



Druk Flooring Solutions
Motithang

Thimphu, Bhutan
drukflooring@gmail.com
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Date: 6th May 2025

To
The General Manager
Bhutan Post
Thimphu

Subject: Completion of Work, Handing Over, and Request for Balance Payment

Dear Sir/Madam,

We are pleased to inform you that the installation of carpets has been successfully completed as per the terms and specifications time. The completed work was formally handed over to your representative on 6th may, and we trust it meets your expectations.

We kindly request you to process the release of the balance payment for the above-mentioned work. The summary of the payment is as follows:

Total Contract Amount: Nu.405135

Advance/Interim Payment Received: Nu.202567.5

Balance Due: Nu. 202567.5

We thank you for the opportunity to work with Bhutan Post and look forward to continuing our cooperation in the future.

Yours sincerely,



Nawang Eden
Managing Director

drukflooring@gmail.com



Druk Flooring Solutions
Lower Motithang
Thimphu, Bhutan
drukflooring@gmail.com

Ref.No:DFS/Invoice/2025/09

Commercial Invoice

6th may, 2025

Client Name: Bhutan Postal Corp.Ltd
Contact: 17592173
Project : Supply and Installation of Japanese Carpets

SL.NO	Item Description	Quantity	Unit	Unit Price (N)	Total (Nu.)
1	Providing & fixing Solution dyed nylon 6 (aquafina econyl) non woven polyester base fabric,SSG PVC+Glass fibre backing with overall thickness of 7 mm carpet in tiles or rolls , including manufacturer's recommended adhesives, all samples and layout design to be approved by the engineer in charge prior to installation- Boundary area	35.29	Sqm	3175.77	112072.92
2	Providing & fixing Solution dyed nylon 6 (aquafina econyl) non woven polyester base fabric,SSG PVC+Glass fibre backing with overall thickness of 7 mm carpet in tiles or rolls , including manufacturer's recommended adhesives, all samples and layout design to be approved by the engineer in charge prior to installation - Interior area	94.74	Sqm	3093.33	293062.08
TOTAL					405135

ADVANCE PAID: 10/4/2025
BALANCE TO PAY

202567.5
202567.5

Terms and Conditions

1. The company, M/s. Druk Flooring Solutions will supply the goods as per the Clients order with the specification and rate mentioned above.
2. The Client shall pay 50% of the total value of on the receipt of the Proforma Invoice as advance to confirm the order. The remaining 40% of the total value shall be paid upon delivery of the consignment to the client's site. The balance 10% shall be paid within one week of completion of installation. For any further delay a late fee of Nu.100/- will be levied to the client.
3. The Client shall hand over dry and clean zero level subfloor for installation. The site must be clear and swept, ready for installation.
4. The Supplier shall make free delivery of the goods if the site is in core Thimphu Thromde area only.
5. If the company fails to supply the correct goods specified in the Proforma Invoice to the client, the company will bear all the expenses and supply the correct order to the client as per the invoice.
6. The Client cannot change the specification of the product after the order has been placed.
7. The Client shall be billed by Sqft(Number of boxes) and the wastage is on the Clients account. If there is unopened boxes and uncut profiles left over, the Supplier will refund the Client upon delivery of materials to the Suppliers godown.
8. The Client shall give the estimated requirement for their project. The Supplier can also do the measurements upon request but shall not be responsible for shortage or extra materials.
9. In the event the client requires extra materials, the Client shall pick up the additional material from the Suppliers Godown.
10. The Client shall unload the materials to their site and the Client will be responsible for the materials henceforth.
11. The Client shall issue materials to our installers when the installation work begins.
12. The Client agrees to all the terms and conditions mentioned above.



Clients Name: Karma Dorji

Druk Flooring Solutions
Acc:201247973