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BHUTAN POSTAL CORPORATION LIMITED

Notesheet

Date: **06-01-2025**

Number: **368**

Priority Type: **Urgent**

Subject: **Approval for purchase of ERP thermal printer paper roll and ribbon equipment.**

This is to apprise management that the ERP system along with the thermal printers is working efficiently at the Thimphu GPO. Now, we are preparing to set up the ERP system at other locations (GPOs and POs).

To ensure a smooth and timely setup, The ICT division is in receipt of requisition for the purchase of the following items:

- 70 Nos of TVS Printer Ribbon black 110*200mtr.
- 70 Nos of Paper roll/barcode paper 2 sticker 5cm *5cm.

Considering the urgent need of the items to enhance workload and ensure smooth operational services of ERP, the ICT Division would like to submit for management approval for the procurement of TVS printer ribbon and paper roll with the specification mentioned above on an urgent basis, which will be routed through procurement services of the BPCL following the procurement process.

The budget for the above will be met from the approved capital budget under the ICT Division for the Financial Year 2025.

Submitted for your kind approval.

SONAM PELDON Applied to: **KARMA NIDUP** on 06-01-2025

Remarks: **Respected Dasho, submitted for your kind approval la.**

KARMA NIDUP Approved to: **SONAM PELDON** on 06-01-2025

Remarks: **Approved, however if possible please avoid bulk buying to avoid cartridge inks from drying up**
