

APPLICATION FORM

1. Profile of the Group/Co-operative

a) Name of Farmers Group/ Co-operative:

b) Registration No: _____

c) Date of Registration: _____

d) Detail Contact Address

a. Name of Chairperson/Secretary/Treasurer:

b. Phone No: _____

c. Email (if available): _____

d. Gewog & Dzongkhag: _____

e) Brief activities of the Farmer Group/ Cooperative:

2. **Proposed business diversification/ expansion outline** (Summary of the proposal for which the support is sought). Specify any new products, increase in production, intended market for increased/new products, choice of technology, etc.) (Max 200 words)

Use extra sheet if necessary

3. **What are the expected results of the initiative?** (E.g. Employment, Income, Import Substitution, Access to market, Benefit to women, youth and the community, etc.)

Use extra sheet if necessary

4. Details of support (s) sought:

Sl.No	Type of equipment	Technical Specification	Picture of the Equipment	Qty.	Estimated cost (Nu.)
Total cost					

5. **The information provided above are true to the best of my knowledge** (To be signed by an authorized representative of the Group/ Co-operative):

Signature: _____

Name: _____

Designation: _____

Date: _____

6. **Recommended by** (Concerned Gewog Sector Representative):

Signature: _____

Name: _____

Designation: _____

Date: _____

7. **Recommended by** (Concerned Dzongkhag Sector Representative):

Signature: _____

Name: _____

Designation: _____

Date: _____

Agreement

This Agreement is entered into on this ____ day of _____, 2026, by and between the Department of Agricultural Marketing and Cooperatives (DAMC), Ministry of Agriculture and Livestock, Royal Government of Bhutan, Thimphu, hereinafter referred to as the “DAMC”;

AND

() hereinafter referred to as the “Beneficiary”.

PREAMBLE

WHEREAS, the DAMC is mandated to promote and strengthen Farmer Groups, Cooperatives, and RNR-based enterprises through institutional and business development support; and

WHEREAS, the Beneficiary has requested support for the procurement of equipment and machineries for strengthening and enhancing enterprise operations; and

WHEREAS, the DAMC has agreed to provide support under a cost-sharing arrangement subject to the terms and conditions set forth herein;

NOW, THEREFORE, the parties hereby agree as follows:

ARTICLE 1: PURPOSE OF THE AGREEMENT

1. The purpose of this Agreement is to establish the terms and conditions governing the cost-sharing support for the procurement and utilization of equipment and machineries for strengthening the operations and business activities of the Beneficiary.

ARTICLE 2: COST SHARING ARRANGEMENT

2.1 DAMC and the Beneficiary agree to a cost-sharing mechanism in the ratio of 40:60 for the procurement of approved equipment and machinery.

2.2 DAMC shall finance forty percent (40%) of the total approved procurement cost.

2.3 The Beneficiary shall contribute sixty percent (60%) of the total approved procurement cost.

ARTICLE 3: SPECIFICATIONS AND REQUIREMENTS

3.1 The Beneficiary shall submit accurate and detailed technical specifications, quantity requirements, and intended use of the equipment and machineries prior to initiation of the procurement process.

3.2 DAMC reserves the right to review, modify, or reject the proposed specifications if found inconsistent with the intended purpose or prevailing procurement rules and technical standards.

3.3 The Beneficiary shall ensure that the requested equipment and machineries are necessary, functional, and aligned with the approved enterprise activities.

ARTICLE 4: PROCUREMENT PROCESS

4.1 Procurement of the equipment and machineries shall be carried out in accordance with the prevailing procurement rules and regulations of the Royal Government of Bhutan through the Electronic Government Procurement (e-GP) system.

4.2 DAMC, through the Procurement Section of the Ministry of Agriculture and Livestock, shall facilitate and administer the procurement process.

4.3 The final procurement decision, including selection of supplier and award of contract, shall be based on government procurement procedures and evaluation outcomes.

ARTICLE 5: PAYMENT TERMS

5.1 DAMC shall release its forty percent (40%) contribution directly to the supplier upon successful completion of procurement formalities and verification of delivery.

5.2 The Beneficiary shall deposit or pay its sixty percent (60%) contribution as required under the procurement arrangement and prior to release or handover of the equipment and machinery.

5.3 Failure of the Beneficiary to provide its required contribution within the stipulated timeframe may result in cancellation of the support.

ARTICLE 6: UTILIZATION AND OWNERSHIP

6.1 The equipment and machineries procured under this Agreement shall be used solely for the purposes approved under the support arrangement.

6.2 The Beneficiary shall be fully responsible for the operation, maintenance, repair, insurance, security, and safekeeping of the equipment and machineries upon handover.

6.3 The Beneficiary shall not sell, lease, mortgage, transfer, pledge, or hire the equipment and machineries to any third party without prior written approval from DAMC.

6.4 DAMC shall retain the right to monitor and inspect the utilization and condition of the equipment and machinery at any reasonable time during the support period.

ARTICLE 7: MONITORING AND REPORTING

7.1 The Beneficiary shall maintain proper records relating to the utilization and management of the equipment and machineries.

7.2 The Beneficiary shall provide information, reports, and access as may reasonably be required by DAMC for monitoring and evaluation purposes.

7.3 DAMC may conduct periodic monitoring visits to assess functionality, utilization, and impact of the supported equipment and machineries.

ARTICLE 8: NON-COMPLIANCE AND TERMINATION

8.1 In the event the Beneficiary fails to comply with any terms and conditions of this Agreement, DAMC reserves the right to:

- a) suspend or terminate the support;
- b) recover the supported equipment and machineries;
- c) disqualify the Beneficiary from future support programs; and/or
- d) initiate legal action in accordance with the prevailing laws of the Kingdom of Bhutan.

8.2 If the Beneficiary fails to operationalize or utilize the equipment and machineries within six (6) months from the date of handover without valid justification acceptable to DAMC, DAMC shall have the right to repossess the equipment and machineries.

8.3 In such an event, the Beneficiary shall forfeit its sixty percent (60%) contribution made towards the procurement.

8.4 Any misuse, negligence, misrepresentation, or unauthorized disposal of the equipment and machineries shall constitute a breach of this Agreement.

ARTICLE 9: DISPUTE RESOLUTION

9.1 Any dispute arising out of or in connection with this Agreement shall initially be resolved amicably through mutual consultation between the parties.

9.2 In the event the dispute cannot be resolved amicably, the matter shall be referred to the appropriate court of law in the Kingdom of Bhutan.

ARTICLE 10: EFFECTIVE DATE

10.1 This Agreement shall come into force on the date of signing by both parties and shall remain effective until fulfillment of all obligations under this Agreement.

IN WITNESS WHEREOF

The parties hereto have executed this Agreement on the date first mentioned above.

FOR THE BENEFICIARY

Name: _____

Designation: _____

CID No.: _____

Contact No.: _____

Address/Dzongkhag: _____

Signature: _____

Date: _____

FOR DAMC

Name:

Designation:

Department of Agricultural Marketing and Cooperatives

Ministry of Agriculture and Livestock

Thimphu

Signature: _____

Date: _____

WITNESSES

Witness 1

Name: _____

CID No.: _____

Contact No.: _____

Signature: _____

Witness 2

Name:

Designation:

Agency: DAMC, MoAL

Signature: _____