



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

**Procurement of Design, Printing and Binding of BCPCL Annual Report for FY
2025–2026, Invitation Cards, Notebooks, and Decorative Boxes**

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

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0825.03

Issued On: August 25, 2026

Submission On: September 07, 2026





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 Design, Printing and Binding of BCPCL Annual Report for FY 2025–2026, Invitation Cards, Notebooks, and Decorative Boxes

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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 September 07, 2026, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Design, Printing and Binding of BCPCL Annual Report for FY 2025–2026, Invitation Cards, Notebooks, and Decorative Boxes**" and "DO NOT OPEN before September 07, 2026, 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 supplying similar product value not less than BDT 200,000.00 (two lac) only in last 03 (three) years in Govt./Semi Govt./ Autonomous/ Govt. Company/ Coal Based power Plant.
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 October 20, 2026 (may be extended after mutual agreement with BCPCL authority) 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 **3 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

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/2026-27/0825.03
Issued On: August 25, 2026

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 Design, Printing and Binding of BCPCL Annual Report for FY 2025-2026, Invitation Cards, Notebooks, and Decorative Boxes**'

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 18(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 **August 25, 2026**

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.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & IT (BDT)
1	2	3	4	5	6
01	<u>Annual Report-2026</u> Design: As per the requirement of BCPCL Page: 216 pages report Size: 11" X 8.5" Paper: 150 GSM art paper Print: 4 Colour (Both Side) Cover Paper: 300 GSM art card Cover Print: 4 Colour Lamination: Mat & Spot, Foal, Emboss Binding: Juice binding with Glue and Thread <u>Cover for Annual Report</u> Size: 11"X8.5" Paper: 350 GSM Swedish board Print: 4 Colour Binding: Pasting, Di-Cutting Lamination: Mate & Spot, Foal, Emboss	Pcs	300		
02	<u>Decorative box for Annual Report</u> Design: As per the requirement of BCPCL Size: 12.75" X 9.75" to accommodate the Annual Report Paper: 150 gsm Art Paper Printing: 4 Colour Lamination: Mat & Spot, Foal Binding: Box Binding, Ribbon Fume Pasting Board, 4 pcs Magnet	Pcs	15		
03	<u>Notebook</u> Design: As per the requirement of BCPCL Cover: Four Colour cover using 150 GSM art paper Binding: Spiral Binding Size: 8.5" X 5.5" using 120 GSM offset paper Page: 30	Pcs	500		
04	<u>Invitation Card</u> As per Sample	Pcs	200		
Grand Total Including VAT & TAX (BDT)					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	BCPCL Corporate Office, Dhaka
Delivery Offered	The Supplier shall have to complete the delivery in all respects within October 20, 2026 (may be extended after mutual agreement with BCPCL authority) of issuing the Purchase Order in conformity with the Terms and Conditions.



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 of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0825.03

Issued On: August 25, 2026

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.	<u>Annual Report-2026</u> Design: As per the requirement of BCPCL Page: 216 pages report Size: 11" X 8.5" Paper: 150 GSM art paper Print: 4 Colour (Both Side) Cover Paper: 300 GSM art card Cover Print: 4 Colour Lamination: Mat & Spot, Foal, Emboss Binding: Juice binding with Glue and Thread <u>Cover for Annual Report</u> Size: 11"X8.5" Paper: 350 GSM Swedish board Print: 4 Colour Binding: Pasting, Di-Cutting Lamination: Mate & Spot, Foal, Emboss	
2	<u>Decorative box for Annual Report</u> Design: As per the requirement of BCPCL Size: 12.75" X 9.75" to accommodate the Annual Report Paper: 150 gsm Art Paper Printing: 4 Colour Lamination: Mat & Spot, Foal	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Binding: Box Binding, Ribbon Fume Pasting Board, 4 pcs Magnet	
3	Notebook Design: As per the requirement of BCPCL Cover: Four Colour cover using 150 GSM art paper Binding: Spiral Binding Size: 8.5" X 5.5" using 120 GSM offset paper Page: 30	
4	Invitation Card As per Sample	

Note: For better understanding of the listed items, the tenderer is requested to visit the BCPCL Corporate Office. The supplier shall provide products of better quality than the existing samples, which shall be subject to inspection and acceptance by the Goods Receiving Committee at the time of delivery.



**Purchase Order
FOR
Procurement of Design, Printing and Binding of BCPCL Annual Report for FY
2025–2026, Invitation Cards, Notebooks, and Decorative Boxes**

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.
- (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 Design, Printing and Binding of BCPCL Annual Report for FY
2025–2026, Invitation Cards, Notebooks, and Decorative Boxes

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 **October 20, 2026** (may be extended after mutual agreement with BCPCL authority) 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 shall consider same payment upto $\pm 5\%$ of variation in total pages from the contracted total number of pages.
11. 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.
12. The total Contract Price is BDT [insert figure] [in words].
13. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
14. 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.
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.



16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. 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.
18. 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.
19. 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.
20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

