



**BCPCL**

**Bangladesh-China Power Company (Pvt.) Limited**  
A Joint Venture of CMC & NWPGL

**REQUEST FOR QUOTATION  
FOR**

**Procurement of Office Equipment and Stationery Items at Payra 1320MW TPP  
under BCPCL**

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

**Issued Ref.: BCPCL/Procurement/RFQ/2021-22/0428.03**

**Issued On: April 28, 2022**





## BANGLADESH-CHINA POWER COMPANY (PVT.) LIMITED

(A Joint Venture of CMC and NWPGL)

UTC Building (Level # 4), 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 Office Equipment and Stationery Items at Payra 1320MW TPP under BCPCL

Issued Ref.: **BCPCL/Procurement/RFQ/2021-22/0428.03**

Issued On: **April 28, 2022**

To

1. Bangladesh-China Power Company (Pvt.) 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 and, Design & Drawings 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 May 11, 2022, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Office Equipment and Stationery Items at Payra 1320MW TPP under BCPCL**" and "DO NOT OPEN before May 11, 2022, 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 certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN) and VAT Registration Number without which the Quotation may be considered non-responsive.
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 **14 (fourteen) 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.

*[Handwritten Signature]*

**Rashed Morshed**

Superintending Engineer (Procurement)  
Bangladesh-China Power Company (Pvt.) 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/2021-22/0428.03**

Issued On: **April 28, 2022**

**Superintending Engineer (Procurement)**  
**Bangladesh-China Power Company (Pvt.) 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 Office Equipment and Stationery Items at Payra 1320MW TPP under 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 & 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 **April 28, 2022.**

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 Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
1	<b>Computer:</b> HP ProDesk 400 G6 MT Core i7 9th Gen Micropower Business PC, HP V194 18.5 Inch LED Monitor; System Unit : HP ProDesk 400 G6 MT Core i7 9th Gen Micro tower Business PC, Monitor: HP V194 18.5 Inch LED Monitor or similar is preferable	set	6		
2	<b>Large printer:</b> HP LaserJet MFP M725 PCL 6 or similar is preferable	set	1		
3	<b>Printer with color printing function:</b> HP LaserJet Pro MFP M281fdw Color Printer or similar is preferable	set	1		
4	<b>Printer:</b> HP LaserJet M436n Multifunction Photocopier & Printer or similar is preferable	set	8		
5	<b>Ink Cartridge</b> 14A/hp-CF214A or similar model of supplied printer	pcs	5		
6	<b>Ink Cartridge</b> #202A BLACK, #202A cyan, #202A yellow, #202A magenta or similar model of supplied printer	set	2		
7	<b>Ink Cartridge</b> 56A/CF256A or similar model of supplied printer	pcs	16		
8	<b>A4 printing paper</b> Bashundhara Paper A4 (80 GSM) or similar is preferable	rim	50		
9	<b>A3 printing paper</b> Bashundhara A3 Paper (80 GSM) or similar is preferable	rim	10		
10	<b>Box file</b> Plastic	pcs	100		
11	<b>Files rack</b> Plastic	pcs	150		
12	<b>Power strip:</b> Cable Length 5m, Universal socket with minimum 4 port	pcs	150		
13	<b>Electric kettle</b> VISION Electric Kettle 1.8L VIS-EK-005	pcs	50		
14	<b>Binder Clips</b> Size: 25mm	Dozen	20		
15	<b>Binder Clips</b> Size: 51mm	Dozen	20		





Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
16	<b>Glue:</b> Elmer's White Washable School Glue 118ml/bottle	bottle	20		
17	<b>Glue stick</b>	pcs	50		
18	<b>Scotch Tape;</b> 500 Meter big Size (2.5 inches)	pcs	20		
19	<b>Roller ball pens</b> Good quality	pcs	1000		
20	<b>Pencils</b>	pcs	100		
21	<b>Marker pen</b>	pcs	50		
22	<b>Rubber</b>	pcs	100		
23	<b>Hard disk</b> Samsung T5 Portable 1TB SSD	pcs	8		
24	<b>Notebooks</b> A4, Leather Binding, black	pcs	300		
25	<b>Sticky note</b>	pcs	200		
26	<b>Utility knife</b>	pcs	20		
27	<b>Nail puller</b>	pcs	40		
28	<b>Scissors</b>	pcs	20		
29	<b>Ruler (Steel)</b>	pcs	20		
30	<b>Pen holder</b>	pcs	50		
31	<b>Stapler</b>	pcs	40		
32	<b>Staples</b>	box	40		
33	<b>Pin</b>	box	10		
34	<b>Paper clip</b>	box	10		
35	<b>Broom with Dustpan</b>	set	30		
36	<b>Mop with Bucket</b>	pcs	20		
37	<b>Mosquito Killer Racket</b> Good quality	pcs	20		
38	<b>Garbage can</b> Plastic Waste Basket H-280mm	pcs	50		
39	<b>Garbage bag</b>	kg	20		
40	<b>Hand sanitizer</b> 200ml	bottle	50		
41	<b>Soap</b> Lux Soft Medium size	pcs	100		
42	<b>Soap box</b>	pcs	20		
43	<b>Toilet cleaner</b>	bottle	60		
44	<b>Rag</b>	pcs	50		
45	<b>Tissue paper</b> Bashundhara hand towel	pcs	100		



Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
46	Toilet paper	pcs	100		
47	Battery SONY 1.5V AA ALKALINE	pcs	200		
48	Battery SONY 1.5V AAA ALKALINE	pcs	100		
49	Mouse Logitech M185 Wireless Mouse USB	pcs	20		
50	Flashlight Geepas GFL3803 Rechargeable LED Flash Light Torch Light	pcs	20		
51	Router Tp-Link Archer AX10 AX1500 Wi-Fi 6 Gigabit Router	pcs	4		
52	Router TP-Link TL-WR840N 300Mbps Wireless Router	pcs	8		
53	CCTV camera Hikvision DS-2CE16C0T-IT3F 1MP Fixed Bullet Camera	set	4		
54	Chain lock	pcs	5		
Total price excluding Tax & VAT (BDT)					
VAT @ 7.5% (BDT)					
Total price including Tax & VAT (BDT)					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra 1320MW TPPP site, Dhankhali Union, Kalapara, Patuakhali.
Delivery Offered	Within 14 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





**Purchase Order  
FOR  
Procurement of Office Equipment and Stationery Items at Payra 1320MW TPP  
under BCPCL**

Purchase Order No.: BCPCL/Procurement/Purchase Order/2021-22/...

Date: ...

*Name & Address*

**Purchase Order Value:** ...including VAT & IT.

**Taka in words:** ... including VAT & IT.

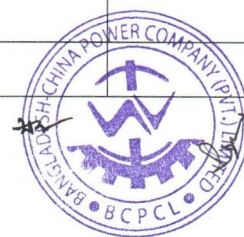
**Completion date of delivery:** .....

**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, BCPCL shall have the authority to cancel 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.
- (e) Goods shall be delivered at Payra 1320MW TPP Site, Dhankhali Union, Kalapara, Patuakhali.

Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.

Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
1	<b>Computer:</b> HP ProDesk 400 G6 MT Core i7 9th Gen Micropower Business PC, HP V194 18.5 Inch LED Monitor; System Unit : HP ProDesk 400 G6 MT Core i7 9th Gen Micro tower Business PC, Monitor: HP V194 18.5 Inch LED Monitor or similar is preferable	set	6		
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6	<b>Ink Cartridge</b> #202A BLACK, #202A cyan, #202A yellow, #202A magenta or similar model of supplied printer	set	2		
7	<b>Ink Cartridge</b> 56A/CF256A or similar model of supplied printer	pcs	16		





Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
8	<b>A4 printing paper</b> Bashundhara Paper A4 (80 GSM) or similar is preferable	rim	50		
9	<b>A3 printing paper</b> Bashundhara A3 Paper (80 GSM) or similar is preferable	rim	10		
10	<b>Box file</b> Plastic	pcs	100		
11	<b>Files rack</b> Plastic	pcs	150		
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13	<b>Electric kettle</b> VISION Electric Kettle 1.8L VIS-EK-005	pcs	50		
14	<b>Binder Clips</b> Size: 25mm	Dozen	20		
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19	<b>Roller ball pens</b> Good quality	pcs	1000		
20	<b>Pencils</b>	pcs	100		
21	<b>Marker pen</b>	pcs	50		
22	<b>Rubber</b>	pcs	100		
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27	<b>Nail puller</b>	pcs	40		
28	<b>Scissors</b>	pcs	20		
29	<b>Ruler (Steel)</b>	pcs	20		
30	<b>Pen holder</b>	pcs	50		
31	<b>Stapler</b>	pcs	40		
32	<b>Staples</b>	box	40		
33	<b>Pin</b>	box	10		
34	<b>Paper clip</b>	box	10		
35	<b>Broom with Dustpan</b>	set	30		
36	<b>Mop with Bucket</b>	pcs	20		
37	<b>Mosquito Killer Racket</b> Good quality	pcs	20		
38	<b>Garbage can</b> Plastic Waste Basket H-280mm	pcs	50		
39	<b>Garbage bag</b>	kg	20		
40	<b>Hand sanitizer</b> 200ml	bottle	50		



Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
41	<b>Soap</b> Lux Soft Medium size	pcs	100		
42	<b>Soap box</b>	pcs	20		
43	<b>Toilet cleaner</b>	bottle	60		
44	<b>Rag</b>	pcs	50		
45	<b>Tissue paper</b> Bashundhara hand towel	pcs	100		
46	<b>Toilet paper</b>	pcs	100		
47	<b>Battery</b> SONY 1.5V AA ALKALINE	pcs	200		
48	<b>Battery</b> SONY 1.5V AAA ALKALINE	pcs	100		
49	<b>Mouse</b> Logitech M185 Wireless Mouse USB	pcs	20		
50	<b>Flashlight</b> Geepas GFL3803 Rechargeable LED Flash Light Torch Light	pcs	20		
51	<b>Router</b> Tp-Link Archer AX10 AX1500 Wi-Fi 6 Gigabit Router	pcs	4		
52	<b>Router</b> TP-Link TL-WR840N 300Mbps Wireless Router	pcs	8		
53	<b>CCTV camera</b> Hikvision DS-2CE16C0T-IT3F 1MP Fixed Bullet Camera	set	4		
54	<b>Chain lock</b>	pcs	5		
Total price excluding Tax & VAT (BDT)					
VAT @ 7.5% (BDT)					
Total price including Tax & VAT (BDT)					

Thanking you,

By the approval of authority,

**Rashed Morshed**  
Superintending Engineer (Procurement)  
Bangladesh-China Power Company (Pvt) Limited





**Terms and Conditions  
for  
Procurement of Office Equipment and Stationery Items at Payra 1320MW TPP  
under 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 **14 (fourteen) 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 **Amount in Number and Words** including VAT & IT.
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The minimum warranty period for the items (from Sl. No. 01 to Sl. No. 04) shall be 12 (twelve) months from the acceptance of the goods by the Goods Receiving Committee.
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.

