



BCPCL

Bangladesh-China Power Company Limited
A Joint Venture of CMC & NWPGL

REQUEST FOR QUOTATION
FOR
Procurement of Office Supply and Cleaning items for O&M
Contractor of BCPCL at Payra 1320 MW TPP site

BANGLADESH-CHINA POWER COMPANY LIMITED
(A Joint Venture of CMC and NWPGL)
UTC Building (Level-05), 8 Panthapath,
Kawran Bazar, Dhaka-1215, Bangladesh

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1127.01

Issued On: November 27, 2025

Date of Submission: December 07, 2025; 12:00 PM





BANGLADESH-CHINA POWER COMPANY LIMITED

(A Joint Venture of CMC and NWPGL)

UTC Building (Level # 5), 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh
Phone No. 9143908, 9140757, Web: www.bcpcl.org.bd, E-mail: info@bcpcl.org.bd

REQUEST FOR QUOTATION

for

Procurement of Office Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site

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To

1. **Bangladesh-China Power Company Limited** has been allocated funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the intended goods and related services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail (procurement@bcpcl.org.bd) on or before December 07, 2025, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Office Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site**" and "DO NOT OPEN before December 07, 2025, 12:30 PM". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days.
9. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.



11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
 12. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
 13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit the following certified photocopies of latest documents:
 - i) Valid Trade License;
 - ii) Tax Identification Number (TIN);
 - iii) VAT Registration Number;
- Failure to submit such documents shall cause rejection of Quotation.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
 15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
 16. The supply of Goods and related services shall be completed within **14 Days** from the date of issuing the Purchase Order.
 17. Bidders must specify the Brand and Model of the offered items (where applicable) and provide a clear and detailed description of the product. Failure to do so will render the tender Technically Non-Responsive. Any generic remarks such as "**As Per Requirement**," "**As Per Tender Document**," or similar statements in the Technical Specification of the Goods Required section will not be accepted and will result in the bid being considered **Technically Non-Responsive**.
 18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **03 days** of receipt of approval from the Approving Authority.
 19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

FRANX
23/11/2025

Rashed Morshed

Superintending Engineer (Procurement)

Bangladesh-China Power Company Limited

UTC Building (Level-05), 8 Panthapath, Kawran Bazar,

Dhaka-1215, Bangladesh.

e-mail: procurement@bcpcl.org.bd

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1127.01

Issued On: November 27, 2025

Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Procurement of Office Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site**

The total Price of my/our Quotation is BDT

In Words:

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 17(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or in executing the works.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on **November 27, 2025**

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:



Price Schedule for Goods and Related Services

Sl.No.	Procurement Name	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
1	A3 Printing Paper Brand: Bashundhara Paper A3 (80 GSM)	rim	40		
2	A4 Printing Paper Brand: Bashundhara Paper A4 (80 GSM)	rim	150		
3	Telephone Recharge Card Grameenphone 1000tk/Card	pcs	50		
4	Mouse Brand: Logitech M185	pcs	10		
5	Tissue Paper (Hand Towel Tissue Paper - 250 Pcs X 1 Ply), Brand: Bashundhara	box	200		
6	Toilet Tissue 3 Layers Brand: Bashundhara	roll	150		
7	Lock Cylinder 70mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob for Medium Size Handle Lock, Good Quality	pcs	50		
8	A4 Plastic Clip Board (Hard) Brand: Deli	pcs	50		
9	Battery Brand: AA 1.5v Sunlite	pcs	300		
10	Battery Brand: AAA 1.5v Sunlite	pcs	150		
11	Mosquito Killer Lamp Brand: Xiaomi Qualitell K6 Rechargeable Mosquito Killer Lamp 3500v Electric Uv 2000mAh	pcs	10		
12	Long Handle Broom (Hard)	pcs	200		
13	Dustpan Brand: RFL Houseware	pcs	20		
14	Mop Brand: RFL, 60cm	pcs	150		
15	Spin Mop Brand: Kleen	pcs	10		
16	Cotton Steel Wet Mop	pcs	100		
17	RFL Design Bucket 18 L	pcs	5		
18	Long Latex Rubber Kitchen Hand Gloves	set	50		
19	Rubber Gloves	set	1500		
20	Cotton Gloves	set	500		
21	Duster Towel Length Width Greater Than 50cm	pcs	100		
22	Dishwashing Liquid 1 L Brand: Vim	pcs	200		



Sl.No.	Procurement Name	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
23	Detergent (1kg) Brand: Surf Excel	pcs	150		
24	Liquid Soap for Hand Wash Brand: Sepsil Sanitizing Hand Wash (Marigold) - 200 ML	pcs	100		
25	Toilet Cleaners' Liquid Brand: Herpic	pcs	40		
26	Air Freshener (500ml)	pcs	50		
27	Bathroom Air Freshener Brand: Odonil	pcs	100		
28	Toilet Bowl Cleaner	pcs	50		
29	Naphthalene Color Balls	bag	10		
30	Garbage Bag (32*42cm)	KG	50		
31	Soap (Hard) Brand: Savlon	pcs	100		
Total Price (Including VAT and TAX)					
In Words:					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra 1320 MW Thermal Power Plant, Kalapara, Patuakhali.
Delivery Offered	14 Days from the date of issuing purchase order

[Insert number] number corrections made by me/us have been duly initialed in this BoQ.

Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

Note:

- Col. 1, 2, 3, 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



Technical Specification of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1127.01

Issued On: November 27, 2025

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2	4
1	A3 Printing Paper Brand: Bashundhara Paper A3 (80 GSM)	
2	A4 Printing Paper Brand: Bashundhara Paper A4 (80 GSM)	
3	Telephone Recharge Card Grameenphone 1000tk/Card	
4	Mouse Brand: Logitech M185	
5	Tissue Paper (Hand Towel Tissue Paper - 250 Pcs X 1 Ply) Brand: Bashundhara	
6	Toilet Tissue 3 Layers Brand: Bashundhara	
7	Lock Cylinder 70mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob for Medium Size Handle Lock, Good Quality	
8	A4 Plastic Clip Board (Hard) Brand: Deli	
9	Battery Brand: AA 1.5v Sunlite	
10	Battery Brand: AAA 1.5v Sunlite	
11	Mosquito Killer Lamp Brand: Xiaomi Qualitell K6 Rechargeable Mosquito Killer Lamp 3500v Electric Uv 2000mAh	
12	Long Handle Broom (Hard)	
13	Dustpan Brand: RFL Houseware	
14	Mop Brand: RFL, 60cm	
15	Spin Mop Brand: Kleen	
16	Cotton Steel Wet Mop	
17	RFL Design Bucket 18 L	
18	Long Latex Rubber Kitchen Hand Gloves	
19	Rubber Gloves	
20	Cotton Gloves	
21	Duster Towel Length Width Greater Than 50cm	
22	Dishwashing Liquid 1 L Brand: Vim	
23	Detergent (1kg) Brand: Surf Excel	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2	4
24	Liquid Soap for Hand Wash Brand: Sepnil Sanitizing Hand Wash (Marigold) - 200 ML	
25	Toilet Cleaners' Liquid Brand: Herpic	
26	Air Freshener (500ml)	
27	Bathroom Air Freshener Brand: Odonil	
28	Toilet Bowl Cleaner	
29	Naphthalene Color Balls	
30	Garbage Bag (32*42cm)	
31	Soap (Hard) Brand: Savlon	

Please Note:

- **Quotations Must Include Clearly Stated Technical Specification, Model and Brand Names for Each Item in the “Full Technical Specification and Standards offered by the Quotationer” section.** Failure to provide this information will result in the quotation being considered technically non-responsive and, therefore, disqualified from further evaluation.



**Purchase Order
FOR
Procurement of Office Supply and Cleaning items for O&M Contractor of
BCPCL at Payra 1320 MW TPP site**

Purchase Order No.:

Date:

To:

Purchase Order Value: BDT

Taka in words:

Completion date of delivery:

Delivery terms:

- (a) The items shall be supplied as per the instructions and supervision of BCPCL within the above completion date. Failure to supply the items within the completion date entitled the procuring entity may terminate the Purchase Order.
- (b) VAT/Taxes, as applicable, shall be deducted at source as per law;
- (c) Payment shall be made after satisfactory completion of supply and certification of Concerned Authority.
- (d) Goods shall be delivered as per approved specification.

Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.

Sl. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
Total Amount (BDT)					

Thanking you,

By the approval of authority,

(Rashed Morshed)

Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
Level#5, UTC Building, 8 Panthapath, Kawran Bazar
Dhaka-1215, Bangladesh



Terms and Conditions
for
Procurement of Office Supply and Cleaning items for O&M Contractor of
BCPCL at Payra 1320 MW TPP site

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BCPCL.
3. The Supplier shall have to complete the delivery in all respects within **14 Days** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract **Price is BDT [insert figure] [in words]**.
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.



16. No modification to the Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.
18. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c fails to perform any other obligation(s) under the Contract.
19. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

