



**BCPCL**

**Bangladesh-China Power Company Ltd.  
A Joint Venture of CMC & NWPGL**

**REQUEST FOR QUOTATION  
FOR**

**Procurement of Annual Maintenance of 01 (one) nos Lift installed at  
Admin Building of Payra 1320 MW TPPP 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/2024-25/0320.03**

**Issued On: March 20,2025**

**Submission Deadline: March 25, 2025 (before 12:00PM)**





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**Bangladesh-China Power Company Ltd.**  
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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 Works and physical 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 is being requested on Unit-Rate/Lump-sum basis.
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 execution of the Works (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail on or before 12:00 PM on March 25,2025. The envelope containing the Quotation must be clearly marked "**Procurement of Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP Site**" and "DO NOT OPEN before 12:30 P.M. on March 25,2025". 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.





13. 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.
14. *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.*
15. 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.
16. 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.
17. The execution of monthly maintenance Works and physical services shall be completed when necessary and notified by the Procuring Entity.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 07 days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 03 days of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

*Rashed*  
*20/04/2025*

*to*  
Rashed Morshed  
Superintending Engineer  
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/2024-25/0320.03**

**Issued On: March 20,2025**

**Superintending Engineer**

**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 Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP 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 the Conditions of Contract 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 **March 20,2025.**

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:





## Bill of Quantities

Sl. No	Description of Goods and Related Services	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
<b>Fixed Part (A)</b>					
01	01 (one) nos Lift Maintenance (G plus 3) Manufacturer: Shanghai Mitsubishi Elevator 14 person , 1050 kg	Job (Monthly)	24		
<b>Sub-total (Part A)</b>					
<b>Reimbursable Part (B)</b>					
02	Relay	Pcs	04		
03	Limit Switch	Pcs	06		
04	Button	Pcs	12		
05	Mother Board	Pcs	01		
06	Level Switch	Pcs	06		
07	Servo Motor	Pcs	02		
08	AVR Card	Pcs	01		
09	Carbon Brush	Pcs	02		
<b>Sub-total Part B</b>					
<b>Total Price including VAT &amp; IT (Part A + Part B)</b>					

**Note: Number of Spares for maintenance may increase in quantity as per actual requirement. Payment will be made as per actual usage.**

Total Price (in words)	
Works to be executed in & Mode of Transport	The work shall be executed in Payra 1320 MW Thermal Power Plant located in Dhankhali, Kalapara, Patuakhali. Transport, Fooding and other logistics must be arranged by the contractor.

[.....] 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:**

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, & 6 by the Quotationer.
2. 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 for Annual Maintenance of 01 (one) nos Lift installed  
at Admin Building of Payra 1320 MW TPPP Site  
Check List/Scope of Service**

Sl. No.	Item Description
01	<b>General Checklist:</b> <ul style="list-style-type: none"> <li>a. Gear oil</li> <li>b. Speed Governor</li> <li>c. Control Box Cleaning</li> <li>d. Machine room cleaning</li> <li>e. Voltage Stabilizer</li> <li>f. Rescue Device</li> <li>g. Temperature of motor</li> <li>h. Nut, bolt, for motor &amp; gear box</li> <li>i. Motor Break</li> <li>j. Fan, Light</li> <li>k. Circuit Breaker</li> </ul>
02	<b>Shaft:</b> <ul style="list-style-type: none"> <li>a. Main &amp; CWT guide cleaning</li> <li>b. Landing door contact, Header Cleaning &amp; Oiling (if necessary)</li> <li>c. Landing door Sill, Slipper Cleaning &amp; Checking</li> <li>d. Counter weight</li> <li>e. Main Governor rope cleaning &amp; checking</li> <li>f. Oiling of Main &amp; CWT guide checking</li> <li>g. Travelling cable checking</li> <li>h. Nut, bolt checking for bracket &amp; guide rail</li> <li>i. Safety Switch</li> <li>j. Limit Switch</li> </ul>
03	<b>CAR:</b> <ul style="list-style-type: none"> <li>a. Safety SW cleaning &amp; checking</li> <li>b. Safety gear, Guide shoes checking, cleaning &amp; oiling</li> <li>c. Car top cleaning &amp; checking</li> <li>d. Fan, Car light, top car light checking</li> <li>e. Intercom &amp; Alarm bell checking</li> <li>f. Over load checking</li> <li>g. Car door drive checking &amp; cleaning</li> <li>h. COP push button and display checking</li> <li>i. Main guide &amp; CWT guide shoe checking</li> <li>j. Photo cell checking</li> </ul>
04	<b>PIT:</b> <ul style="list-style-type: none"> <li>a. Speed governor pulley switch cleaning &amp; checking</li> <li>b. Stop switch cleaning &amp; checking</li> <li>c. Buffer &amp; Buffer spring checking</li> <li>d. Pit cleaning</li> </ul>
05	<b>HALL:</b> <ul style="list-style-type: none"> <li>a. Hall push button checking &amp; cleaning</li> <li>b. Hall display cleaning &amp; checking</li> <li>c. Door key, Machine room key checking</li> </ul>





## Invitation for signing Contract

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0320.03

Issued On: March 20,2025

*Name Address of the contractor*

This is to notify you that your **Quotation** dated **March .....,2025** for the execution of the Works and physical services named **Procurement of Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP Site** for the Contract Price of **BDT** only including VAT & IT as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within 3 **(three)** days of issuing this Letter of Invitation; but in no case later than **March .....,2025**.

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

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



## Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between [name and address of Procuring Entity] (hereinafter called “the Procuring Entity”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named **Procurement of Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP Site** and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka [insert Contract price in figures and in words] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - (a) the signed Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of Contract
  - (d) the Specifications
  - (e) the Design and Drawings
  - (f) the priced Bill of Quantities
  - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

**For the Procuring Entity**

**For the Contractor**

Signature

Name

Designation

In the presence of

Name





**Conditions of Contract**  
**for**  
**Procurement of Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP Site**

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the Rules & Regulations of BCPCL.
3. The Firm shall have to commence the Service within 07(seven) days of signing of the Contract Agreement.
4. The Firm shall comply with all the Technical Specification for 'Procurement of Annual Maintenance of 01 (one) nos Lift installed at Admin Building of Payra 1320 MW TPPP Site' mentioned in page 06.
5. The Firm shall immediately submit to the Procuring Entity a Programme of service showing the timing for all the activities and components of Service.
6. The Firm shall maintain Pro Rata progress of the Service. Progress shall be determined in terms of the value of the works executed.
7. The Firm shall be entitled to an extension of the service schedule if the Procuring Entity delays in receiving the services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
8. The Procuring Entity shall check and verify the service executed by the Firm and notify the Firm of any Defects found.
9. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Firm to:
  - a. remove and replace any service or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other service or part thereof which is not in accordance with the Contract, and
  - c. execute any service which is urgently required for the safety of the study.
10. The Firm shall submit to the Procuring Entity the progressive invoices for estimated value of service executed less the cumulative amount certified previously.
11. The Firm shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
12. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities:

**Mode of Payment:**

Payments shall be made in line with agreed-on outputs according to the following schedule:

- **1<sup>st</sup> Payment:** Twenty-five (25%) lump-sum Contract Price (Fixed Part A portion) shall be paid after completion of 06 (six) times repair/maintenance in the first 06 (six) months (1<sup>st</sup> & 2<sup>nd</sup> quarter) successfully and duly accepted by competent authority of BCPCL;
- **2<sup>nd</sup> Payment:** Twenty-five (25%) lump-sum Contract Price (Fixed Part A portion) shall be paid after completion of 06 (six) times repair/maintenance in the next 06(six) months (3<sup>rd</sup> & 4<sup>th</sup> quarter) successfully and duly accepted by competent authority of BCPCL;
- **3<sup>rd</sup> Payment:** Twenty-five (25%) lump-sum Contract Price (Fixed Part A portion) shall be paid after completion of 06 (six) times repair/maintenance in the following 06(six) months (5<sup>th</sup> & 6<sup>th</sup> quarter) successfully and duly accepted by competent authority of BCPCL .





- **Final Payment** Twenty-five (25%) lump-sum Contract Price (Fixed Part A portion) shall be paid after completion of 06 (six) times repair/maintenance in the last 06(six) months (7<sup>th</sup> & 8<sup>th</sup> quarter) successfully and duly accepted by competent authority of BCPCL.
13. The reimbursable amount will be paid with the above milestone as per actual requirements duly verified by BCPCL.
  14. The Firm'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.
  15. The total Contract Price is **BDT [insert amount both in number and words] only**.
  16. No works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifty (50) percent of the Contract Price subject to threshold specified in the Procurement Procedures and Delegation of Financial Power-2019 of Bangladesh China Power Company Limited.
  17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.
  18. The Firm shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Service, and the Procuring Entity shall do so upon deciding that the work is completed.
  19. The Procuring Entity shall, within 07 (Seven) working days after receiving the Firm's application:
    - a) issue the Completion Certificate to the Firm stating that the Services were completed in accordance with the Contract, or
    - b) reject the application, giving reasons and specifying the works required to be done/redone by the Firm to enable issuance of the Completion Certificate.
  20. The Contractor shall make reasonable provisions for the occupational safety and health of himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the physical services.
  21. The Firm 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 executing the work. Any claim arising out of execution of the works shall be settled by the Firm at his/her own cost and responsibility.
  22. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Firm at the Firm's own cost, if the loss or damage arises from the Firm's acts or omissions.
  23. The Procuring Entity may, by written Notice sent to the Firm, terminate the Contract in whole or in part at any time, if the Firm:
    - a) fails to sign the Contract or commence the Service within the specified time.
    - b) fails to achieve satisfactory progress of Service in accordance with the Programme of Service.
    - c) fails to complete the services as per Terms of References.
    - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
    - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in executing the service.
    - f) fails to perform any other obligation(s) under the Contract.
  24. The Procuring Entity and the Firm shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

