



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

Procurement of Stationery Items (July 2024) for Corporate Office of BCPCL

**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/2024-25/0704.01

Issued On: July 04, 2024





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

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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 on or before July 08, 2024, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items (July 2024) for Corporate Office of BCPCL**" and "DO NOT OPEN before July 08, 2024, 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 certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN) and VAT Registration Number without which the Quotation may be considered non-responsive.
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 **7 days** from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **2 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

SRM
04/02/2024
Rashed Morshed
Superintending Engineer (Procurement)
BANGLADESH-CHINA POWER COMPANY LIMITED
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.
e-mail: rashedmorshed@bcpcl.org.bd

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0704.01

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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 Stationery Items (July 2024) for Corporate Office of BCPCL**

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 **July 04, 2024**

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	Item Description	Unit	Quantity	Unit Price Including VAT and Tax	Total Price Including VAT and Tax
1	2	3	4	5	6
1	Matador Wood mark Pen (Black)	pcs	20		
2	Pentonic Black pen	pcs	20		
3	Offset Paper A4 (Double A)	Rim	60		
4	Color Cover Page (Green) for book building A4 Size 120 GSM	pcs	200		
5	ACI Aerosol Insect Spray 350ml	Pcs	30		
6	Air Freshener (Draco) 180 ml Korea	Pcs	30		
7	Battery Pencil (AA) (Sunlight)	pcs	150		
8	Battery Pencil (AAA) (Sunlight)	pcs	10		
9	Fresh Perfumed Facial Tissue (150 X 2) ply Box	pcs	50		
10	Vim Liquid (500ml)	pcs	14		
11	Toilet Tissue (172 sheets x 2 ply) Bashundhara	pcs	350		
12	Towel Tissue (250 pcs per pack) Bashundhara	pcs	140		
13	Hand wash Poly (Life Boy)	pcs	130		
14	EXTRA Large Garbage Bag (45" X 27") Black	pcs	40		
15	Kangaro Stapler Pin 24/6-1M	box	24		
16	Deli EH00110 Eraser	pcs	25		
17	Shismark Binder Clip, 41 Mm, Pack Of 12 Pcs	box	12		
18	Red Leaf Permanent Marker	pcs	12		
19	RFL Polypropylene Wave Paper Basket Dimension (LxWxH): 28.5x28.5x26 cm	pcs	10		
20	Record File (good quality)	pcs	100		
21	Index File (Small-20 Medium-20 Big-20) Deli	pcs	60		
22	Slip Pad Box (Rexine Covered Case)	pcs	5		
23	Slip Pad Multicolor 500 Pcs One Box	Box	10		
24	Cloth Duster (home and office use)	pcs	10		
25	Mouse A4TECH G3-200N V-TRACK Wireless Mouse Model: G3-200N Resolution: 1000 dpi	pcs	2		



Sl. No	Item Description	Unit	Quantity	Unit Price Including VAT and Tax	Total Price Including VAT and Tax
1	2	3	4	5	6
	Air Interface: 2.4 GHz Radius: 10 m				
26	Register Book (20 Number)	pcs	10		
27	Deli Business Card Holder (Transparent)	pcs	5		
28	Matador Report Cover/Punch File (Black)	pcs	50		
30	Tea bag (Mirza pore) (per box 50p)	Box	40		
31	Coffee Mate (Nescafe) (400gm) (Plastic Jar)	pcs	20		
32	Coffee Big (Nescafe) (210gm) (Glass Jar)	pcs	10		
33	Sugar (1kg pack) (ACI)	pcs	25		
Total Price including TAX & VAT (BDT)					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	BCPCL Corporate Office, UTC Building, (Level-05), 08 Panthapath, Kawran Bazar Dhaka-1215.
Delivery Offered	7 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



Technical Specification of the Goods Required

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Issued On: July 04, 2024

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
1	Matador Wood mark Pen (Black)	
2	Pentonic Black pen	
3	Offset Paper A4 (Double A)	
4	Color Cover Page (Green) for book building A4 Size 120 GSM	
5	ACI Aerosol Insect Spray 350ml	
6	Air Freshener (Draco) 180 ml Korea	
7	Battery Pencil (AA) (Sunlight)	
8	Battery Pencil (AAA) (Sunlight)	
9	Fresh Perfumed Facial Tissue (150 X 2) ply Box	
10	Vim Liquid (500ml)	
11	Toilet Tissue (172 sheets x 2 ply) Bashundhara	
12	Towel Tissue (250 pcs per pack) Bashundhara	
13	Hand wash Poly (Life Boy)	
14	EXTRA Large Garbage Bag (45" X 27") Black	
15	Kangaro Stapler Pin 24/6-1M	
16	Deli EH00110 Eraser	
17	Shismark Binder Clip, 41 Mm, Pack Of 12 Pcs	
18	Red Leaf Permanent Marker	
19	RFL Polypropylene Wave Paper Basket Dimension (LxWxH): 28.5x28.5x26 cm	
20	Record File (good quality)	
21	Index File (Small-20 Medium-20 Big-20) Deli	
22	Slip Pad Box (Rexine Covered Case)	
23	Slip Pad Multicolor 500 Pcs One Box	
24	Cloth Duster (home and office use)	
25	Mouse A4TECH G3-200N V-TRACK Wireless Mouse Model: G3-200N Resolution: 1000 dpi Air Interface: 2.4 GHz Radius: 10 m	
26	Register Book (20 Number)	
27	Deli Business Card Holder (Transparent)	
28	Matador Report Cover/Punch File (Black)	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
30	Tea bag (Mirza pore) (per box 50p)	
31	Coffee Mate (Nescafe) (400gm) (Plastic Jar)	
32	Coffee Big (Nescafe) (210gm) (Glass Jar)	
33	Sugar (1kg pack) (ACI)	



**Purchase Order
FOR
Procurement of Stationery Items (July 2024) for Corporate Office of BCPCL**

Purchase Order No.:

Date:

To:

<p>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.</p>
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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 Stationery Items (July 2024) for Corporate Office of BCPCL

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 **7 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. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
16. 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.



17. 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.

18. 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.

19. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

