**Terms of Reference (ToR)** **for the Operation of the Agricultural Wholesale Facility** at **Babesa**, **Department of Agricultural Marketing and Cooperatives (DAMC)** and **KaJa Throm Management**:

**Terms of Reference (ToR)**

**For the Operator of the Agricultural Wholesale Facility at Babesa Wholesale Market**  
*Issued by the Department of Agricultural Marketing and Cooperatives (DAMC) and KaJa Throm Management*

**1. Background**

The Babesa Wholesale Market has been developed to serve as a central hub for the distribution and trade of agricultural products, enabling improved access to markets for farmers, cooperatives, and traders. In order to ensure smooth and efficient operations, the Department of Agricultural Marketing and Cooperatives (DAMC), in collaboration with KaJa Throm Management, seeks to engage a qualified Operator to manage the wholesale market area at Babesa, Thimphu specially the parking space of 89 numbers in total (86 light vehicles and 3 heavy vehicles) and one toilet dedicated to agricultural produce.

**2. Objective**

To manage the day-to-day operations of the wholesale agricultural section at Babesa Wholesale Market in an organized and professional manner to ensure hygiene, smooth logistics, and farmer/wholesalers support.

**3. Scope of Work**

The responsibilities of the Operator shall include, but not be limited to:

* **Market Operations Management**
  + Oversee daily operations of the wholesale market area.
  + Ensure wholesaler operate within designated spaces and adhere to rules.
* **Vendor Coordination and Allotment**
  + Facilitate registration and allocation of space (parking space) to wholesalers and vendors in coordination with DAMC and KaJa Throm Management.
* **Sanitation and Cleanliness**
  + Maintain hygiene and cleanliness within the wholesale market area.
  + Ensure timely waste seggregation, collection and disposal in collaboration with Thromde.
* **Traffic and Logistics Coordination**
  + Manage vehicle movements to avoid congestion.
* **Enforcement of Rules and Regulations**
  + Ensure all vendors comply with the Do’s and Don’ts issued by DAMC/KaJa Throm Management.
  + Report non-compliance or conflicts to DAMC/KaJa Throm Management.
* **Security and Monitoring**
  + Ensure the CC TV camera is functional 24 hours and carry out the maintenance and replacement if beyond repair.

**4. Infastructure and Parking Space Management**

* **Parking Management and Charges:**
* Allocate and manage parking spaces efficiently to ensure smooth flow of vehicles and market operations:
  + 86 designated slots for Boleros or similar small utility vehicles
  + 3 designated slots for Jumbo trucks
* The **Operator must manage parking based on seasonal variations**:
  + **Peak Season (Summer – June to August):**
    - **High vehicle inflow**, especially Wednesday through Saturday from **5:00 AM to 12:00 PM**.
  + **Lean Season (Winter Months):**
    - **Low to no vehicle movement**, with some days having **no vehicles at all**.
    - Operator must maintain the facility continously during the lean season also
* Parking charges:
  + Collect Nu. 10 per 30 minutes from farmers and wholesalers.
  + Apply Thromde's standard parking rates for private (buyer) and non-regular vehicles.
* Restriction on Heavy Vehicles:
  + Heavy vehicles carrying non-agricultural loads are not allowed due to limited space for the heavy vehicle and the risk of damaging the thin blacktopping in the temporary wholesale area.
* **Sanitation and Toilet Management**
  + Maintain cleanliness of the entire wholesale area daily.
  + Manage public toilets and ensure cleanliness and usability.

**5. Financial Proposal and Quoted Rate Conditions**

* Operators are required to visit the site in person to understand the existing conditions, infrastructure, seasonal variations, and operational workload before submitting their financial proposal.
* Quoted amounts should be based on a careful review of the Terms of Reference (ToR) and after assessing all responsibilities, facilities, and anticipated revenue streams.
* The **quoted amount will be final and binding** once the selection is made and **shall not be subject to renegotiation** under any circumstances.
* The selected operator must deposit the quoted monthly operational amount to the KaJa Throm Management account as per the agreed timeline.
* Failure to deposit the monthly amount as agreed may result in penalties, termination ofthecontract, and forfeiture of any applicable performance security or deposits.

**4. Duration of Engagement**

The initial term of engagement shall be six month under provisional and contract term till **one year**, renewable annually based on performance and mutual agreement between DAMC, KaJa Throm Management, and the Operator. The contract will be signed after the selection of the operators by the DAMC and KaJa Throm Mgt.

**6. Supervision and Reporting**

The Operator shall work under the direct supervision of the **KaJa Throm Market Management Committee** and report operational matters to the **KaJa Throm**. The Operator shall attend regular review meetings and submit periodic reports as instructed.

**7. Termination Clause**

The contract may be terminated by either party with a **one-month written notice**, subject to satisfactory settlement of any outstanding obligations. Immediate termination may be considered in case of gross negligence, fraud, or misconduct.

**8. Operational and Maintenance Responsibilities:**

The operator shall bear minor operational/consumable costs for managing the wholesale area, while major maintenance works will be undertaken by KaJa Throm in coordination with DAMC.