



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

**REQUEST FOR QUOTATION  
FOR  
Procurement of Toner and Cartridges (November-2025 to June  
2026) for Plant 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/2025-26/0303.02**

**Issued On: March 03, 2026**

**Submission Deadline: March 08, 2026, by 12:00 PM**





# 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](mailto:info@bcpcl.org.bd)

## REQUEST FOR QUOTATION

for

### Procurement of Toner and Cartridges (November-2025 to June 2026) for Plant Office of BCPCL

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0303.02

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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 **March 08, 2026**, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Toner and Cartridges (November-2025 to June 2026) for Plant Office of BCPCL**" and "DO NOT OPEN before **March 08, 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;

**[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 **07 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 **03 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*  
03/03/2026

**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](mailto:procurement@bcpcl.org.bd)

**Distribution:**

1. Notice Board.
2. Office File.



# Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0303.02

Issued On: March 03, 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 Toner and Cartridges (November-2025 to June 2026) for Plant 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 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 **March 03, 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 of Goods & Related Services**  
**Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0303.02**  
**Issued On: March 03, 2026**

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
1	HP LASER Toner Cartridge Original: Model- 76 A Black & White (Brand: HP Original)	Pcs	4		
2	HP LASER Toner Cartridge Original: Model- 151 A Black & White (Brand: HP Original)	Pcs	12		
3	HP LASER Toner Cartridge Original: Model- 107 A Black & White (Brand: HP Original)	Pcs	3		
4	HP LASER Toner Cartridge Original: Model- 215 A Black (Brand: HP Original)	Pcs	7		
5	HP LASER Toner Cartridge Original: Model- 215 A Yellow (Brand: HP Original)	Pcs	7		
6	HP LASER Toner Cartridge Original: Model- 215 A Pink/Magenta (Brand: HP Original)	Pcs	7		
7	HP LASER Toner Cartridge Original: Model- 215 A Blue/Cyan (Brand: HP Original)	Pcs	7		
8	Canon Toner: Model-NPG-5 Black & White (Brand: Canon Original)	Pcs	12		
9	Canon Toner: Model-NPG-84 Black & White (Brand: Canon Original)	Pcs	2		
10	HP LASER Toner Cartridge Original: Model- 79 A Black & White (Brand: HP Original)	Pcs	1		
11	HP LASER Toner Cartridge Original: Model- 166 A Black & White (Brand: HP Original)	Pcs	2		
12	Canon Laser Printer Canon 325 Toner Cartridge (Brand: Canon Original)	Pcs	14		
<b>Total price Including TAX &amp; VAT</b>					

**Note 1: The Brand mentioned is the preferred brand of the employer.**

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

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra 1320 MW Thermal Power Plant, Kalapara, Patuakhali
Delivery Offered	07 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:**

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever



## Technical Specification of the Goods Required

**Issued Ref.:** BCPCL/Procurement/RFQ/2025-26/0303.02

**Issued On:** March 03, 2026

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
1	HP LASER Toner Cartridge Original: Model- 76 A Black & White (Brand: HP Original)	
2	HP LASER Toner Cartridge Original: Model- 151 A Black & White (Brand: HP Original)	
3	HP LASER Toner Cartridge Original: Model- 107 A Black & White (Brand: HP Original)	
4	HP LASER Toner Cartridge Original: Model- 215 A Black (Brand: HP Original)	
5	HP LASER Toner Cartridge Original: Model- 215 A Yellow (Brand: HP Original)	
6	HP LASER Toner Cartridge Original: Model- 215 A Pink/Magenta (Brand: HP Original)	
7	HP LASER Toner Cartridge Original: Model- 215 A Blue/Cyan (Brand: HP Original)	
8	Canon Toner: Model-NPG-5 Black & White (Brand: Canon Original)	
9	Canon Toner: Model-NPG-84 Black & White (Brand: Canon Original)	
10	HP LASER Toner Cartridge Original: Model- 79 A Black & White (Brand: HP Original)	
11	HP LASER Toner Cartridge Original: Model- 166 A Black & White (Brand: HP Original)	
12	Canon Laser Printer Canon 325 Toner Cartridge (Brand: Canon Original)	

*\*All products must be **ORIGINAL** and Quotations must include complete and clearly defined Technical Specifications, along with the exact Model and Brand Name for each item under the 'Full Technical Specification and Standards Offered by the Quotationer' section. Any omission, ambiguity, or failure to provide this information will result in the quotation being deemed **technically non-responsive** and will lead to immediate disqualification from further evaluation, without exception.*

*\*The items have been specified with particular manufacturers. The supplier must provide the **exact specified brand and model** as mentioned in the tender document. Products from any other manufacturer or alternative models **shall not be accepted**.*



**Purchase Order  
FOR**

**Procurement of Toner and Cartridges (November-2025 to June 2026) for Plant 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. 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 Toner and Cartridges (November-2025 to June 2026) for**  
**Plant Office of BCPCL**

*Issued Ref.: BCPCL/Procurement/RFQ/2025-26/0303.02*

*Issued On: March 03, 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 **07 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 minimum Warranty Period of the Supplies shall be 06 months starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Goods Receiving Certification.
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. 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.
17. No modification to the Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. 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.
19. 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.
20. 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.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.



