By:

Sign:

Name:

Contract No.

Address:

(b) Obsolete Equipment .

S.L no	Particulars of Assets	Inventory Number	Initial Purchase Date	Status	Bid Amount (Nu)
1	HP Laserjet Enterprise M806dn Printer (JPBV960C2)	BTFEC/EQUP/0124	29-May-15	Good Condition	
2	CANON EOS 6D Body Digital Camera	BTFEC/EQUP/0075	27-Aug-09	Good Condition	

Total Bid Amount (in figure).....(in word)

Bid Submitted By:

Sign:

Name:

Contract No.

Address:

5



ཕྱི འབྲུག་རང་བཞིན་གནས་སྟངས་ཉམས་སྲུང་གི་གཏན་མ་དུལ།

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

(c). Scrap Equipment

Sl. no	Particulars of Assets	Inventory Number	Initial Purchase Date	Status	Bid Amount (Nu)
1	Samsung 65" HD TV	BTF/ENW/EQUP/0028	27-Aug-09	Damaged	

Total Bid Amount (in figure).....(in word)

Bid Submitted By:

Sign:

Name:

Contract No.

Address:

Dr.Karma Tshering

Managing Director

Bhutan Trust Fund for Environmental Conservatio