



**SECTION – I**  
**AUCTION NOTICE**

**NPPF/PROC-02/2026/10467**

**20<sup>th</sup> January 2026**

The National Pension and Provident Fund (NPPF) is pleased to invite bids from interested firms/individuals from local or foreign bidders for lifting the obsolete items as per LOT wise depicted in Section III:

The tender documents with detail terms and conditions for the above items can be downloaded from our website: [nppf.org.bt](http://nppf.org.bt) from 20<sup>th</sup> January – 2<sup>nd</sup> February 2026.

The tender may be delivered by hand or by registered post in sealed envelopes and received by the Auction Committee, NPPF, Thimphu for the local bidders and mail the bids with password protected for the foreign bidders no later than 10:00 AM on and shall be opened on the same day at 11:00 AM on 2<sup>nd</sup> February 2026. Any tender received after the deadline for the submission shall be rejected.

The interested bidders can inspect the available items during the office hours and the same will be auctioned on "AS IS WHERE IS BASIS".

The bids shall be rejected at the time of opening if:

1. The Bid Security of Nu/Rs. **50,000.00** in the form of BG/DD/Cash Warrant in favour of NPPF is not enclosed;
2. The Price Schedule is not signed; and
3. Declaration Form is not signed.

Although it is not mandatory to attend the opening of tender, the bidders who wish to attend may visit NPPF Head Office, Chubachu, Thimphu on the above date and time specified. In case of representatives, a duly attested authorization from the bidder must be submitted or else the representative shall disqualify from attending the bid opening.

For inquiry and verification of items before bidding, please contact the following officials:

1. [samdrup.chogyal@nppf.org.bt](mailto:samdrup.chogyal@nppf.org.bt)
2. [sonam.peljor@nppf.org.bt](mailto:sonam.peljor@nppf.org.bt)



**Chairman,  
Auction Committee**

## SECTION – II GENERAL TERMS AND CONDITIONS

1. The Bidder and all parties constituting the Bidder shall be of Individual/firm Bhutanese or international.
2. The Bidder shall bear all costs associated with the preparation and submission of the Bids, including the visit to examine the disposal materials at site and the NPPF shall in no case be responsible or liable for those costs.
3. All documents relating to the Bid shall be in the English.
4. The Bidder shall furnish a Bid Security of Nu/Rs. 50,000 in the form of Cash Warrant/Demand Draft/Bank Guarantee along with the sealed offer.
5. The Bids shall remain valid for a period of 90 days.
6. Any Bid not accompanied by a responsive Bid Security shall be rejected as non-responsive.
7. The Bid Securities of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing the full payment within the specified time period and in any event not later than 30 days after the expiration of the validity of the unsuccessful Bidder's Bid and without interest.
8. The Bid Security may be forfeited if a Bidder withdraws its bid during the period of Bid validity and if the successful Bidder fails to make the full payment within the specified time limit.
9. Unsigned Declaration Form and Price Schedule shall make the bid non-responsive. All pages of the Bid where entries or amendments have been made shall be initialled by the person or persons signing the Bid.
10. The Bidder may submit their Bids by post or by hand. The Bidding document shall be in sealed and signed condition. The envelopes shall be sealed with adhesive or other sealant to prevent reopening. If the envelope is not sealed and marked as above, the NPPF shall assume no responsibility for the misplacement or premature opening of the Bid.
11. The **address for submission** of the bid is:  
  
**Procurement Head  
HRA Division  
National Pension and Provident Fund Ltd.**
12. The Bids shall be delivered to the NPPF Head Office or mailed at [procurement.head@nppf.org.bt](mailto:procurement.head@nppf.org.bt), Thimphu Bhutan no later than the time and date specified in the Auction Notice.
13. Any Bids received after the deadline for submission shall be returned unopened to the Bidder.



14. Withdrawal of a Bid between the deadline for submission of Bids and the expiration of the period of Bid validity or as extended shall result in the forfeiture of the Bid Security.
15. The NPPF shall open Bids in the presence of the Bidders/Representatives who choose to attend at the time of opening and declare the price offered by all the prospective bidders.
16. The NPPF shall award the contract to the Bidder who has offered the best evaluated Bid price.
17. The NPPF reserves the right to accept or reject any Bid and to cancel the bidding process and reject all Bids, at any time prior to the award of contract.
18. It is successful bidder's responsibility to bear all costs associated for lifting of disposal materials from NPPF premises on as is where is basis.
19. The successful bidders shall deposit the full amount of the materials before lifting the items within a week from award of the contract.
20. Any damages to the NPPF properties while lifting the disposal materials shall be borne by the bidder.
21. The successful bidders are required to lift the materials within 21 days from the award of the contract. In case the materials are not lifted within the specified time, NPPF will not be held responsible for any loss or damages and shall have a discretion to dispose off as it deems fit.
22. This document shall form a part of the contract, and the successful bidder shall sign on this bidding document as acceptance to the terms and conditions of this contract.
23. The decision of NPPF shall stand final and binding.
24. The vendor shall be selected on a **LOT-wise basis**, and for each LOT, the bidder who has quoted the **highest financial offer** and has met all stipulated technical and eligibility requirements shall be considered for selection.
25. The vendor shall complete lifting all the items within twelve days after the letter of award has been awarded.



**SECTION – III**  
**PRICE BID**

I/We have inspected the obsolete fixed assets as mentioned in this tender and I am/we are interested to purchase the same on "AS IS WHERE IS BASIS". My/Our offer for the items is given as below:

Sl. No.	Description	Amount
1	<b>LOT 1: Computer &amp; Accessories</b>	
2	<b>LOT 2: Other office Equipment</b>	
3	<b>LOT 3: Office Furniture</b>	
4	<b>LOT 4: Communication Equipment</b>	
	<b>Grand Total</b>	

Signature of the bidder



**SECTION – IV  
DECLARATION FORM**

I/We hereby declare that I/we have understood the above-mentioned terms and conditions and therefore, I/We are agreeable without any contentions or dispute.

I/We understand that in the event of non-compliance of the terms and conditions of the tender, my/our EMD shall be forfeited by the NPPF office.

I/We further undertake that the information provided in this tender is true and correct in all respect and I/we hold the responsibility of the same.

**(Legal Stamp)**

**Signature**

Name of Bidder/Representative:.....

Contract Address:.....

Contact No:.....

