



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

**REQUEST FOR QUOTATION  
FOR  
Procurement of Stationery & Toner Cartridge Items for the  
Corporate Office of BCPCL for Feb-Jun 2026**

**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/2025-26/0210.01**  
**Issued On: February 10, 2026**

**Submission Deadline: February 17, 2026 by 11:00 AM**





**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](http://www.bcpcl.org.bd), E-mail:info@bcpcl.org.bd

**REQUEST FOR QUOTATION**  
for

**Procurement of Stationery & Toner Cartridge Items for the Corporate Office  
of BCPCL for Feb-Jun 2026**

**Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0210.01**

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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 ([procurement@bcpcl.org.bd](mailto:procurement@bcpcl.org.bd)) on or before **February 17, 2026**, 11:00 AM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery & Toner Cartridge Items for the Corporate Office of BCPCL for Feb-Jun 2026**" and "**DO NOT OPEN before February 17, 2026 11:30 AM**". 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;

**[NB: 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 **10 Days** from the date of issuing the Purchase Order.
17. Please specify the brand name of the items, where applicable, and provide a clear and detailed description of the product being offered; otherwise, the tender will be considered Technically Non-Responsive.
18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 days** of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

*Rashed Morshed*  
10/02/2026

**Rashed Morshed**  
Superintending Engineer (Procurement)  
Bangladesh-China Power Company Limited  
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,  
Dhaka-1215, Bangladesh.  
e-mail: procurement@bcpcl.org.bd

**Distribution:**

1. Notice Board.
2. Office File.



## Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0210.01

Issued On: February 10, 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 Stationery & Toner Cartridge Items for the Corporate Office of BCPCL for Feb-Jun 2026.**

**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 19(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 **February 17, 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 Quotator with Seal  
Date:

# Price Schedule of Goods & Related Services

Issued Ref.: BCPCL/Procurement/RFO/2025-26/0210.01

Issued On: February 10, 2026

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
1	<b>Cartridge/26 A Black &amp; White</b> Printer Model: HP LaserJet Pro M402 dn, Brand: Original HP	Pcs	5		
2	<b>Cartridge/76 A Black &amp; White</b> Printer Model: HP-Laser Jet Pro M404 dw, Brand: Original HP	Pcs	5		
3	<b>Cartridge/151 A Black &amp; White</b> Printer Model :HP Laser Jet Pro 4003 dn, Brand: Original HP	Pcs	14		
4	<b>107 A Black &amp; White Model</b> Printer Model-HP Laser MFP 135 MFP, Brand: Original	Pcs	1		
5	<b>Toshiba T-3028c- E-Studio</b> Printer Model :E-STUDIO 2528A, Brand: Original Toshiba	Pcs	2		
6	<b>Cartridge/83 A Black &amp; White</b> Printer Model: HP Laser Jet Pro MFP M 225 dn, Brand: Original HP	Pcs	2		
7	<b>Cartridge/207 A (Black)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	Pcs	2		
8	<b>Cartridge/207 A (Yellow)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	Pcs	1		
9	<b>Cartridge/207 A (Magenta)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	Pcs	1		
10	<b>Cartridge/207 A (Blue/Cyan)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	Pcs	1		
11	<b>Cartridge/215 A (Black)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	Pcs	1		
12	<b>Cartridge/215 A (Yellow)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	Pcs	1		
13	<b>Cartridge/215 A (Pink/Magenta)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	Pcs	1		
14	<b>Cartridge/215 A (Blue/Cyan)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	Pcs	1		
15	<b>Cartridge/416 A (Black)</b> Printer Model: HP Color LaserJet Pro M-454, Brand: Original HP	Pcs	1		
16	<b>Brother MFC T-4500DW (Black)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	2		



## Price Schedule of Goods & Related Services

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Issued On: February 10, 2026

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
17	<b>Brother MFC T-4500DW (Magenta)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
18	<b>Brother MFC T-4500DW (Yellow)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
19	<b>Brother MFC T-4500DW (Blue)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
20	<b>Mouse Battery (AA)</b> Heavy Duty AA Battery, Size: AA ,UM 3 R-6 , Brand: Sunlight	Pcs	150		
21	<b>General Calculator</b> Desktop Calculator, Model: N/A, Material: Plastic Digits: 12 Digits, Power: Dual Power, Auto power off, Brand: Deli	Pcs	5		
22	<b>A4 Size Paper</b> Page Color: White, Size : A 4, Page Type: Plain, Quantity: 500 Sheets per Rim Paper GSM: 80, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth Brand: Double A is preferable Product Size	Rim	150		
23	<b>Envelope (A4 Size)</b> Size: A4, Color: White, Paper Size: Good Quality With BCPCL Logo (Sample Will be provided by BCPCL)	Pcs	1500		
24	<b>Punch Machine (Double)</b> Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20mm Distance: 80 mm, Hole Type: 2 Hole , Material: Steel and Plastic, Brand: Kangaro	Pcs	5		
25	<b>Punch Machine (Single)</b> Hole Type: 1 Hole , Material: Steel and Plastic, Brand: Kangaro	Pcs	5		
26	<b>Stapler Machine</b> Material: Steel and Plastic, This stapler can staple up to 30 sheets of 64 gsm paper and is compatible with 24/6 and 26/6 staples, with a loading capacity of 50 staples per strip, Brand: Kangaro	Pcs	5		
27	<b>Pin Remover</b> Size : Small, Premium-quality tool designed for efficient staple removal Ergonomically crafted for ease of use and minimal effort, Ideal for office, school, and home use Brand: Kangaro	Pcs	5		



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Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
28	<b>Stapler Pin Box</b> Size: Pin 24/6-1M, 1 Box (20x50), Brand: Kangaro	Box	30		
29	<b>Pen Drive</b> Capacity: 64 GB, Interface: USB 3.2 Gen 1 Up to 70MB/s Read Performance 360° metal swivel cap, Store and Transfer Videos, Photos, Music, Documents. Brand: HP	Pcs	8		
30	<b>Mouse (Wireless)</b> A4TECH G3-280N Wireless Mouse , Type: Wireless , Sensor: Optical 1000 DPI Nano USB Receiver, Brand: A4TECH or Equivalent	Pcs	10		
31	<b>Air Freshener (ACI) (300ml)</b> Net Weight: 300ml, Made in Bangladesh, Volume: 300 ml, Brand: ACI	Pcs	10		
32	<b>Air Freshener (Darco)</b> Net Weight: 180 ml, Made in korea, Brand: Draco	Pcs	40		
33	<b>Aerosol (475ml)</b> Insect Spray: Aerosol (475 ml), Aerosol (475 ml), Product Type: Aerosol spray Brand: ACI or equivalent	Pcs	30		
34	<b>Vim 500 ml</b> Product Type: Dishwashing liquid, Volume: 500 ml, Brand: Vim	Bottle	40		
35	<b>Magazine File</b> File Type: Plastic Box , Size : A 4 Size, A hard-cover lever arch file designed for organizing A4 Brand: N/a	Pcs	10		
36	<b>Multi-Plug (3 Pin Socket)</b> 13A 5 Point, 3 Pin Multi with Earthling Extension Socket 2.25 Meter Heavy Duty Multi plug Brand: ENERGYPAC	Pcs	5		
37	<b>Register Book (Size R-12)</b> Size: 12", Paper Gsm: 65 Gsm, Register Size: 12.5" x 8" ,Page Color: Blue Register Quality : Best Quality, Best Binding,Brand: Local	Pcs	10		
38	<b>Matador WoodMark</b> Colour: Black, Ink colour: Black, Material: Plastic, Brand: Marador	Pcs	100		
39	<b>Pentonic pen (Linc)</b> Body Materials: Plastic, Country of Origin: India,Quantity Per Pack: 10 Pcs, Ink Color: Black Brand: Linc	Pcs	100		

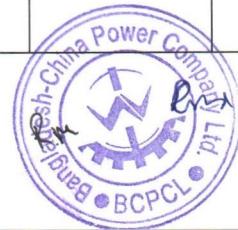


## Price Schedule of Goods & Related Services

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Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
40	<b>Test Good</b> Test Good Gel Pen , Ink Color: Black, Category: Gel pen (0.5mm), Brand: Test Good	Pcs	50		
41	<b>Spiral Binding A4 Size Cover Sheet</b> Page Color: Blue , Page Type: Plain, Quantity: 100 Sheets per Rim, Paper GSM: 100 Cover GSM: Laminated Print, Brand: N/A	Pcs	700		
42	<b>Waste Bin (Plastic)</b> Material: Plastic, Size: 44cm, Attractive Design, Brand: RFL	Pcs	10		
43	<b>Toilet Tissue</b> Quantity: 172 sheets X 2 ply, Color: White , GSM: 18.0 - 19.5 Weight: 76 gm (+/-), Brand: Bashundhara	Pcs	500		
44	<b>Towel Tissue</b> Bashundhara Hand Towel - 250 Pcs x 1 Ply Premium Box, Quantity: 250 pcs per Box Color: White, Fragrance: Non-Perfumed, GSM: 36, Weight: 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm, Brand: Bashundhara	Pcs	500		
45	<b>Facial Tissue</b> Quantity: 120 pcs X 2 ply, Color: White / Pink, Fragrance Perfumed ,Brand: Bashundhara	Pcs	100		
46	<b>Hand Wash (Bottle)</b> Product Type: Liquid Hand Wash, Unit of Measure: 5 Liter/Gallons , Size: 5 Liter Brand: Lifebuoy	Ltr	20		
47	<b>Wastage Poly Bag (27"x45")</b> Size: 27'x 45", Color: Black, High Quality Crystal clear Plastic Flat poly Bag Brand: Local	Pc	350		
48	<b>Anti Cutter</b> Product Type : Anti Cutter, Colour: N/A, Model: 2041, Material: Stainless Steel and PlasticBlade Size: 0.5mm X 18mm XBrand : Deli	Pcs	5		
49	<b>Calling Bell</b> Product Type: Calling Bell or Door Bell wireless Remote Calling bell Remote Range 100 meter Brand : Any Good Quality Brand	Pcs	5		
50	<b>Clip Board (A4 Size)</b> Size: A4 Size, Materials: Plastic, Strong Steel Slip Special Design, Brand : Matador	Pcs	20		
51	<b>Clip Board (Legal Size)</b> Size: Legal Size, Materials: Plastic, Strong Steel Slip, Special Design Brand : Matador	Pcs	20		



# Price Schedule of Goods & Related Services

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Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
52	<b>Highlighter</b> Length: 12 cm, Color: Yellow, Weight: 50 grams, Brand: Faber Castell	Pcs	20		
53	<b>Clear Folder A4</b> Title: A4 Size Clear Plastic File Folder , Size: A4 Size, Colour: Transparent or Clear Brand: Huajie	Pcs	300		
54	<b>Book Binding Tape</b> Title: Binding Tape / Rexine Tape , Wide : 2 Inch, Color: Black & Blue, Brand: Hunter	Pcs	30		
55	<b>Ruler/Scale (Steel)</b> Product: Steel Scale, Origin: China, Size: 12 Inch, Quality : High, Brand: N/A	Pcs	10		
56	<b>Letter Head Pad</b> Size: A4, Color: White, Quantity: 100 Pic per Rim, Paper Size: Good Quality With BCPCL Logo (Sample Will be provided by BCPCL)	Pcs	5000		
57	<b>Legal Size Note Sheet Pad (Blue)</b> Size: Blue, Paper Size: Good Quality, Quantity: 100 Pic per Rim Sample Will be provided by BCPCL	Pcs	5000		
58	<b>Matador Ball Pen (Red)</b> Ink Color: Red, Body Color: Red, Tip Size: 0.6 mm, Brand: Matador	Pcs	30		
59	<b>Black Hit (800 ml)</b> Black Hit Anti Mosquito Aerosol Spray , Net Weight: 800ml, Brand: Hit	Pcs	40		
60	<b>Red Hit (625 ml)</b> Anti-Cockroaches Aerosol Spray, Net Weight: 625 ml, Brand: Hit	Pcs	30		
61	<b>Tea Bag</b> Country of Origin: Bangladesh , Tea Type: Basic Tea, Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags, Brand: Mrizapore	Box	80		
62	<b>Coffee (200g)</b> Category: Coffee, Type: Nescafe Coffee ,Net Weight: 200 gm Origin: Thailand , Brand: Nescafe	Jar	30		
63	<b>Coffee Mate (400g)</b> Nescafe Coffee Mate 400gm (Jar) , Net Weight: 400g, Origin: Thailand Brand: Nescafe	Jar	70		
64	<b>Milk Powder (500g)</b> Product Type: powder, Net Weight: 400/ 500 gm, Brand: Fresh or equivalent	Packet	70		



## Price Schedule of Goods & Related Services

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*Issued On: February 10, 2026*

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
65	<b>Sugar (1 kg)</b> White sugar, Net Weight: 1kg packet , Brand: Fresh	Kg	80		
66	<b>Legal size Paper</b> Page Color: White, Size: Legal , Page Type: Plain, Quantity: 500 Sheets per Rim Paper GSM: 80, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth Brand: Double A is preferable Product Size	Rim	2		
<b>Total price Including TAX &amp; VAT</b>					

*Note 1: The Brand mentioned is the preferred brand of the employer. The bidder can offer other equivalent brands.*

*Note 2: (Product must be original & No Counterfeit product is acceptable)*

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Level#5, UTC building, 8 Panthapath, Kawranbazar, Dhaka-1215, Corporate Office, BCPCL.
Delivery Offered	10 Days from the date of issuing purchase order.

[Insert number] number corrections made by me/us have been duly initialed in this BoQ.

<b>Signature of the Quotationer with Seal</b>	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



# Technical Specification of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0210.01

Issued On: February 10, 2026

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
1	<b>Cartridge/26 A Black &amp; White</b> Printer Model: HP LaserJet Pro M402 dn, Brand: Original HP	
2	<b>Cartridge/76 A Black &amp; White</b> Printer Model: HP-Laser Jet Pro M404 dw, Brand: Original HP	
3	<b>Cartridge/151 A Black &amp; White</b> Printer Model :HP Laser Jet Pro 4003 dn, Brand: Original HP	
4	<b>107 A Black &amp; White Model</b> Printer Model-HP Laser MFP 135 MFP, Brand: Original	
5	<b>Toshiba T-3028c- E-Studio</b> Printer Model :E-STUDIO 2528A, Brand: Original Toshiba	
6	<b>Cartridge/83 A Black &amp; White</b> Printer Model: HP Laser Jet Pro MFP M 225 dn, Brand: Original HP	
7	<b>Cartridge/207 A (Black)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	
8	<b>Cartridge/207 A (Yellow)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	
9	<b>Cartridge/207 A (Magenta)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	
10	<b>Cartridge/207 A (Blue/Cyan)</b> Printer Model: HP Color LaserJet Pro M-255 dw, Brand: Original HP	
11	<b>Cartridge/215 A (Black)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	
12	<b>Cartridge/215 A (Yellow)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	
13	<b>Cartridge/215 A (Pink/Magenta)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	
14	<b>Cartridge/215 A (Blue/Cyan)</b> Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	
15	<b>Cartridge/416 A (Black)</b> Printer Model: HP Color LaserJet Pro M-454, Brand: Original HP	
16	<b>Brother MFC T-4500DW (Black)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	



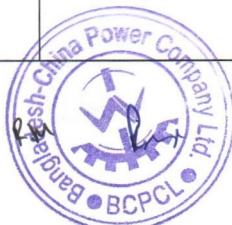
SI No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
17	<b>Brother MFC T-4500DW (Magenta)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
18	<b>Brother MFC T-4500DW (Yellow)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
19	<b>Brother MFC T-4500DW (Blue)</b> Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
20	<b>Mouse Battery (AA)</b> Heavy Duty AA Battery, Size: AA ,UM 3 R-6 , Brand: Sunlight	
21	<b>General Calculator</b> Desktop Calculator, Model: N/A, Material: Plastic Digits: 12 Digits, Power: Dual Power, Auto power off, Brand: Deli	
22	<b>A4 Size Paper</b> Page Color: White, Size : A 4, Page Type: Plain, Quantity: 500 Sheets per Rim Paper GSM: 80, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth Brand: Double A is preferable Product Size	
23	<b>Envelope (A4 Size)</b> Size: A4, Color: White, Paper Size: Good Quality With BCPCL Logo (Sample Will be provided by BCPCL)	
24	<b>Punch Machine (Double)</b> Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20mm Distance: 80 mm, Hole Type: 2 Hole , Material: Steel and Plastic, Brand: Kangaro	
25	<b>Punch Machine (Single)</b> Hole Type: 1 Hole , Material: Steel and Plastic, Brand: Kangaro	
26	<b>Stapler Machine</b> Material: Steel and Plastic, This stapler can staple up to 30 sheets of 64 gsm paper and is compatible with 24/6 and 26/6 staples, with a loading capacity of 50 staples per strip, Brand: Kangaro	
27	<b>Pin Remover</b> Size : Small, Premium-quality tool designed for efficient staple removal Ergonomically crafted for ease of use and minimal effort, Ideal for office, school, and home use Brand: Kangaro	
28	<b>Stapler Pin Box</b> Size: Pin 24/6-1M,1 Box (20x50), Brand: Kangaro	
29	<b>Pen Drive</b> Capacity: 64 GB, Interface: USB 3.2 Gen 1Up to 70MB/s Read Performance 360°metal swivel cap, Store and Transfer Videos, Photos, Music, Documents. Brand: HP	
30	<b>Mouse (Wireless)</b> A4TECH G3-280N Wireless Mouse , Type: Wireless ,	



Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
	Sensor: Optical 1000 DPI Nano USB Receiver, Brand: A4TECH or Equivalent	
31	<b>Air Freshener (ACI) (300ml)</b> Net Weight: 300ml, Made in Bangladesh, Volume: 300 ml, Brand: ACI	
32	<b>Air Freshener (Darco)</b> Net Weight: 180 ml, Made in korea, Brand: Draco	
33	<b>Aerosol (475ml)</b> Insect Spray: Aerosol (475 ml), Aerosol (475 ml), Product Type: Aerosol spray Brand: ACI or equivalent	
34	<b>Vim 500 ml</b> Product Type: Dishwashing liquid, Volume: 500 ml, Brand: Vim	
35	<b>Magazine File</b> File Type: Plastic Box , Size : A 4 Size, A hard-cover lever arch file designed for organizing A4 Brand: N/a	
36	<b>Multi-Plug (3 Pin Socket)</b> 13A 5 Point, 3 Pin Multi with Earthling Extension Socket 2.25 Meter Heavy Duty Multi plug Brand: ENERGYPAC	
37	<b>Register Book (Size R-12)</b> Size: 12", Paper Gsm: 65 Gsm, Register Size: 12.5" × 8" ,Page Color: Blue Register Quality : Best Quality, Best Binding,Brand: Local	
38	<b>Matador WoodMark</b> Colour: Black, Ink colour: Black, Material: Plastic, Brand: Marador	
39	<b>Pentonic pen (Linc)</b> Body Materials: Plastic, Country of Origin: India,Quantity Per Pack: 10 Pcs, Ink Color: Black Brand: Linc	
40	<b>Test Good</b> Test Good Gel Pen , Ink Color: Black, Category: Gel pen (0.5mm), Brand: Test Good	
41	<b>Spiral Binding A4 Size Cover Sheet</b> Page Color: Blue , Page Type: Plain, Quantity: 100 Sheets per Rim, Paper GSM: 100 Cover GSM: Laminated Print, Brand: N/A	
42	<b>Waste Bin (Plastic)</b> Material: Plastic, Size: 44cm, Attractive Design, Brand: RFL	
43	<b>Toilet Tissue</b> Quantity: 172 sheets X 2 ply, Color: White , GSM: 18.0 - 19.5 Weight: 76 gm (+/-), Brand: Bashundhara	
44	<b>Towel Tissue</b> Bashundhara Hand Towel - 250 Pcs x 1 Ply Premium Box, Quantity: 250 pcs per Box Color: White, Fragrance: Non-Perfumed, GSM: 36, Weight: 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm, Brand: Bashundhara	



Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
45	<b>Facial Tissue</b> Quantity: 120 pcs X 2 ply, Color: White / Pink, Fragrance Perfumed ,Brand: Bashundhara	
46	<b>Hand Wash (Bottle)</b> Product Type: Liquid Hand Wash, Unit of Measure: 5 Liter/Gallons , Size: 5 Liter Brand: Lifebuoy	
47	<b>Wastage Poly Bag (27"x45")</b> Size: 27'x 45", Color: Black, High Quality Crystal clear Plastic Flat poly Bag Brand: Local	
48	<b>Anti Cutter</b> Product Type : Anti Cutter, Colour: N/A, Model: 2041, Material: Stainless Steel and PlasticBlade Size: 0.5mm X 18mm XBrand : Deli	
49	<b>Calling Bell</b> Product Type: Calling Bell or Door Bell wireless Remote Calling bell Remote Range 100 meter Brand : Any Good Quality Brand	
50	<b>Clip Board (A4 Size)</b> Size: A4 Size, Materials: Plastic, Strong Steel Slip Special Design, Brand : Matador	
51	<b>Clip Board (Legal Size)</b> Size: Legal Size, Materials: Plastic, Strong Steel Slip, Special Design Brand : Matador	
52	<b>Highlighter</b> Length: 12 cm, Color: Yellow, Weight: 50 grams, Brand: Faber Castell	
53	<b>Clear Folder A4</b> Title: A4 Size Clear Plastic File Folder , Size: A4 Size, Colour: Transparent or Clear Brand: Huajie	
54	<b>Book Binding Tape</b> Title: Binding Tape / Rexine Tape , Wide : 2 Inch, Color: Black & Blue, Brand: Hunter	
55	<b>Ruler/Scale (Steel)</b> Product: Steel Scale, Origin: China, Size: 12 Inch, Quality : High, Brand: N/A	
56	<b>Letter Head Pad</b> Size: A4, Color: White, Quantity: 100 Pic per Rim, Paper Size: Good Quality With BCPCL Logo (Sample Will be provided by BCPCL)	
57	<b>Legal Size Note Sheet Pad (Blue)</b> Size: Blue, Paper Size: Good Quality, Quantity: 100 Pic per Rim Sample Will be provided by BCPCL	
58	<b>Matador Ball Pen (Red)</b> Ink Color: Red, Body Color: Red, Tip Size: 0.6 mm, Brand: Matador	
59	<b>Black Hit (800 ml)</b> Black Hit Anti Mosquito Aerosol Spray , Net Weight: 800ml, Brand: Hit	



Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
60	<b>Red Hit (625 ml)</b> Anti-Cockroaches Aerosol Spray, Net Weight: 625 ml, Brand: Hit	
61	<b>Tea Bag</b> Country of Origin: Bangladesh , Tea Type: Basic Tea, Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags, Brand: Mrizapore	
62	<b>Coffee (200g)</b> Category: Coffee, Type: Nescafe Coffee ,Net Weight: 200 gm Origin: Thailand , Brand: Nescafe	
63	<b>Coffee Mate (400g)</b> Nescafe Coffee Mate 400gm (Jar) , Net Weight: 400g, Origin: Thailand Brand: Nescafe	
64	<b>Milk Powder (500g)</b> Product Type: powder, Net Weight: 400/ 500 gm, Brand: Fresh or equivalent	
65	<b>Sugar (1 kg)</b> White sugar, Net Weight: 1kg packet , Brand: Fresh	
66	<b>Legal size Paper</b> Page Color: White, Size: Legal , Page Type: Plain, Quantity: 500 Sheets per Rim Paper GSM: 80, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth Brand: Double A is preferable Product Size	



**Purchase Order  
FOR**

**Procurement of Stationery & Toner Cartridge Items for the Corporate Office of BCPCL  
for Feb-Jun 2026**

**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. BCPCL reserves the right to cancel the Purchase Order in case the supplier fails to supply the items within the stipulated 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)
<b>Total Amount (BDT)</b>					

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 & Toner Cartridge Items for the Corporate  
Office of BCPCL for Feb-Jun 2026**

***Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0210.01***

***Issued On: February 10, 2026***

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 **10 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 Challan.
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. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
16. No modification to the 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.

