



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

**Procurement of Stationery Items (October-2024 to January 2025) for
Corporate Office of BCPCL**

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/2024-25/0910.03

Issued On: September 10, 2024

Date of Submission: September 17, 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

for

Procurement of Stationery Items (October-2024 to January 2025) for Corporate Office of BCPCL

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0910.03

Issued On: September 10, 2024

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 September 17, 2024, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items (October-2024 to January 2025) for Corporate Office of BCPCL**" and "**DO NOT OPEN** before September 17, 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 of **Group-01** shall be completed within **7 days** from the date of issuing the Purchase Order and **Group-02** after **60 days** from the successful delivery of Group-01.
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.

FRAN
10/09/2024

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/2024-25/0910.03

Issued On: September 10, 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 (October-2024 to January 2025) 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 **September 10, 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

Group-01 (Need to Complete Delivery within 7 Days of Issuing PO Tentative September 25, 2024)

Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
1	Wood mark Pen (Black) Brand: Matador or equivalent Oil based gel ink. 0.7 mm NS tip with TC ball. Extra refilling opportunity. Smooth and flawless writing. Wooden designed matt foil body Rubber grip for better writing performance	Pcs	25		
2	Ball Pen (Black) Brand: Pentonic or equivalent Ink Color: Black Country of Origin: India Quantity Per Pack: 10 Pcs; Tip Size: 0.7 mm	Pcs	25		
3	Ball Pen (Black) Brand: Matador Radiant or equivalent Brand: Matador Group. Tip Size: 0.6 mm. Pen Length: 15 cm. Product Type: Ball Pen	Pcs	25		
4	Ball Pen (Black) Brand: Econo Ocean or equivalent Point 0.5mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing	Pcs	25		
5	Ball Pen (Black) Brand: Cello or equivalent Cello Gripper Ball point Pen - Pack of 10 - Blue Ink - 0.5mm tip	Pcs	25		
6	Ball Pen (Black) Brand: Test Good or equivalent Mini tip 0.5mm Quantity: 12pc Ink Color: Black Gel Ink Pen Soft Grip Material: ABS, AS, PC Pen clip included Low viscosity ink Premium Quality	Pcs	30		
7	Pencil Brand: Faber-Castell or Equivalent 2B Pencil 68 gm	Pcs	25		
8	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 Cover GSM: Laminated Print	Rim	60		
9	Insect Spray: Aerosol (300ml) Brand: ACI or equivalent	Pcs	40		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Volume: 300 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can				
10	Air Freshener Brand: Darco or equivalent Volume: 300ml Par cane. Air Neutralizer Air Sanitizer Assainisear-Bactericide 3000 metered Sprays; Made in Korea.	Pcs	35		
11	Air Freshener Brand: ACI or equivalent ACI Air Freshener · Size: 300ml, A good quality product, Net Weight: 300ml,	Pcs	10		
12	Heavy Duty AA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	75		
13	Heavy Duty AAA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AAA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	20		
14	23A Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 12V Size: 23A Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	10		
15	Facial Tissue Brand: Fresh or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	Pcs	110		
16	Dishwashing Liquid Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 500 ml Application: Cleaning and degreasing dishes, utensils, and cookware pH: Mildly acidic to neutral (pH 6-8) Density: Typically around 1.03 g/mL	Pcs	20		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Solubility: Fully soluble in water				
17	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	Pcs	450		
18	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	160		
19	Handwash Refill (170 gm) Brand: Lifebuoy or Equivalent Packing: Poly Pack Weight: 170 ml Cleansing Efficiency: Effectively removes dirt, grease, and germs from the hands Antibacterial Action: Proven to kill 99.9% of germs and bacteria	Pcs	110		
20	EXTRA Large Garbage Bag (45" X 27") Black	Pcs	80		
21	Stapler Pin Box Brand: Kangaro or equivalent Quantity Per Pack: 1 Pack Material: Stainless Steel Country of Origin: India Stapler Pin 24/6-1M - 1 Box	Box	24		
22	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 51 mm Color: Black; Packaging: Box Quality: Standard & made in China	Box	10		
23	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 32 mm Color: Black; Packaging: Box Quality: Standard & made in China	Box	15		
24	Index File (Small-15 Medium-18 Big-17) 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	Pcs	50		
25	Register Book	Pcs	8		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Brand: Deli or Equivalent; Inch: 08" Colors: Inside pages blue and margined				
26	Register Book: Brand: Deli or Equivalent Inch: 06" Colors: Inside pages blue and margined	Pcs	8		
27	Mouse A4TECH G3-200N V-TRACK Wireless Mouse or Equivalent Model: G3-200N or Equivalent Resolution: 1000 dpi Air Interface: 2.4 GHz; Radius: 10 m	Pcs	1		
28	Book Binding Tape Hunter or Equivalent Binding Rexine Tape Color: Black/Green/ 10 meter (+ -) wide: 1.75 inch Good and Premium Quality For Professional Work	Pcs	25		
29	Product Type: Stick Up Liquid Glue Brand: Deli or equivalent Size: 15 gm Color: Clear/Transparent	Pcs	20		
30	Scotch tape -60 yard (transparent) Material: Plastic Color: Transparent Country of Origin: China	Pcs	5		
31	Box File (File & Folders) 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	15		
32	Highlighter (Different Color) Brand: Faber Castell or Equivalent	Pcs	12		
33	Business Card Holder (Transparent) Brand: Deli or Equivalent Dimensions 103×68×34mm	Pcs	3		
34	Report Cover/Punch File (Black) Brand: Matador or Equivalent Size: A4. Capacity 30 Sheets	Pcs	25		
35	Tea Bag (Box) Brand: Mrizapore or Equivalent Quantity: Tea Bag - 50 Pcs	Box	60		
36	Coffee Mate Brand: Nescafe or equivalent Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g Plastic Jar	Pcs	35		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
	Origin: Thailand				
37	Coffee Brand: Nescafe Original or Equivalent Net weight: 210g Quality: 100% Original (Glass Jar) Origin: Indonesia	Pcs	25		
38	Sugar Brand: ACI or equivalent white sugar (1kg packet) or equivalent	Kg	30		
Total Price including TAX & VAT (BDT)					

Group-02 (Need to Complete Delivery after 2 Months of Issuing PO Tentative November 25, 2024)

Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
1	Wood mark Pen (Black) Brand: Matador or equivalent Oil based gel ink. 0.7 mm NS tip with TC ball. Extra refilling opportunity. Smooth and flawless writing. Wooden designed matt foil body Rubber grip for better writing performance	Pcs	25		
2	Ball Pen (Black) Brand: Pentonic or equivalent Ink Color: Black Country of Origin: India Quantity Per Pack: 10 Pcs; Tip Size: 0.7 mm	Pcs	25		
3	Ball Pen (Black) Brand: Matador Radiant or equivalent Brand: Matador Group. Tip Size: 0.6 mm. Pen Length: 15 cm. Product Type: Ball Pen	Pcs	25		
4	Ball Pen (Black) Brand: Econo Ocean or equivalent Point 0.5mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing	Pcs	25		
5	Ball Pen (Black) Brand: Cello or equivalent Cello Gripper Ball point Pen - Pack of 10 - Blue Ink - 0.5mm tip	Pcs	25		
6	Ball Pen (Black) Brand: Test Good or equivalent Mini tip 0.5mm Quantity: 12pc Ink Color: Black Gel Ink Pen Soft Grip Material: ABS, AS, PC Pen clip included Low viscosity ink Premium Quality	Pcs	30		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
7	Pencil Brand: Faber-Castell or Equivalent 2B Pencil 68 gm	Pcs	25		
8	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 Cover GSM: Laminated Print	Rim	60		
9	Insect Spray: Aerosol (300ml) Brand: ACI or equivalent Volume: 300 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can	Pcs	40		
10	Air Freshener Brand: Darco or equivalent Volume: 300ml Par cane. Air Neutralizer Air Sanitizer Assainissear-Bactericide 3000 metered Sprays; Made in Korea.	Pcs	35		
11	Air Freshener Brand: ACI or equivalent ACI Air Freshener · Size: 300ml, A good quality product, Net Weight: 300ml,	Pcs	10		
12	Heavy Duty AA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	75		
13	Heavy Duty AAA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AAA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	20		
14	23A Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 12V Size: 23A Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	Pcs	10		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
15	Facial Tissue Brand: Fresh or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	Pcs	110		
16	Dishwashing Liquid Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 500 ml 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	20		
17	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	Pcs	450		
18	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	160		
19	Handwash Refill (170 gm) Brand: Lifebuoy or Equivalent Packing: Poly Pack Weight: 170 ml Cleansing Efficiency: Effectively removes dirt, grease, and germs from the hands Antibacterial Action: Proven to kill 99.9% of germs and bacteria	Pcs	110		
20	EXTRA Large Garbage Bag (45" X 27") Black	Pcs	80		
21	Stapler Pin Box Brand: Kangaro or equivalent Quantity Per Pack: 1 Pack Material: Stainless Steel Country of Origin: India Stapler Pin 24/6-1M - 1 Box	Box	24		
22	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 51 mm Color: Black; Packaging: Box Quality: Standard & made in China	Box	10		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
23	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 32 mm Color: Black; Packaging: Box Quality: Standard & made in China	Box	15		
24	Index File (Small-15 Medium-17 Big-18) 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	Pcs	50		
25	Register Book Brand: Deli or Equivalent; Inch: 08" Colors: Inside pages blue and margined	Pcs	7		
26	Register Book: Brand: Deli or Equivalent Inch: 06" Colors: Inside pages blue and margined	Pcs	7		
27	Mouse A4TECH G3-200N V-TRACK Wireless Mouse or Equivalent Model: G3-200N or Equivalent Resolution: 1000 dpi Air Interface: 2.4 GHz; Radius: 10 m	Pcs	1		
28	Book Binding Tape Hunter or Equivalent Binding Rexine Tape Color: Black/Green/ 10 meter (+ -) wide: 1.75 inch Good and Premium Quality For Professional Work	Pcs	25		
29	Product Type: Stick Up Liquid Glue Brand: Deli or equivalent Size: 15 gm Color: Clear/Transparent	Pcs	20		
30	Scotch tape -60 yard (transparent) Material: Plastic Color: Transparent Country of Origin: China	Pcs	5		
31	Box File (File & Folders) 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	15		
32	Highlighter (Different Color) Brand: Faber Castell or Equivalent	Pcs	12		



Sl. No	Item Description	Unit	Qty	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6
33	Business Card Holder (Transparent) Brand: Deli or Equivalent Dimensions 103×68×34mm	Pcs	2		
34	Report Cover/Punch File (Black) Brand: Matador or Equivalent Size: A4. Capacity 30 Sheets	Pcs	25		
35	Tea Bag (Box) Brand: Mrizapore or Equivalent Quantity: Tea Bag - 50 Pcs	Box	60		
36	Coffee Mate Brand: Nescafe or equivalent Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g Plastic Jar Origin: Thailand	Pcs	35		
37	Coffee Brand: Nescafe Original or Equivalent Net weight: 210g Quality: 100% Original (Glass Jar) Origin: Indonesia	Pcs	25		
38	Sugar Brand: ACI or equivalent white sugar (1kg packet) or equivalent	Kg	30		
Total Price including TAX & VAT (BDT)					

Summary of Price:

Sl. No.	Particulars	Total Price Including VAT & Tax
A	Group-01	
B	Group-02	
Total Price Including VAT & Tax		

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 for Group-01 and 60 Days from the date of Successful delivery of Group-01 for Group-02 .

[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/2024-25/0910.03

Issued On: September 10, 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>Wood mark Pen (Black) Brand: Matador or equivalent Oil based gel ink. 0.7 mm NS tip with TC ball. Extra refilling opportunity. Smooth and flawless writing. Wooden designed matt foil body Rubber grip for better writing performance</p>	
2	<p>Ball Pen (Black) Brand: Pentonic or equivalent Ink Color: Black Country of Origin: India Quantity Per Pack: 10 Pcs; Tip Size: 0.7 mm</p>	
3	<p>Ball Pen (Black) Brand: Matador Radiant or equivalent Tip Size: 0.6 mm. Pen Length: 15 cm. Product Type: Ball Pen</p>	
4	<p>Ball Pen (Black) Brand: Econo Ocean or equivalent Point 0.5mm , Techno radius Tip , Waterproof Ink , Interflow Ink Technology for Smooth Writing</p>	
5	<p>Ball Pen (Black) Brand: Cello or equivalent Cello Gripper Ball point Pen - Pack of 10 - Blue Ink - 0.5mm tip</p>	
6	<p>Ball Pen (Black) Brand: Test Good or equivalent Mini tip 0.5mm Quantity: 12pc Ink Color: Black Gel Ink Pen Soft Grip Material: ABS, AS, PC Pen clip included Low viscosity ink Premium Quality</p>	
7	<p>Pencil Brand: Faber-Castell or Equivalent 2B Pencil 68 gm</p>	
8	<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 Cover GSM: Laminated Print</p>	
9	<p>Insect Spray: Aerosol (300ml) Brand: ACI or equivalent Volume: 300 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can</p>	
10	<p>Air Freshener Brand: Darco or equivalent Volume: 300ml Par cane. Air Neutralizer Air Sanitizer</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
	Assainisear-Bactericide 3000 metered Sprays; Made in Korea.	
11	Air Freshener Brand: ACI or equivalent ACI Air Freshener · Size: 300ml, A good quality product, Net Weight: 300ml,	
12	Heavy Duty AA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	
13	Heavy Duty AAA Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 1.5V Size: AAA (LR6) Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	
14	23A Battery Brand: Sunlight or equivalent Battery Type: Zinc-Carbon Nominal Voltage: 12V Size: 23A Chemical System: Zinc-Carbon Standards: Compliant with relevant industry standards for battery safety and performance	
15	Facial Tissue Brand: Fresh or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	
16	Dishwashing Liquid Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 500 ml 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	
17	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	
18	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	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
19	Handwash Refill (170 gm) Brand: Lifebuoy or Equivalent Packing: Poly Pack Weight: 170 ml Cleansing Efficiency: Effectively removes dirt, grease, and germs from the hands Antibacterial Action: Proven to kill 99.9% of germs and bacteria	
20	EXTRA Large Garbage Bag (45" X 27") Black	
21	Stapler Pin Box Brand: Kangaro or equivalent Quantity Per Pack: 1 Pack Material: Stainless Steel Country of Origin: India Stapler Pin 24/6-1M - 1 Box	
22	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 51 mm Color: Black; Packaging: Box Quality: Standard & made in China	
23	Product Type: Binding Clip Quantity Per Box: 12 Pcs Size: 32 mm Color: Black; Packaging: Box Quality: Standard & made in China	
24	Index File (Small-15 Medium-17 Big-18) 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	
25	Register Book Brand: Deli or Equivalent; Inch: 08" Colors: Inside pages blue and margined	
26	Register Book: Brand: Deli or Equivalent Inch: 06" Colors: Inside pages blue and margined	
27	Mouse A4TECH G3-200N V-TRACK Wireless Mouse or Equivalent Model: G3-200N or Equivalent Resolution: 1000 dpi Air Interface: 2.4 GHz; Radius: 10 m	
28	Book Binding Tape Hunter or Equivalent Binding Rexine Tape Color: Black/Green/ 10 meter (+ -) wide: 1.75 inch Good and Premium Quality For Professional Work	
29	Product Type: Stick Up Liquid Glue Brand: Deli or equivalent Size: 15 gm Color: Clear/Transparent	



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	Scotch tape -60 yard (transparent) Material: Plastic Color: Transparent Country of Origin: China	
31	Box File (File & Folders) 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.	
32	Highlighter (Different Color) Brand: Faber Castell or Equivalent	
33	Business Card Holder (Transparent) Brand: Deli or Equivalent Dimensions 103×68×34mm	
34	Report Cover/Punch File (Black) Brand: Matador or Equivalent Size: A4. Capacity 30 Sheets	
35	Tea Bag (Box) Brand: Mrizapore or Equivalent Quantity: Tea Bag - 50 Pcs	
36	Coffee Mate Brand: Nescafe or equivalent Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g Plastic Jar Origin: Thailand	
37	Coffee Brand: Nescafe Original or Equivalent Net weight: 210g Quality: 100% Original (Glass Jar) Origin: Indonesia	
38	Sugar Brand: ACI or equivalent white sugar (1kg packet) or equivalent	



**Purchase Order
FOR
Procurement of Stationery Items (October-2024 to January 2025) for
Corporate Office of BCPCL**

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



Terms and Conditions
for
Procurement of Stationery Items (October-2024 to January 2025) 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 of **Group-01** in all respects within **7 days** of issuing the Purchase Order in conformity with the Terms and Conditions. Similarly, The Supplier shall have to complete the delivery of **Group-02** in all respects after **60 days** from the successful delivery of **Group-01** 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. **90%** of the contract price for **Group-01** of the goods and related services will be paid upon submission and acceptance of the Delivery Challan for **Group-01**. Similarly, **100%** of the contract price for **Group-02 and rest 10% of Group-01** of the goods and related services will be paid upon submission and acceptance of the Delivery Challan for **Group-02**.
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.

