



BCPCL

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

REQUEST FOR QUOTATION

FOR

Procurement of Stationery Items for the Corporate Office of BCPCL
(January to April 2025)

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/2024-25/0108.01

Issued On: January 08, 2025

Date of Submission: January 13, 2025





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 January 13, 2025, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items for the Corporate Office of BCPCL (January to April 2025)**" and "DO NOT OPEN before January 13, 2025, 12:30 PM". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days.
9. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.



11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit the following certified photocopies of latest documents:
 - i) valid Trade License;
 - ii) Tax Identification Number (TIN);
 - iii) VAT Registration Number;
 - iv) The Quotationer shall have Specific Experience of Stationery Supply value not less than BDT 300,000.00 (three lac) only in last 02 (three) years in Govt./Semi Govt./ Autonomous/ Govt. Company/ Coal Based power Plant; and
 - v) Bank Solvency Certificate

Failure to submit such documents shall cause rejection of Quotation.

14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within **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.

FRANCIS
08/01/2025

Rashed Morshed

Superintending Engineer (Procurement)

mm 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/2024-25/0108.01

Issued On: January 08, 2025

Superintending Engineer (Procurement)
BANGLADESH-CHINA POWER COMPANY LIMITED
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Procurement of Stationery Items for the Corporate Office of BCPCL (January to April 2025)**

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 **January 08, 2025**

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

Signature of Quotationer with Seal
Date:



Price Schedule for Goods and Related Services

Sl. No	Item Description	Unit	Qty	Unit Price Including Vat & TAX	Total Price Including Vat & TAX
1	2	3	4	5	6=5*4
01.	Handwash Refill (5 Liter) Brand: Lifebuoy or Equivalent	Bottle	4		
02.	Toilet Tissue (White) Brand: Bashundhara or Equivalent	Pcs	300		
03.	Box Tissue (Regular 120 pcs x 2 ply) Brand: Bashundhara or Equivalent	Pcs	350		
04.	Heavy Duty AAA Battery Brand: Sony or equivalent	Pcs	40		
05.	Heavy Duty AA Battery Brand: Sony or equivalent	Pcs	180		
06.	Pencil Brand: Fresh or Equivalent Fresh Campus 2B Pencil 68 gm	Pcs	20		
07.	Ball Pen (Black) Brand: Pentonic or equivalent	Pcs	50		
08.	Ball Pen (Black) Brand: Matador Wood Mark or equivalent	Pcs	50		
09.	Ball Pen (Black) Brand: Cello or equivalent	Pcs	50		
10.	Pen (Black) Brand: Uni Ball or equivalent	Pcs	80		
11.	Ball Pen (Red) Brand: Matador or equivalent	Pcs	50		
12.	Gel Pen (Black+ Blue) Brand: Pilot V7 or equivalent	Pcs	50		
13.	Binde Clips Brand: Deli or equivalent	Box	10		
14.	Index File Brand: HUAJIE or equivalent	Pcs	100		
15.	Book Binding Tape Brand: Hunter or equivalent	Pcs	30		
16.	Packaging Tape Brand: Scotia or equivalent	Pcs	10		
17.	Book Binding Color Cover Page: High-quality 120 GSM paper, Green Color or equivalent	Pcs	700		
18.	Glue Stick (25 gm) Brand: Deli or Equivalent	Pcs	30		
19.	Highlighter Brand: Faber Castell or Equivalent	Pcs	30		
20.	Mouse Brand: A4TECH or Equivalent	Pcs	4		
21.	A4 printing paper Brand: Double A or equivalent	Rim	150		
22.	A3 printing paper Brand: Double A or equivalent	Rim	1		
23.	Legal printing paper Brand: Double A or equivalent	Rim	1		
24.	Multi Plug: Energypac or equivalent	Pcs	5		
25.	Permanent Marker: Brand: Pilot or equivalent	Pcs	20		
26.	Fluid Pen: Brand: Deli or equivalent	Pcs	30		



Sl. No	Item Description	Unit	Qty	Unit Price Including Vat & TAX	Total Price Including Vat & TAX
1	2	3	4	5	6=5*4
27.	Calculator: Brand: Deli or equivalent Model: 1654C	Pcs	3		
28.	Pin Remover: Brand: Deli or equivalent	Pcs	5		
29.	Report Cover/Punch File : Brand: Matador	Pcs	200		
30.	A4 Clear Transparent File : Brand: Huajie or equivalent	Pcs	200		
31.	Sticky Note: Brand: Deli or equivalent	Pcs	30		
32.	Air Freshener Brand: Darco or equivalent	Pcs	40		
33.	Air Freshener (300 ml) Brand: ACI or equivalent	Pcs	10		
34.	Aerosol Insect Spray: Aerosol (800ml)	Pcs	50		
35.	Garbage Bag: EXTRA Large Garbage Bag (45" X 27") Black or equivalent	Pcs	200		
36.	Dishwashing Liquid Brand: Vim or equivalent	Pcs	40		
37.	Coffee (Black) Brand: Nescafe or equivalent Nescafe Coffee Gold Freez Dried(200g) Glass Jar	Jar	50		
38.	Coffee Mate (400g) Brand: Nescafe or equivalent	Jar	70		
39.	Sugar (1kg packet) Brand: Fresh or equivalent	Kg	60		
40.	Tea Bag (Box) Brand: Mrizapore or Equivalent Quantity: Tea Bag - 50pc	Box	100		
41.	Clip Board Brand: Matador or Equivalent	Pcs	20		
Total Price Including VAT & TAX (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 up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



Technical Specification of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0108.01

Issued On: January 08, 2025

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
01.	Handwash Refill (5 Liter) Brand: Lifebuoy or Equivalent Brand: Lifebuoy Size: 5 Liter 99.9% germ protection in 10 seconds	
02.	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	
03.	Box Tissue (Regular 120 pcs x 2 ply) Brand: Bashundhara or Equivalent Quantity: 120 pcs X 2 ply Basic Raw Material: Virgin Pulp Color: White/Pink Fragrance: Perfumed GSM: 13.0 - 13.5 Weight; 139 gm(+/-) Per Sheet Size: 210 mm x 210 mm	
04.	Heavy Duty AAA Battery Brand: Sony 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	
05.	Heavy Duty AA Battery Brand: Sony 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	
06.	Pencil Brand: Fresh or Equivalent Fresh Campus 2B Pencil 68 gm	
07.	Ball Pen (Black) Brand: Pentonic or equivalent Ink Color: Black Country of Origin: India Quantity Per Pack: 10 Pes Tip Size: 0.7 mm	
08.	Ball Pen (Black) Brand: Matador Wood Mark or equivalent Oil based gel ink. 0.7 mm NS tip with TC ball.	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Extra refilling opportunity. Smooth and flawless writing. Wooden designed matt foil body Rubber grip for better writing performance	
09.	Ball Pen (Black) Brand: Cello or equivalent Cello Gripper Ball point Pen - Pack of 10 - Blue Ink - 0.5mm tip	
10.	Pen (Black) Brand: Uni Ball or equivalent Eye Micro 0.5mm Ball Pen – Black, 0.7mm Air Ball Pen - Black Ink	
11.	Ball Pen (Red) Brand: Matador or equivalent Pacification: Title: Matador Premium Ball pen Black Ink - 6 Pcs. Brand: Matador Group, Tip Size: 0.6 mm. Pen Length: 15 cm, Product Type: Ball Pen	
12	Gel Pen (Black+ Blue) Brand: Pilot V7 or equivalent Featuring a rubber grip, this pen offers added comfort during long writing sessions. The fine 0.7mm tip size allows for a 0.5mm fine line, making it ideal for	
13.	Binde Clips Brand: Deli or equivalent Product Type: Binding Clip, Size: 2 inch / 51mm , Quantity : 12pcs Material , Metal Premium Quality No punching or piercing of documents, does not destroy	
14.	Index File Brand: HUAJIE or equivalent Product Type: Lever Arch Ring File Holds: A4 Spine Width: 3 Inch + 2 Inch Material: PVC cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red	
15.	Book Binging Tape Brand: Hunter or equivalent Color: Black & Blue Cloth Tape 48mm x 30m. High grade rayon cloth backing with high tack rubber adhesive, Benefits: Very strong adhesive, Hand tearable, Waterproof backing.	
16.	Packaging Tape Brand: Scotia or equivalent 2.5" Inch Packaging tape, Yard: 300 Yards, Quantity: 1pcs.	
17	Book Binging Color Cover Page: High-quality 120 GSM paper, Green Color or equivalent	
18.	Glue Stick Brand: Deli or Equivalent Size: 25 gm Color: Clear/Transparent	
19.	Highlighter Brand: Faber Castell or Equivalent Color: 6 Color Set, Colors: Yellow, Green, Pink, Orange, Blue, Purple, Bright fluorescent ink, Chisel tip easy highlighting and.	
20.	Mouse Brand: A4TECH or Equivalent A4TECH G3-200/200N Black & Orange Wireless Mouse Type - Wireless Mouse	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Connection Type - Wireless Interface - USB Dongle Style & Size - Ergonomic Lighting - No Click Sound - Yes	
21.	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	
22.	A3 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	
23.	Legal 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	
24.	Multi Plug: ENERGYPAC or equivalent 13A 5 Point 3 Pin Multi with Earthing Extension Socket 2.25 Meter Heavy Duty Multiplug	
25.	Permanent Marker: Brand: Pilot or equivalent Permanent Marker 100 – Fine Point	
26.	Fluid Pen: Brand: Deli or equivalent Fluid pens, on the other hand, are similar to liquid pens but are used to write instead of correcting mistakes, Choosing the Right Correction Pen or Fluid Pen.	
27.	Calculator: Brand: Deli or equivalent Model: 1654C, Color: Silver, Quantity: 1pc, Material: Plastic, Digits: 12 Digits, Power: Dual Power, Other Spec.	
28.	Pin Remover: Brand: Deli or equivalent Premium-quality tool designed for efficient staple removal, Ergonomically crafted for ease of use and minimal effort, Ideal for office, school, and home use.	
29.	Report Cover/Punch File : Brand: Matador Product Type: Management File, Colour: Various, Material: Plastic, Size: A4 Size Quality: Good	
30.	A4 Clear Transparent File : Brand: Huajie or equivalent A4 Clear Transparent Plastic Document File Folder	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
31.	Sticky Note: Brand: Deli or equivalent Sticky Note 3X3 Multi Color Type: Sticky Pads 100 Pages Dimension: 3 x 3 inch 4 Different Color: Pink, yellow, orange, green 75gsm Paper Very Strong Adhesive Premium quality.	
32.	Air Freshener Brand: Darco or equivalent Product details of Premium Air Freshener (Draco) 180ml, Air Freshener refill, Model: Draco, Weight: 300ml Par cane. Made in Korea.	
33.	Air Freshener Brand: ACI or equivalent ACI Air Freshener · Size: 300ml, A good quality product, Net Weight: 300ml, Made in Bangladesh Volume: 300 ml	
34.	Aerosol Insect Spray: Aerosol (800ml) Brand: ACI or equivalent Aerosol (800 ml) Volume: 800 ml Product Type: Aerosol spray Packaging Type: Metal aerosol can	
35	Garbage Bag: EXTRA Large Garbage Bag (45" X 27") Black or equivalent	
36.	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	
37.	Coffee (Black) Brand: Nescafe or equivalent Nescafe Coffee Gold Freez Dried(200g): Glass Jar	
38.	Coffee Mate Brand: Nescafe or equivalent Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g; Origin: Thailand	
39.	Sugar Brand: Fresh or equivalent white sugar (1kg packet) or equivalent	
40.	Tea Bag (Box) Brand: Mrizapore or Equivalent Quantity: Tea Bag - 50pc	
41.	Clip Board Brand: Matador or Equivalent	



**Purchase Order
FOR
Procurement of Stationery Items for the Corporate Office of BCPCL
(January to April 2025)**

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.
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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 for the Corporate Office of BCPCL
(January to April 2025)

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:
- fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - 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.
 - 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.

