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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

གནི་མཁོ་ཆས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



TERMS OF REFERENCE for EXPRESSION OF INTEREST

DESIGN DEVELOPMENT, TECHNICAL DRAWINGS AND BOQS FOR GOVERNMENT OFFICE COMPLEX

General Information:

Services/Work Description: Joint Venture (Local and Indian Consulting Firms)

Project/Program Title: Preparation of Master Plan, Detailed Design, Construction Drawings and BOQs of **Government Office Complex**

Project Duration: November 2025 - August 2026

1. BACKGROUND

One of the strategies of the Thimphu Structure Plan is to promote urban regeneration and optimize resources in addition to creating a threshold population to support investment on infrastructures. The ministerial office complex has a huge opportunity to rationalize land use, consolidate facilities and foster resource sharing through the principles of Good Growth in the Right Places. The proposed office complex is planned to achieve clustering of uses within the highly specialized area of the city core through introduction of additional functions and clustering of communities and workplaces at the public transport nodes. It is also envisaged to introduce well-proportioned urban blocks, improve walkability, reduce car dependency, reduce congestion and improve connectivity.

Accordingly the department has developed a conceptual master plan in collaboration with consultants and experts which is spread across three primary sites and includes an overall layout and block plan, circulation and connectivity, gross floor area achievable as well as user briefs based on the analysis of existing staffing requirements.

The tender seeks innovative and sustainable design solutions that align with the strategic objectives of the TSP ensuring that it evolves into a vibrant, resilient, and inclusive space.

Therefore, the primary objective of the current work stream is to review the conceptual master plan and user briefs, develop the area programs and designs and prepare technical drawings and bill of quantities (BoQs) for the development and construction of the structures.

2. PROJECT LOCATION

The project area encompasses specific areas as illustrated in Figure 1 and 2. The City Core North has an area of 4.72 hectares and Tashichho Dzong South has an approximate area of 1.9 hectares.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

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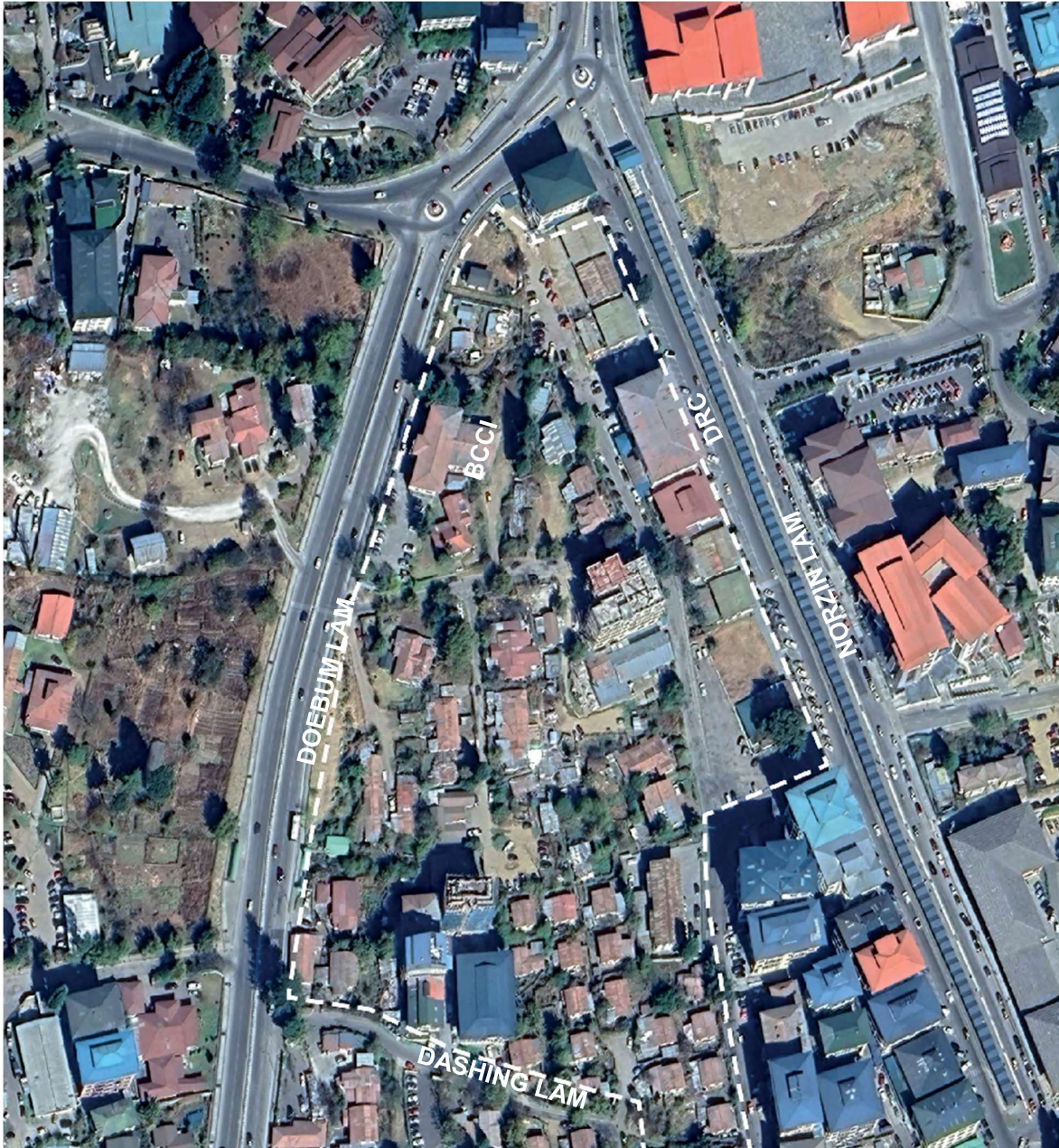


Figure 1: City Core North; Gross Site Area: 4.72 ha (TSP Gross FAR 1.6)



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

བཞི་མཆག་ས་ལས་ཁུངས་

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



Figure 2: Tashichho Dzong South; Approx. Gross Site Area: 1.9 ha.

3. OBJECTIVE

In view of the above, the design development and preparation of technical drawings and Bills of Quantities (BoQs) are proposed with the following objectives:

- To review and refine the conceptual master plan, user briefs, and existing conditions of government offices and staffing.
- To develop an area program and space budget for the ministries based on user briefs and staffing requirements.
- To prepare a detailed design of the office complex, including zoning of ministries and agencies, site and floor plans, elevations, sections, façade treatments, interior design details, and 3D visualizations.
- To produce comprehensive construction-ready technical drawings covering Architectural, Structural, Mechanical, Electrical, Plumbing (MEP), and Landscape components.
- To prepare cost estimations and Bills of Quantities based on the approved technical drawings.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

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DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



4. SCOPE OF WORK

The project encompasses the design and documentation of two key sites — Tashichho Dzong South and City Core North. The Tashichho Dzong South Project will provide approximately **6,500 sqm** of office space, while the City Core North Cluster will accommodate up to **80,000 sqm**.

The scope of work primarily includes the development of detailed designs, construction-ready drawings, and comprehensive Bills of Quantities (BoQs) based on the conceptual master plan. The Consultant shall carry out, but not be limited to, the following tasks:

- Review and refine the conceptual master plan for both project sites, including a detailed review of user briefs prepared during the conceptual design phase.
- Prepare a detailed area program and space allocation plan for ministries and agencies, aligned with user briefs and staffing requirements.
- Develop the detailed design for both sites — City Core North and Tashichho Dzong South — including zoning of offices, site plans, detailed floor plans for all levels, sections, elevations, façade details, landscape layouts, and interior design concepts.
- Produce comprehensive construction-ready technical drawings covering Architectural, Structural, MEP (Mechanical, Electrical, and Plumbing), and Landscape design details.
- Prepare accurate cost estimations and detailed Bills of Quantities derived from the finalized technical drawings.

5. DELIVERABLES AND REPORTING REQUIREMENTS

S#	Activities	Delivery Timeframe	Deliverables
1	Project initiation: <ul style="list-style-type: none">- Define project scope, objectives and requirements.- Identify issues and gaps for improvement.- Conduct preliminary stakeholder consultations	Week 1 to 4	Inception Report <ul style="list-style-type: none">- Understanding of the project scope, objectives and functional requirements.- Methodology and work plan for project development in line with the TOR.- Requirement for additional information and resources.
2	Design Development. <ul style="list-style-type: none">- Review of conceptual master plan and user briefs.- Site visits and information gathering.	Week 5 to 12	Concept refinement and detail Design. <ul style="list-style-type: none">- Area Program/Space Budget.- Site Plan.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT



གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN

	<ul style="list-style-type: none"> - Provide design development and area programs for both the sites and offices. 		<ul style="list-style-type: none"> - Floor Plans for all blocks and offices. - Elevation and Sections. - Landscape, Parking and Circulation plan. - 3D Visualization of detailed design.
3	<p>Consultation workshops.</p> <ul style="list-style-type: none"> - Conduct consultation workshops with DHS and relevant stakeholders on the design development. - Receive feedback for further incorporation. 	Week 13	<p>Draft Report.</p> <ul style="list-style-type: none"> - Discussion and meeting with stakeholders. - Incorporation of feedback and comments.
4	<p>Finalization of Design</p> <ul style="list-style-type: none"> - Incorporate comments and changes on the final design. 	Week 14-21	<p>Final Design.</p> <ul style="list-style-type: none"> - Area Program/Space Budget. - Site Plan for both sites. - Floor Plans for all blocks and offices. - Elevation and Sections. - Landscape, Parking and Circulation plan. - 3D Visualization of detailed design.
5	<p>Preparation of Architectural Drawings and Details.</p> <ul style="list-style-type: none"> - Preparation of construction ready technical drawings (architectural). 	Week 22-31	<p>Architectural Drawings and Details.</p> <ul style="list-style-type: none"> - Site plan for both sites. - Floor plans at all levels. - Elevation and Sections. - Details of facade, doors, windows, openings and interiors. - Landscaping drawings and details. - Parking and Circulation drawings and details. - Drawings in suitable scale and format.
6	<p>Preparation of Structural and MEP Drawings and Details</p>	Week 32-40	<p>Structural and MEP Drawings and Details.</p>



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



	- Preparation of construction ready technical drawings (structural and MEP).		- Drawings in suitable scale and format.
7	Preparation of Bill of Quantities. - Prepare details on the quantities and estimates of materials based on the technical drawings.	Week 40-42	Bill of Quantities.
	The Consultant shall commence work within 5 calendar days of the effective date of the contract. The effective date shall be the date on which the Client shall sign the Consultancy agreement. The work will be carried out strictly within 10 months from the effective date of the contract. The consultants should clearly express their willingness and ability to work within that period. The Consultant(s) will be required to prepare and submit a work plan, indicating deliverables. Each stage of deliverable will be subject to approval/scrutiny and the payment will be released upon the approval of the submission by DHS, MoIT.		

6. ROLES AND RESPONSIBILITIES

Responsibilities of DHS, MoIT.

DHS will undertake the following responsibilities for the smooth execution of the assignment:

- Provide clear brief and requirements for the development of the project and supply necessary documents and data related to the project that are readily available.
- Facilitate consultations with other key stakeholders and ensure active participation of the working group members at all levels during the project duration.
- Provide necessary support to conduct workshops, training and other consultations; logistic support (meals) for consultants will be arranged for absolute necessary off-site meetings or workshops that does not include payment for travel and other allowances.
- Identify and constitute Working Group from within the key stakeholders at various levels to aid the Consultants in execution of the assignment;
- Facilitate prompt feedback on reports and approvals of documentation submitted by the Consultants;

Roles and responsibilities of the Consultant.

The consultants are expected to undertake the following responsibilities;

- Submission of all deliverables, reports and artifacts as per agreed work plan and ToR produced by the Consultant in this assignment to DHS in printed copy and suitable digital forms.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



- Ensure to provide support and knowledge transfer to build technical capacity of DHS during the assignment.
- Make necessary arrangements for travel and transportation for activities requiring off-site consultations.

7. INSTITUTIONAL ARRANGEMENT OR REPORTING REQUIREMENTS

The consulting firm shall work under the direct supervision of the Project Coordinator, Department of Human Settlement, Ministry of Infrastructure and Transport on day-to-day activities and submit reports as required and agreed in the work plan/time schedule. There will be fortnightly meetings between the client and consultant team on matters relating to the progress and deliverables of the project.

The consulting firm is responsible for all project administration, minute taking and record keeping, including the actively managed consultation register supporting decision making.

8. PAYMENT SCHEDULE

S#	Deliverables	Release of Payment (%)	Remarks
1	Mobilization fund shall be paid upon the submission of Inception Report.	5%	Payment will be released upon the approval of the submission by DHS, MoIT
2	Upon completion of the detailed design.	15%	
3	Upon completion of the final design.	15%	
4	Upon completion of architectural drawings.	25%	
5	Upon completion of structural and MEP drawings.	25%	
6	Upon completion of BoQs.	10%	
7	Retention (for the period of 1 year).	5%	

9. QUALIFICATIONS, EXPERIENCES, COMPETENCIES AND TECHNICAL EVALUATION

The assignments require the services of a consulting firm with extensive experience in all the work streams. The Firm must be capable of deploying an experienced team in the area of its domain. While the Firm has the responsibility of proposing the team composition, the tasks in the assignment will require involvement of at least the following key experts.



དཔལ་ལྷན་འབྲུག་གཞུང་། གནི་རྟེན་མཁོ་ཆས་དང་ སྐྱེལ་འདྲེན་ལྷན་ཁག་།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT



གནི་ས་ཆགས་ལས་ཁུངས་།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN

	Criteria	Points
Experience of the Consulting Firm	<p>- 30 points</p> <p>Experience of the consulting firm with the following experiences;</p> <ul style="list-style-type: none"> • Five or more similar assignments [30 points] • Three to Four similar assignments [25 points] • One to two similar assignments [20 points] • One or more projects of any type (15 points) <p>*Assignments of similar-scaled projects. Proof of project completion must be included for each project.</p>	30

Position	Min. No. of professionals	Minimum Experience	Total Points	Points
Team Lead	1	15 years as Design lead (Bachelors) (OR) 12 years as Design lead (Masters)	15	Qualification: (7.5 Points) No. of Assignments (7.5): 5 or more similar projects as a design team lead– 7.5 points; 3-4 projects - 5 points; 1-3 projects - 3 points.
Architects	1 lead	12 years (Bachelor’s) (OR) 10 years (Master’s)	6	Qualification: (3 Points) No. of Assignments (3 points): 5 or more similar projects - 3 points; 3-4 projects – 2 points; 1-3 projects - 1 point.
	3 supporters	10 years (Bachelor’s) (OR) 7 years (Master’s)	6	Qualification: (3 Points)



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT



གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN

Position	Min. No. of professionals	Minimum Experience	Total Points	Points
				No. of Assignments (3 points): 5 or more similar projects - 3 points; 3-4 projects – 2 points; 1-3 projects - 1 point.
Urban Designers	1 lead	10 years (Bachelor's) (OR) 7 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects – 1 point; 1-3 projects - 0.5 point.
	1 supporter	5 years (Bachelor's) (OR) 3 years (Master's)	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.
Landscape Architects	1 lead	10 years (Bachelor's) (OR) 7 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects – 1 points; 1-3 projects - 0.5 point.
	1 supporter	5 years (Bachelor's) (OR) 3 years (Master's)	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.
Structural Engineers	1 lead	12 years (Bachelor's) (OR) 10 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points):



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



Position	Min. No. of professionals	Minimum Experience	Total Points	Points
				5 or more similar projects - 1.5 points; 3-4 projects – 1 points; 1-3 projects - 0.5 point.
	2 supporters	10 years (Bachelor's) (OR) 7 years (Master's)	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.
MEP Engineers	1 lead	10 years (Bachelor's) (OR) 7 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects – 1 points; 1-3 projects - 0.5 point.
	1 supporter	5 years (Bachelor's) (OR) 3 years (Master's)	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.
Electrical Engineers	1 lead	10 years (Bachelor's) (OR) 7 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects – 1 points; 1-3 projects - 0.5 point.
	2 supporters	5 years (Bachelor's) (OR) 3 years (Master's)	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT



བཞི་ས་ཆགས་ལས་ཁུངས་།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN

Position	Min. No. of professionals	Minimum Experience	Total Points	Points
Quantity Surveyors	1 lead	7 years (Bachelor's) (OR) 5 years (Master's)	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects – 1 points; 1-3 projects - 0.5 point.
	1 supporter	3 years	2	Qualification: (1 Point) No. of Assignments (1 point): 3 or more similar projects - 1 points; 1-3 projects - 0.5 point.
Draftspersons	2	5 years	3	Qualification: (1.5 Points) No. of Assignments (1.5 points): 5 or more similar projects - 1.5 points; 3-4 projects - 1 point; 1-3 projects - 0.5 point.

	Criteria	Points
Participation by Bhutanese nationals among proposed key staff	- 10 Points 4 or more key experts (10 points) 2 key experts (5 points) Less than 2 key experts (0 point)	10
Total points:		100

The minimum technical score required to pass is: **70**. Only those firms who achieved the minimum technical score will be shortlisted for RFP.



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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT

གནི་ས་ཆགས་ལས་ཁུངས།

DEPARTMENT OF HUMAN SETTLEMENT
THIMPHU: BHUTAN



Notes*:

1. The specified qualification with less than the number of years of experience will be considered technically ineligible.
2. Degree certificate to be submitted with a letter of experience from the employer.
3. Proof of completion of each project must be included.
4. This document is subject to minor change during later stages.

The Firm shall provide sufficient evidence and detail of qualifications, certification, experience and availability of personnel who must be available for the required time to allow the Firm to deliver the assignments on time. At the start of the assignment(s), the Firm must provide confirmation of availability of the personnel proposed at the time of bid. Where personnel are no longer available, the Firm must provide similar evidence to assure that replacement personnel are of similar or exceed the qualifications and experience of the previously submitted. DHS, MoIT reserves the right to accept or reject based on changes to the Firm personnel. Non-availability of key personals shall be penalized at **Nu. 2500 per day** till its replacement.