



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

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/2024-25/0615.18

Issued On: June 16, 2025

Date of Submission: June 22, 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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Procurement of Stationery Items for the Corporate Office of BCPCL

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0615.18

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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 June 22, 2025, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items for the Corporate Office of BCPCL**" and "DO NOT OPEN before June 22, 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.

Rashed Morshed
16/05/2025

Rashed Morshed

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

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/0615.18

Issued On: June 16, 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**

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 **June 16, 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

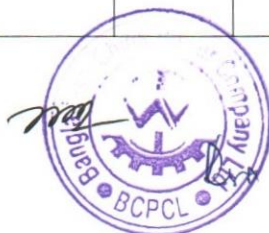
Sl. No	Item Description	Unit	Qty	Unit Price Including Vat & TAX	Total Price Including Vat & TAX
1	2	3	4	5	6=5*4
1	Hand wash Refill Unit of Measure: 5 Liter/Gallons Size: 5 Liter Brand: Lifebuoy or Equivalent	Pcs	5		
2	Toilet Tissue (White) Quantity: 212 sheets X 2 ply Color: White Brand: Bashundhara or Equivalent	Pcs	900		
3	Facial Tissue Perfumed (120 Pcs x 2 Ply) Quantity: 120 pcs X 2 ply Color: White / Pink Brand: Bashundhara or Equivalent	Pcs	50		
4	Duster (Cloth) Size: 24 inches x 16 inches Suitable For: Equipment, Kitchen, Furniture, Cars Brand: Non	Pcs	30		
5	Towel Tissue / Hand Towel (250 pcs per Box) Color: White Brand: Bashundhara or Equivalent	Pcs	400		
6	Ball Pen (Black) Brand: Pentonic or equivalent	Pcs	50		
7	Ball Pen (Black) Brand: Matador Woodmark or equivalent	Pcs	50		
8	Pen (Black) Brand: Uni Ball Eye or equivalent	Pcs	80		
9	Gel Pen (Red) Brand: Matador or equivalent	Pcs	30		
10	Gel Pen (Black) Brand: Pilot V7 or equivalent	Pcs	30		
11	Gel Pen (Black) Brand: Pilot V5 or equivalent	Pcs	40		
12	Binder Clips Brand: Deli or equivalent 25 mm Binder Clips - 12pcs Box	Box	20		
13	Clip Board Size: Legal Size (8.5 x 14) Plastic Long Clip Board with Low Profile Clip, 9 x 15 in, Suitable Brand: Matador or equivalent	Pcs	10		
14	Clip Board Size: A4 Brand: Matador or equivalent	Pcs	10		
15	Anti-Cutter Knife Large 2041 Model: 2041 Size: 0.5mm X 18mm X 100mm Contains : 1 Anti Cutter Brand : Deli or equivalent	Pcs	10		



Sl. No	Item Description	Unit	Qty	Unit Price Including Vat & TAX	Total Price Including Vat & TAX
1	2	3	4	5	6=5*4
16	Scissors Brand: Deli or equivalent Model: E6010 Blade MM: 210mm Blade Size: 8.1 Stainless Steel Scissors - 8.1/4inch.	Pcs	10		
17	Index File Brand: HUAJIE or equivalent Type: Lever Arch Ring File Width: 1.5 Inch , Material: PVC	Pcs	25		
18	Packaging Tape (Transparent) Brand: Scotia or equivalent 2.5" Inch Packaging tape	Pcs	10		
19	Book Binding Color Cover Page: High-quality 120 GSM paper, Green Color or equivalent Brand: Non	Pcs	600		
20	Glue Stick Size: 25 gm Brand: Fevi Stick or Equivalent	Pcs	30		
21	Mouse Type - Wireless Mouse Brand: A4TECH or Equivalent	Pcs	5		
22	A4 printing paper Brand: Double A or equivalent is preferable Product Size Paper GSM: 80	Rim	150		
23	Legal printing paper Brand: Double A or equivalent is preferable Product Size Paper GSM: 80	Rim	2		
24	Multi Plug: ENERGY PAC or equivalent 13A 5 Point 3 Pin Multi with Earthing Extension Socket 2.25 Meter Heavy Duty Multi plug	Pcs	5		
25	White Board Marker: Brand: Pilot or equivalent	Pcs	10		
26	Calculator: Model: 1654C, Material: Plastic, Digits: 12 Digits, Power: Dual Power, Other Spec. Brand: Deli or equivalent	Pcs	3		
27	Pin Remover: Size : Small Brand: Deli or equivalent	Pcs	5		
28	A4 Clear File / Transparent File : A4 Clear Transparent Plastic Document File Folder Brand: Huajie or equivalent	Pcs	100		
29	Air Freshener Product details of Premium Air	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
	Freshener (Draco) Model: Draco Weight: 180 ml Par cane Made in Korea. Brand: Darco or equivalent				
30	Air Freshener Net Weight: 300ml Made in Bangladesh Volume: 300 ml Brand: ACI or equivalent	Pcs	30		
31	Aerosol Insect Spray: Aerosol (475 ml) Aerosol (475 ml)Product Type: Aerosol spray Brand: ACI or equivalent	Pcs	50		
32	Aerosol Insect Spray: Aerosol (800 ml) Aerosol (800 ml) Product Type: Aerosol spray Brand: ACI or equivalent	Pcs	20		
33	Garbage Bag: EXTRA Large Garbage Bag (45" X 27") Black or equivalent	Pcs	200		
34	Dishwashing Liquid Product Type: Dishwashing liquid Volume: 500 ml Brand: Vim or equivalent	Pcs	35		
35	Milk Powder: Product Type: powder Net Weight: 400/ 500 gm Brand: Fresh or equivalent	Pcs	20		
36	Coffee Mate Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g Origin: Thailand Brand: Nescafe or equivalent	Jar	90		
37	Sugar white sugar (1kg packet) or equivalent Brand: Fresh or equivalent	kg	70		
38	Tea Bag (Box) Country of Origin: Bangladesh Tea Type: Basic Tea Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags Brand: Mrizapore or Equivalent	Box	40		
39	Key Board: Color: Black Cable Length: 150 cm Character: Laser Engraving Type: Wired Multimedia Keyboard with Bangla Brand: A4TECH or Equivalent	pcs	5		



Sl. No	Item Description	Unit	Qty	Unit Price Including Vat & TAX	Total Price Including Vat & TAX
1	2	3	4	5	6=5*4
40	Pen Drive: 64 GB HP or Equivalent	Pcs	3		
41	Battery: Battery UM-3 Heavy Duty AA Size: AA Brand: Sunlite or equivalent	Pcs	150		
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/2024-25/0615.18

Issued On: June 16, 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
1	Hand wash Refill Unit of Measure: 5 Liter/Gallons Size: 5 Liter Brand: Lifebuoy or Equivalent	
2	Toilet Tissue (White) Quantity: 212 sheets X 2 ply Color: White Brand: Bashundhara or Equivalent	
3	Facial Tissue Perfumed (120 Pcs x 2 Ply) Quantity: 120 pcs X 2 ply Color: White / Pink Brand: Bashundhara or Equivalent	
4	Duster (Cloth) Size: 24 inches x 16 inches Suitable For: Equipment, Kitchen, Furniture, Cars Brand: Non	
5	Towel Tissue / Hand Towel (250 pcs per Box) Color: White Brand: Bashundhara or Equivalent	
6	Ball Pen (Black) Brand: Pentonic or equivalent	
7	Ball Pen (Black) Brand: Matador Woodmark or equivalent	
8	Pen (Black) Brand: Uni Ball Eye or equivalent	
9	Gel Pen (Red) Brand: Matador or equivalent	
10	Gel Pen (Black) Brand: Pilot V7 or equivalent	
11	Gel Pen (Black) Brand: Pilot V5 or equivalent	
12	Binder Clips Brand: Deli or equivalent 25 mm Binder Clips - 12pcs Box	
13	Clip Board Size: Legal Size (8.5 x 14) Plastic Long Clip Board with Low Profile Clip, 9 x 15 in, Suitable Brand: Matador or equivalent	
14	Clip Board Size: A4 Brand: Matador or equivalent	
15	Anti-Cutter Knife Large 2041 Model: 2041 Size: 0.5mm X 18mm X 100mm Contains : 1 Anti Cutter Brand : Deli 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
16	Scissors Brand: Deli or equivalent Model: E6010 Blade MM: 210mm Blade Size: 8.1 Stainless Steel Scissors - 8.1/4inch.	
17	Index File Brand: HUAJIE or equivalent Product Type: Lever Arch Ring File Width: 1.5 Inch , Material: PVC	
18	Packaging Tape (Transparent) Brand: Scotia or equivalent 2.5" Inch Packaging tape	
19	Book Binding Color Cover Page: High-quality 120 GSM paper, Green Color or equivalent Brand: Non	
20	Glue Stick Size: 25 gm Brand: Fevi Stick or Equivalent	
21	Mouse Type - Wireless Mouse Brand: A4TECH or Equivalent	
22	A4 printing paper Brand: Double A or equivalent is preferable Product Size Paper GSM: 80	
23	Legal printing paper Brand: Double A or equivalent is preferable Product Size Paper GSM: 80	
24	Multi Plug: ENERGY PAC or equivalent 13A 5 Point 3 Pin Multi with Earthing Extension Socket 2.25 Meter Heavy Duty Multi plug	
25	White Board Marker: Brand: Pilot or equivalent	
26	Calculator: Model: 1654C, Material: Plastic, Digits: 12 Digits, Power: Dual Power, Other Spec. Brand: Deli or equivalent	
27	Pin Remover: Size : Small Brand: Deli or equivalent	
28	A4 Clear File / Transparent File : A4 Clear Transparent Plastic Document File Folder Brand: Huajie or equivalent	
29	Air Freshener Product details of Premium Air Freshener (Draco) Model: Draco Weight: 180 ml Par cane Made in Korea. Brand: Darco or equivalent	
30	Air Freshener Net Weight: 300ml	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Made in Bangladesh Volume: 300 ml Brand: ACI or equivalent	
31	Aerosol Insect Spray: Aerosol (475 ml) Product Type: Aerosol spray Brand: ACI or equivalent	
32	Aerosol Insect Spray: Aerosol (800 ml) Aerosol (800 ml) Product Type: Aerosol spray Brand: ACI or equivalent	
33	Garbage Bag: EXTRA Large Garbage Bag (45" X 27") Black or equivalent	
34	Dishwashing Liquid Product Type: Dishwashing liquid Volume: 500 ml Brand: Vim or equivalent	
35	Milk Powder: Product Type: powder Net Weight: 400/ 500 gm Brand: Fresh or equivalent	
36	Coffee Mate Nescafe Coffee Mate 400gm (Jar) or Equivalent Net Weight: 400g Origin: Thailand Brand: Nescafe or equivalent	
37	Sugar white sugar (1kg packet) or equivalent Brand: Fresh or equivalent	
38	Tea Bag (Box) Country of Origin: Bangladesh Tea Type: Basic Tea Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags Brand: Mrizapore or Equivalent	
39	Key Board: Color: Black Cable Length: 150 cm Character: Laser Engraving Type: Wired Multimedia Keyboard with Bangla Brand: A4TECH or Equivalent	
40	Pen Drive: 64 GB HP or Equivalent	
41	Battery: Battery UM-3 Heavy Duty AA Size: AA Brand: Sunlite or equivalent	

Note: _ Quotations must include clearly stated technical specification, model and brand names for each item in the “**Full Technical Specification and Standards offered by the Quotationer**” section. Failure to provide this information will result in the quotation being considered technically non-responsive and, therefore, disqualified from further evaluation.



**Purchase Order
FOR
Procurement of Stationery Items for the 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 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

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BCPCL.
3. The Supplier shall have to complete the delivery in all respects within **7 days** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[insert figure] [in words]**.
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
16. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.



17. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
18. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
19. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

