



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

**Procurement of Stationery Items for Payra Gopalganj Aminbazar 400kV
Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka**

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

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1021.05

Issued On: October 21, 2024

Date of Submission: October 24, 2024





BANGLADESH-CHINA POWER COMPANY LTD.

(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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Procurement of Stationery Items for Payra Gopalganj Aminbazar 400kV Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka

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To

1. Bangladesh-China Power Company Ltd. 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 October 24, 2024, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items for Payra Gopalganj Aminbazar 400kV Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka**" and "DO NOT OPEN before October 24, 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.

Rashed 21/10/2024

Rashed Morshed

Superintending Engineer (Procurement)
Bangladesh-China Power Company Ltd.
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/2024-25/1021.05
Issued On: October 21, 2024

Superintending Engineer (Procurement)
Bangladesh-China Power Company Ltd.
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 for Payra Gopalganj Aminbazar 400kV Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka**

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 **October 21, 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	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
1.	A4 printing paper Brand: Double A or equivalent is preferable Product Size 210mm X 297mm Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80	Rim	20		
2.	Legal Offset Paper Brand: Double-A or equivalent is preferable Product Type: Offset Paper Product Origin: Bangladesh Product Size: Legal (14 × 8.5 in) Quantity: 500 Sheet Quality: 80GSM	Box	1		
3.	A3 Offset Paper Brand: Double A or equivalent is preferable Model: A3 80gsm Paper Type: Offset Paper Weight: 80 gsm Paper Size: A3 (8.5 x11 Inch) Paper Quantity: 500 Sheets (1 Ream)	Box	1		
4.	Register Book Brand: Deli or Equivalent Size: Legal (14 × 8.5 in) 200 page Colors: Inside pages blue and margined Good Quality	Pcs	10		
5.	Car Log Book	Pcs	6		
6.	Ball Pen (Black) Brand: Matador i-teen or equivalent Ink Color: Black Tip Size: 0.7 mm	Pcs	24		
7.	Ball Pen (Blue) Brand: Matador Ocean Gel or equivalent Point 0.6 mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing	Pcs	6		
8.	Ball Pen (Red) Brand: Matador i-teen Gel or equivalent Point 0.6 mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing	Pcs	3		
9.	Metal Clipboard Brand: Deli 64504 or equivalent Aluminum Frame . A4 Sized Colour: Silver Net Weight: 230g Mini tip 0.5mm Quantity: 12pc Ink Color: Black Gel Ink Pen Soft Grip Material: ABS, AS,	Pcs	6		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	PC Pen clip included Low viscosity ink Premium Quality				
10.	Clip Board with Cover Brand: Deli 64512 or equivalent Colour: Dark Gray Material: 2.0mm foam PP Orientation: Horizontal Product Net Weight: 225g Product Dimensions: L:33 x W:25 x D:1.5 (cm)	Pcs	3		
11.	Pencil Brand: Faber-Castell or Equivalent 2B Pencil 68 gm	Pcs	24		
12.	Sharpener Brand: Deli or equivalent Product: One hole sharpener Specification: 41*36*21mm, 10.2gram/pcs Material: GPPS + Steel	Pcs	6		
13.	Eraser Brand: Deli or equivalent Product Type: Erasers Size: Small Dimension: 27 x 14 x 9 mm (Each Eraser)	Pcs	6		
14.	Pencil Battery AAA Brand: Maxell or equivalent Type: Alkaline Battery(Non- rechargeable) Chemical System: Alkaline Manganese Dioxide Size: LR-03/AAA Nominal Voltage: 1.5 Volt	Pcs	36		
15.	Pencil Battery AA Brand: Maxell or equivalent Product Type: Alkaline Battery (Non-rechargeable) Chemical System: Alkaline Manganese Dioxide Size: LR-06/ AA Nominal Voltage: 1.5 Volt	Pcs	24		
16.	Index File (2") Brand: HUAJIE or equivalent Product Type: Lever Arch Ring File Holds: A4 Spine Material: PVC cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red	Pcs	12		
17.	Record File Board with ribbon	Pcs	24		
18.	Plastic Punch File Brand: Matador Group or equivalent Material: Plastic Colour: Multicolor Country of Origin: Bangladesh	Pcs	12		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Size: A4				
19.	Clear file Brand: Huajie or equivalent Colour: Clear Material: Plastic Sheet Size: A4 Tab Position: Top	Pcs	40		
20.	Glue Stick Brand: Fevi stik or equivalent Size: 25 gm Color: Clear/Transparent	Pcs	12		
21.	Stapler Kangaro (large) Brand: kangaroo or equivalent Throat Depth: 64mm Stapling Capacity: 30 Loading Capacity: 24/6-50, 26/6-100 Weight: 164g Dimension(in): 4.5L x 1.5W x 2H	Pcs	3		
22.	Stapler Pin Box Brand: Kangaro or equivalent Quantity Per Pack: 1 Pack Material: Stainless Steel Kangaro Stapler Pin 24/6-1M - 1 Box	Box	12		
23.	Steel Scale-12" Material: Stainless Steel Material: Stainless Steel Colour: Silver Size: 12 Inch	Pcs	3		
24.	Fluid pen-uni correction pen Brand: Uni-Ball or equivalent Ink Color: white Volume: 8 ml	Pcs	2		
25.	Pin Remover-Kangaro Brand: Kangaro or equivalent Country of Origin: India Material: Stainless Steel	Pcs	3		
26.	Note Pad - Legal Size Colour: Lite Blue Size: 100 pages (per box)	Box	5		
27.	Scissor Brand: Deli or equivalent Blade MM: 180mm Blade Size: 7inch. Color: Black & Red Polished Stainless Steel Blade	Pcs	3		
28.	Punch Machine-Small (Double punch) Brand: Kangaro or equivalent Model: DP-280 Product Type: Punch Machine Small 2 hole punch in metal construction. Punches up to 12 sheets.	Pcs	3		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Waste paper collection tray to avoid spillage. Indicator for paper center position. Color: Multi Color Material: Steel and Plastic				
29.	Punch Machine-Small (single punch) Brand: Kangaro or equivalent Material: Stainless Steel Colour: Silver Application: Single Hole Punch Machine	Pcs	3		
30.	Anti-Cutter (Big) Brand: Deli or equivalent Product Tupe: Anti Cutter Color: Blue 1pc extra Blade inside Blade Size: 0.5mmX18mmX100mm Cutter Dimension: 160*43*20mm. Auto Lock Material: ABS + carbon tool steel Packaging: Blister Card Cutter type: 8 snap-off blades Blade made of SK5 Steel	Pcs	2		
31.	Single File Holder Brand: Good Luck or equivalent Material:PP (Polypropylene) Colour:Green,Purple Features: Unique design, Larger Space, Curved front lip for protecting the edge of the document Dimensions: L-268 x W-104.75 x H-296.50 mm	Pcs	6		
32.	Box File with Folder Brand: HUAJIE or equivalent Quick Overview · Box File (Local), Material: Hard paper board, Box measurement: 15" x 3" x 10.3" [H x W x L], Files open on the top and right-hand side. Pcs 30	Pcs	6		
33.	Waste Bin (Plastic) Brand: RFL or equivalent Type: Polypropylene Wave Paper Basket Dimension (LxWxH): 28.5x28.5x26 cm)	Pcs	4		
34.	Facial Tissue Brand: Fresh or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	Pcs	24		
35.	Toilet Tissue (White) Brand: Bashundhara or Equivalent Quantity: 212 sheets X 2 ply Basic Raw Material: Recycled Pulp	Pcs	480		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Color: White Fragrance: Non-Perfumed GSM: 24 Weight: 120 gm (+/-) Per Sheet Size: 114 mm x 100 mm				
36.	Hand Towel Tissue (250 Pcs per pack) Bashundhara or equivalent Quantity: 250 Pcs X 1 ply Basic Raw Material: Virgin Pulp Color: White Fragrance: Non-Perfumed GSM: 36 Weight 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm	Pcs	24		
37.	Multi Use Towel Tissue (150 Pcs per pack) Bashundhara or equivalent Quantity: 150 Pcs X 1 ply Basic Raw Material: Virgin Pulp Color: White Fragrance: Non-Perfumed GSM: 36 Weight 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm	Pcs	48		
38.	Kitchen Towel Single Roll Brand: Bashundhara or equivalent Quantity: 88 pcs x 2 ply Basic Raw Material: 100% Virgin pulp Fragrance Status: Non-perfumed GSM: 25 Height: 9 inches Per sheet size: 228 mm x 225 mm	Pcs	60		
39.	Air Freshener Brand: Wave or equivalent Flavor: Lemongrass Size: 300ml	Pcs	12		
40.	Air Freshener Brand: Darco or equivalent Volume: 180ml Par cane. Air Neutralizer Air Sanitizer Assainisear-Bactericide 3000 metered Sprays Made in Korea.	Pcs	18		
41.	Insect Spray: Aerosol (300ml) Brand: ACI or equivalent Volume: 300 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can	Pcs	18		
42.	Handwash bottle (5 liter) Brand: Lifebuoy or Equivalent	Pcs	3		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Packing: Poly Pack Weight: 5 liter Cleansing Efficiency: Effectively removes dirt, grease, and germs from the hands Antibacterial Action: Proven to kill 99.9% of germs and bacteria				
43.	Dishwashing Liquid 1 liter Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 1 liter Application: Cleaning and degreasing dishes, utensils, and cookware pH: Mildly acidic to neutral (pH 6-8) Density: Typically around 1.03 g/mL Solubility: Fully soluble in water	Pcs	18		
44.	Odonil Product Type: Air Freshener Fragrance: Jasmine, mystic rose, lavender Capacity: 50g Brand: Odonil or equivalent	Pcs	24		
Total Price including TAX & VAT (BDT)					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra Gopalganj Aminbazar 400kV Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka UTC Building, (Level-13), 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

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1021.05

Issued On: October 21, 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	<p>A4 printing paper Brand: Double A or equivalent is preferable Product Size 210mm X 297mm Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80</p>	
2	<p>Legal Offset Paper Brand: Double-A or equivalent is preferable Product Type: Offset Paper Product Origin: Bangladesh Product Size: Legal (14 × 8.5 in) Quantity: 500 Sheet Quality: 80GSM</p>	
3	<p>A3 Offset Paper Brand: Double A or equivalent is preferable Model: A3 80gsm Paper Type: Offset Paper Weight: 80 gsm Paper Size: A3 (8.5 x11 Inch) Paper Quantity: 500 Sheets (1 Ream)</p>	
4	<p>Register Book Brand: Deli or Equivalent Size: Legal (14 × 8.5 in) 200 page Colors: Inside pages blue and margined Good Quality</p>	
5	<p>Car Log Book</p>	
6	<p>Ball Pen (Black) Brand: Matador i-teen or equivalent Ink Color: Black Tip Size: 0.7 mm</p>	
7	<p>Ball Pen (Blue) Brand: Matador Ocean Gel or equivalent Point 0.6 mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing</p>	
8	<p>Ball Pen (Red) Brand: Matador i-teen Gel or equivalent Point 0.6 mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing</p>	
9	<p>Metal Clipboard Brand: Deli 64504 or equivalent Aluminum Frame A4 Sized Colour: Silver Net Weight: 230g Mini tip 0.5mm Quantity: 12pc Ink Color: Black Gel Ink Pen Soft Grip Material:</p>	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	ABS, AS, PC Pen clip included Low viscosity ink Premium Quality	
10	Clip Board with Cover Brand: Deli 64512 or equivalent Colour: Dark Gray Material: 2.0mm foam PP Orientation: Horizontal Product Net Weight: 225g Product Dimensions: L:33 x W:25 x D:1.5 (cm)	
11	Pencil Brand: Faber-Castell or Equivalent 2B Pencil 68 gm	
12	Sharpener Brand: Deli or equivalent Product: One hole sharpener Specification: 41*36*21mm, 10.2gram/pcs Material: GPPS + Steel	
13	Eraser Brand: Deli or equivalent Product Type: Erasers Size: Small Dimension: 27 x 14 x 9 mm (Each Eraser)	
14	Pencil Battery AAA Brand: Maxell or equivalent Type: Alkaline Battery(Non- rechargeable) Chemical System: Alkaline Manganese Dioxide Size: LR-03/AAA Nominal Voltage:1.5 Volt	
15	Pencil Battery AA Brand: Maxell or equivalent Product Type: Alkaline Battery (Non-rechargeable) Chemical System: Alkaline Manganese Dioxide Size: LR-06/ AA Nominal Voltage: 1.5 Volt	
16	Index File (2") Brand: HUAJIE or equivalent Product Type: Lever Arch Ring File Holds: A4 Spine Material: PVC cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red	
17	Record File Board with ribbon	
18	Plastic Punch File Brand: Matador Group or equivalent Material:Plastic Colour: Multicolor Country of Origin: Bangladesh Size: A4	
19	Clear file Brand: Huajie or equivalent Colour: Clear	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Material: Plastic Sheet Size: A4 Tab Position: Top	
20	Glue Stick Brand: Fevi stik or equivalent Size: 25 gm Color: Clear/Transparent	
21	Stapler Kangaro (large) Brand: kangaroo or equivalent Throat Depth: 64mm Stapling Capacity: 30 Loading Capacity: 24/6-50, 26/6-100 Weight: 164g Dimension(in): 4.5L x 1.5W x 2H	
22	Stapler Pin Box Brand: Kangaro or equivalent Quantity Per Pack: 1 Pack Material: Stainless Steel Kangaro Stapler Pin 24/6-1M - 1 Box	
23	Steel Scale-12" Material: Stainless Steel Material: Stainless Steel Colour: Silver Size: 12 Inch	
24	Fluid pen-uni correction pen Brand: Uni-Ball or equivalent Ink Color: white Volume: 8 ml	
25	Pin Remover-Kangaro Brand: Kangaro or equivalent Country of Origin: India Material: Stainless Steel	
26	Note Pad - Legal Size Colour: Lite Blue Size: 100 pages (per box)	
27	Scissor Brand: Deli or equivalent Blade MM: 180mm Blade Size: 7inch. Color: Black & Red Polished Stainless Steel Blade	
28	Punch Machine-Small (Double punch) Brand: Kangaro or equivalent Model: DP-280 Product Type: Punch Machine Small 2 hole punch in metal construction. Punches up to 12 sheets. Waste paper collection tray to avoid spillage. Indicator for paper center position. Color: Multi Color Material: Steel and Plastic	
29	Punch Machine-Small (single punch) Brand: Kangaro or equivalent	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Material: Stainless Steel Colour: Silver Application: Single Hole Punch Machine	
30	Anti-Cutter (Big) Brand: Deli or equivalent Product Tupe: Anti Cutter Color: Blue 1pc extra Blade inside Blade Size: 0.5mmX18mmX100mm Cutter Dimension: 160*43*20mm. Auto Lock Material: ABS + carbon tool steel Packaging: Blister Card Cutter type: 8 snap-off blades Blade made of SK5 Steel	
31	Single File Holder Brand: Good Luck or equivalent Material:PP (Polypropylene) Colour:Green,Purple Features: Unique design, Larger Space, Curved front lip for protecting the edge of the document Dimensions: L-268 x W-104.75 x H-296.50 mm	
32	Box File with Folder Brand: HUAJIE or equivalent Quick Overview · Box File (Local), Material: Hard paper board, Box measurement: 15" x 3" x 10.3" [H x W x L], Files open on the top and right-hand side. Pcs 30	
33	Waste Bin (Plastic) Brand: RFL or equivalent Type: Polypropylene Wave Paper Basket Dimension (LxWxH): 28.5x28.5x26 cm)	
34	Facial Tissue Brand: Fresh or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	
35	Toilet Tissue (White) Brand: Bashundhara or Equivalent Quantity: 212 sheets X 2 ply Basic Raw Material: Recycled Pulp Color: White Fragrance: Non-Perfumed GSM: 24 Weight; 120 gm (+/-) Per Sheet Size: 114 mm x 100 mm	
36	Hand Towel Tissue (250 Pcs per pack) Bashundhara or equivalent Quantity: 250 Pcs X 1 ply Basic Raw Material: Virgin Pulp Color: White Fragrance: Non-Perfumed	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	GSM: 36 Weight 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm	
37	Multi Use Towel Tissue (150 Pcs per pack) Bashundhara or equivalent Quantity: 150 Pcs X 1 ply Basic Raw Material: Virgin Pulp Color: White Fragrance: Non-Perfumed GSM: 36 Weight 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm	
38	Kitchen Towel Single Roll Brand: Bashundhara or equivalent Quantity: 88 pcs x 2 ply Basic Raw Material: 100% Virgin pulp Fragrance Status: Non-perfumed GSM: 25 Height: 9 inches Per sheet size: 228 mm x 225 mm	
39	Air Freshener Brand: Wave or equivalent Flavor: Lemongrass Size: 300ml	
40	Air Freshener Brand: Darco or equivalent Volume: 180ml Par cane. Air Neutralizer Air Sanitizer Assainissear-Bactericide 3000 metered Sprays Made in Korea.	
41	Insect Spray: Aerosol (300ml) Brand: ACI or equivalent Volume: 300 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can	
42	Handwash bottle (5 liter) Brand: Lifebuoy or Equivalent Packing: Poly Pack Weight: 5 liter Cleansing Efficiency: Effectively removes dirt, grease, and germs from the hands Antibacterial Action: Proven to kill 99.9% of germs and bacteria	
43	Dishwashing Liquid 1 liter Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 1 liter Application: Cleaning and degreasing dishes, utensils, and cookware	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	pH: Mildly acidic to neutral (pH 6-8) Density: Typically around 1.03 g/mL Solubility: Fully soluble in water	
44	Odonil Product Type: Air Freshener Fragrance: Jasmine, mystic rose, lavender Capacity: 50g Brand: Odonil or equivalent	



**Purchase Order
FOR
Procurement of Stationery Items for Payra Gopalganj Aminbazar 400kV
Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka**

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 BCPCCL 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 LTD.
Level#5, UTC Building, 8 Panthapath, Kawran Bazar
Dhaka-1215, Bangladesh



Terms and Conditions
for
Procurement of Stationery Items for Payra Gopalganj Aminbazar 400kV
Double Circuit Transmission Line 2nd Phase Project camp office, Dhaka

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 will be paid upon submission and acceptance of the Delivery Challan.
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.

