



ཀྲུལ་ཡོངས་དགོངས་ཁྱིམ་རྒྱུ་ཐོག་གས་དང་འཛོ་རྟེན་མ་དངུལ་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Ref No: NPPF/PROC-02/2026/14090

Date: 9th October 2026

To,

.....
.....
.....

Dear Sir/Madam,

Kindly quote your rate for the Design, Layout and Printing of Office Diaries to the office of National Pension and Provident Fund, Thimphu, Bhutan as detailed below:

Sl. no.	Item description	Qty	Rate	Amount	Remarks
1.	Design, Layout and Printing Office Diaries with pen	234			
2.	Table calendar	600			
	Total Amount				

The signed offer in original should reach to the National Pension and Provident Fund, Thimphu, Bhutan or mail us on or before 2:00 PM on 16th October 2026.

Your offer should comply with the following terms and conditions:

1. The bidders must submit the photocopy of valid Printing Press license, tax clearance certificate along with the bid.
2. Quotation received after the due date will not be considered.
3. Your quotation for materials shall be strictly in accordance with the specification given above and the attached image. The designs for table calendar will be shared with the successful bidders.
4. The price quoted shall be delivered at Place NPPF, Head Office.
5. The price quoted shall be inclusive of all Taxes and Duties applicable.
6. The supplier is required to submit a bid security of Lump sum amount of Nu.5,000.00 in the form of Cash Warrant/Bank Guarantee/Demand Draft payable to the C.E.O, National Pension and Provident Fund, Thimphu, Bhutan valid for a period of 120 days. The Bid security of the successful bidder shall be converted to Performance Security and retained till completion of the contract.
7. Liquidity Damages shall be levied @ 0.1% for each day of delay of the delivery subject to maximum of 10 % of the Contract Value.
8. NPPF reserve the right to receive the whole or part of any quotation and lowest or any quotation will not necessarily be accepted.
9. Rates quoted shall remain firm for a period of twelve months.
10. The delivery of materials must be completed within 30 days from the date of supply order.



ཀྲུལ་ཡོངས་དགོངས་ཁྱའི་ཟུར་ཕོགས་དང་འཛོ་རྟེན་མ་དཔལ།

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11. The bidder shall get approval of the designs and layout before the final printing of the booklets from NPPF's concerned user department.
12. The bidder's representative shall be available at all times when called upon by the NPPF. The bidder shall inform the dealing person about any changes in the work as not agreed. The bidder is supposed to work in close consultation with the NPPF's concerned person to finalize the document.
13. Bidder shall provide full specification and specific rates of the materials for which the rates are quoted. In case of ambiguous rates, the same shall be rejected and no claim for the same shall be entertained.
14. The payment shall be made only after completion of delivery with submission of final bill.
15. The National Pension and Provident Fund may, by written notice, terminate the contract with forfeiture of Performance Security if applicable in whole or in part at any time for its convenience:
 - a. if the supplier fails to perform as per the Terms and conditions specified in the supply order, or exceeds the maximum period of delivery;
 - b. if the quality of goods fails to strictly meet the Technical Specification of the materials submitted in the bid;
 - c. if the supplier knowingly or unknowingly delivers the goods not as per the requirement;
 - d. if the supplier does not take any remedial action within a period of (14) fourteen calendar days after receipt of a notice of default from the purchaser specifying the nature of the default(s) and shall be awarded to second lowest evaluated bidder.
 - e. Before printing, the copy of diary and calendar shall be presented to the office for quality check. Media officer shall be the focal person for quality check.
16. For any clarification, please contact the procurement office 17582515 or mail at Procurement.Head@nppf.org.bt.
17. The NPPF reserves the right to reject the bid whatsoever the reason may be.

Please find below the full technical specification for the NPPF office diary and desk calendar items:

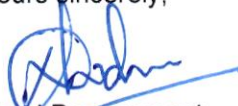
1. Desk Calendar

- Calendar page size: **230 mm × 160 mm**
- Orientation: Landscape
- **13 flippable pages** – 1 cover page and 12 monthly pages
- Binding: Top spiral/wire binding
- Main stand: approximately **230 mm × 180 mm**
- Base depth: approximately **70–80 mm** for stable tabletop placement
- The stand may be made with thick board/cardboard suitable for repeated use throughout the year.

2. Office Diary

- Finished size: **148 mm × 210 mm (A5)**
- Orientation: Portrait

Yours sincerely,


Head Procurement,
HRAD.



Securing Future Together

2027



Personal details

2027

This diary belongs to

Name

Designation

Organization

Phone

Email

Year at a glance

2027

January

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

DAILY PLANNER

Friday

01

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

Notes

January 2027

WEEK 01 | 4-10 JANUARY

04

Mon

05

Tue

06

Wed

07

Thu

08

Fri

09

Sat

10

Sun

Priorities / notes

Notes

IDEAS, MEETINGS & REMINDERS

Important contacts

2027



རང་ཕྱུགས་གནས་ལེ་མེ་མོ་ཕྱུག་ལོ།

Fire Female Sheep Year

2025

CALENDAR



མངའ་སྡུག་པ་གནས་པའི་མེ་སྐྱེ་ལྷན་པོ།

Fire Female Sheep Year



2027

CALENDAR





ཨ་ཕུག་མ་གནས་ལོ་མོ་ལྷན་ལོ།

Fire Female Sheep Year

2025

CALENDAR





རང་ལྷན་སྐྱོང་ལ་ཕྱི་སྐྱོང་ལྷན་པོ།

Fire Female Sheep Year

2025

CALENDAR



JANUARY 2026

འབྲུག་རྒྱལ་བརྒྱུ་གཅིག་པ་དང་བརྒྱུ་གཉིས་པ།

SUN	MON	TUE	WED	THU	FRI	SAT
ཉེ 31	1- New Year 2- Winter Solstice (Nyilo 8- Traditional Day of Offering				ཉེ 1	ཉམ 2
ཉུ 3	ཉཟ 4	ཉཨ 5	ཉཉ 6	ཉཀ 7	ཉ 8	ཉ 9
ཉ 10	ཉ 11	ཉ 12	ཉ 13	ཉ 14	ཉ 15	ཉ 18
ཉཀ 17	ཉཁ 18	ཉཁ 19	ཉཀ 20	ཉཁ 21	ཉཁ 22	ཉཁ 23
ཉཁ 24	ཉཁ 25	ཉཁ 26	ཉཀ 27	ཉཁ 28	ཉཁ 29	ཉཁ 30



NOTES

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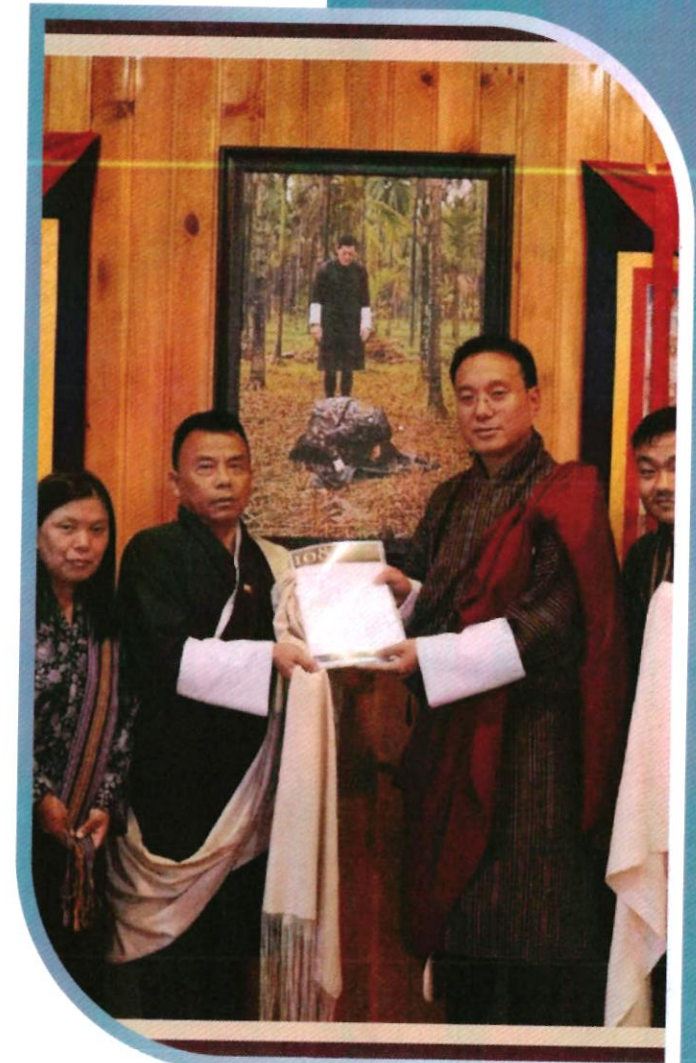


JANUARY 2026

འབྲུག་རྒྱལ་བཟུ་གཅིག་པ་དང་བཟུ་གཅིག་པ་ལ།

SUN	MON	TUE	WED	THU	FRI	SAT
ཉེ 31	1- New Year 2- Winter Solstice (Nyilo 8- Traditional Day of Offering				ཉེ 1	ཉལ 2
ཉུ 3	ཉཧ 4	ཉད 5	ཉའ 6	ཉ༠ 7	ཉ 8	ཉ 9
ཉ 10	ཉ 11	ཉ 12	ཉ 13	ཉ 14	ཉ 15	ཉ 18
ཉ༠ 17	ཉ༡ 18	ཉ༢ 19	ཉ༣ 20	ཉ༤ 21	ཉ༥ 22	ཉ༦ 23
ཉ༧ 24	ཉ༨ 25	ཉ༩ 26	ཉ༠ 27	ཉ༡ 28	ཉ༢ 29	ཉ༣ 30

NOTES:



NATIONAL PENSION & PROVIDENT FUND

SECURING FUTURE TOGETHER



JANUARY 2026

འབྲུག་རྒྱལ་བརྒྱུ་གཅིག་པ་དང་བརྒྱུ་གཉིས་པ།



SUN	MON	TUE	WED	THU	FRI	SAT
ཉེ 31	1- New Year 2- Winter Solstice (Nyilo) 8- Traditional Day of Offering				ཉེ 1	ཉམ 2
ཉུ 3	ཉཟ 4	ཉད 5	ཉའ 6	ཉང 7	ཉ 8	ཉ 9
ཉ 10	ཉ 11	ཉ 12	ཉ 13	ཉ 14	ཉ 15	ཉ 18
ཉའ 17	ཉཡ 18	ཉར 19	ཉལ 20	ཉཤ 21	ཉཥ 22	ཉས 23
ཉཨ 24	ཉཀྵ 25	ཉཪ 26	ཉཫ 27	ཉཬ 28	ཉ཭ 29	ཉ཮ 30

NOTES:

TO DO LIST:

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