



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

DZONGKHAG ADMINISTRATION, BUMTHANG

AND

WINNING BIDDER (.....)

FOR

**OUTSOURCING OF THE OPERATION OF PLASTIC SHREDDING MACHINE AT THE**  
**KIKLILA LANDFILL SITE**

## MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MoU) is ~~made signed~~ on the [Date/Month/Year] at ~~the Office Bumthang~~ Dzongkhag Administration, Bumthang.

### **Between**

Bumthang Dzongkhag Administration, represented by the Dasho Dzongdag, hereafter referred to as “**PROCURING AGENCY**” (which expression shall unless be excluded by or repugnant to the subject or context be deemed to mean and include its successor or successor-in-office and/or assigns), of the **ONE PART**

### **and**

**BIDDER** having its registered office at [Address] representing through its [DESIGNATION] hereafter referred to as “**BIDDER**” (which expression shall unless be excluded by or repugnant to the subject or context be deemed to mean and include its successor or successor-in-office and/or assigns), of the **OTHER PART**

Whereas, the ~~Bumthang~~ Dzongkhag administration is desirous to engage the services of “**BIDDER**”, to carry out the operation of ~~the~~ Shredding machine and Management of Waste Segregation at the Kikila landfill.

This memorandum serves as a formal agreement between [Procuring Agency] and [Bidder], outlining the **Terms and Conditions** of the contract for [One Year].

1. The bidder ~~mustis required to~~ deposit a **Performance Security** amount of Nu.1305,000.00 (FifteenThirty thousand) only with [Procuring Agency] in the form of a **Demand Draft or Cash Warrant addressed to Dasho Dzongdag** with a validity period ~~for of~~ one year before commencing work. This deposit ~~will shall remain~~ be refundable upon successful completion of the contract tenure.

2. The Bidder must deposit a monthly **Minimal Fee of Nu. 13500.00 (OneThree thousand five hundred)** only on every last of the month into the Municipal CD Account from the subsequent month after the signing of this MoU.
3. The bidder must seek prior approval from the **Procuring Agency** before carrying out any repair and maintenance work on the machine. The maintenance cost must be borne by the Bidder.
4. All operational expenses, including energy consumption and employment of labour, must be the sole responsibility of the Bidder.
5. The Bidder must ensure proper waste segregation at the landfill site. Compliance with waste management guidelines and regulations is mandatory.
6. The Bidder must undertake the responsibility of maintaining and preserving all machinery and structures present at the landfill site during the contract period.
7. The contract period shall be for **ONE YEAR** starting from **[start date]** and ending on **[end date]**. The bidder is required to adhere to the stipulated timeline and complete the project within the agreed duration.
8. The Bidder must work under the close supervision and guidance of the **Procuring Agency**. Any directions or instructions provided by the **Procuring Agency** must be followed diligently.
9. The Bidder shall strategize the marketing of semi-finished waste products with external dealerships with their transportation expenses.
10. The shredder machine shall be exclusively used for shredding soft and hard plastics only. The machine shall NOT be used for shredding vegetable matters, kitchen waste, papers, glass and metals.

11. Successful bidders shall take over two shredding machines, and power connected structure for operation space and 1BHK staff quarter with electrification. However, the drinking water supply must be arranged by own.

12. The Procuring Agency shall officially handover all the machine, structures and related properties to the Bidder. However, the Bidder must officially return back all the above amenities in a same conditions at the end of the contract period.—(I am not sure about the care taker house since there is no light and water. Please discuss)

~~13.~~

14. On completion of the contract term, the operator shall hand over all the amenities to Dzongkhag administration in original condition

15.

In witness thereof, the parties have agreed to this MoU to be executed by their duly authorized representative/officers on this **[Date/Month/Year]**

**FIRST PARTY**

**SECOND PARTY**

**[Ratna B. Gurung]**  
DZONGDAG  
Dzongkhag Administration  
Bumthang

**[Bidder Name]**  
Bidder  
Bumthang  
CID No. [.....]

**Witness of First Party**

**Witness of First Party**

**[Karma Tenzin]**  
Municipal In-charge  
Dzongkhag. Administration  
Bumthang.

**Name:** [.....]  
**CID No.** [.....]  
———**Address:** [.....]

JKD/Pro-01/2023-2024/—————4<sup>th</sup> December 2023

The Proprietor  
M/s. Tandin Cable  
Bumthang

Sub: ~~Tender Advertisement~~

Sir,

Kindly arrange to broadcast the following tender notice in both English & Dzongkha ~~from 5<sup>th</sup> —9<sup>th</sup>~~  
~~December 2023.~~

The bill on the same may be submitted to the undersigned for payment.

~~The Dzongkhag Administration, Bumthang would like to invite Expressions of Interest (EoI) from the interested eligible bidders for the following activity. The Bidders must submit a short Project Proposal during the time of bid submission.~~

~~**Operation of Shredding machine at Kikila landfill**~~

~~The last date of the bid submission is on or before **11<sup>th</sup> December 2023 at 10:00 AM** to the Dzongkhag Procurement Office. The work will be awarded based on the Evaluation criteria set by the Dzongkhag Tender Committee Members on the same date at 10:30 am at the Dzongkhag Conference Hall.~~

~~The Memorandum of Understanding (MoU) and Evaluation Criteria can be downloaded from the Dzongkhag Website at [www.bumthang.gov.bt](http://www.bumthang.gov.bt). For further information please kindly contact the Dzongkhag Procurement Officer during office hours at 03-361605/17766202.~~

~~(Ratna B Gurung)~~  
~~—DZONGDAG~~

~~Copy to:  
FO, DAB kind information and necessary payment.  
Office file~~

**ASSIGNMENT – I (PROJECT PROPOSAL FORMAT to be submitted by the Bidders)**

1. Project Background (Shredding machine -2 units for hard and soft plastic along with a structure and power connection, -and Caretaker Resident – 1BHK newly constructed shall be provided by the Dzongkhag Administration).
2. Strategy on recruitment of employees and its remuneration. (No. of employment recruitment & its salary packages)
3. Marketing Strategies (How and whom you are going to sell your semi-finished product)
4. Operational Cost Management (How you are going to meet maintenance, electricity bills, monthly minimal fees and miscellaneous expenditures)

## ASSIGNMENT – II (EVALUATION CRITERIA)

Criteria	Points
1. Similar Experiences (like currently working as a scrap dealer <u>or any other related to waste management services</u> ) – <u>[Evaluation Parameters : 1. Single Experience = 15 points, 2. More than two experiences = 30 points]</u> .	<u>[Max 20—30 points]</u>
2. Project Content and operational strategies (based on project proposal) <u>[Evaluation Parameters : 1. Strategy on recruitment of employees and its remuneration – 15 points, 2. Marketing Strategies – 210points, 3. Operational Cost Management – 150 pints]</u> .	<u>[Max 20—50 points]</u>
3. Human Resources & Equipment (if a Bidder have their <b>own vehicle</b> -(attach ownership certificates) and <b>employees working permanently</b> – (provide monthly payslip. <u>[Evaluation Parameters : 1. If they have own Vehicle- 10 points, 2. If bidder has permanent employees- 10 points]</u> )	<u>[Max 10—20 points]</u>
<b>Total points:</b>	<b>100 points</b>

## ASSESSMENT FORM – III (to be evaluated by DTC Members)

ASSESSOR (A) No. ....

Criteria	Points	Score
1. Similar Experiences - (like currently working as a scrap dealer <u>or any other related to waste management services</u> )	<u>[Max 20—30 points]</u>	
2. Project Content and operational strategies (based on project proposal)	<u>[Max 20—50 points]</u>	
3. Human Resources & Equipment (Bidder have their own vehicle (attach ownership certificates) and employees working permanently – (provide monthly payslip)	<u>[Max 10—20 points]</u>	

**Total points:**

**Assessed by:**

**Signature:**

Name: .....

Designation:.....

**ASSESSMENT SUMMARY FORM**

Sl No.	Bidder Name	A-1	A-2	A-3	A-4	A-5	A-6	A-7	Total Score	Rank
1										
2										
3										
4										
5										

Is the score presented as total score? I think it is important to mention the break-up score as well from each assessor (for each of three criteria).

**Signature of DTC Member:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- ~~5.~~
- ~~6.~~
- ~~7.~~