



**BCPCL**

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

**REQUEST FOR QUOTATION  
FOR**

**Supply of Stationery Items for Operation & Maintenance Contractor 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/2022-23/1128.03**  
**Issued On: November 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

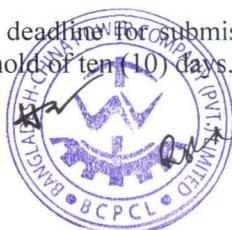
**Supply of Stationery Items for Operation & Maintenance Contractor at Payra  
1320MW TPP under BCPCL**

Issued Ref.: **BCPCL/Procurement/RFQ/2022-23/1128.03**


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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 December 04, 2022, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Supply of Stationery Items for Operation & Maintenance Contractor at Payra 1320MW TPP under BCPCL**" and "**DO NOT OPEN before December 04, 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.

  
28/11/2022

**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/2022-23/1128.03**

Issued On: **November 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 **Supply of Stationery Items for Operation & Maintenance Contractor 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 **November 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>A4 printing paper</b> Double A Paper A4 (80 GSM) Size Each rim should contain 500 pages	rim	50		
2	<b>A4 printing paper (Color)</b> A4 (70 GSM or above) Size Each rim should contain 500 pages	rim	10		
3	<b>A3 printing paper</b> Double A Paper A3 (80 GSM) Size Each rim should contain 500 pages	rim	20		
4	<b>Notebook</b> Cover: Imported 300 gsm black board & round cutting. Innards: Cream white 80 gsm fine paper. Bound: Hand stitched with perfect bound. Size: W- 4.4 in x H- 5.5 inch (minimum) Page: 72 pages, 144 leaves (minimum).	pcs	50		
5	<b>Marker Pen (Permanent Black)</b> Brush Tip: Round Toe Brand Name: Any reputed brand Color: Black Writing Medium: Surface as metal, Paper, Plastic, Glass, Wood and bag Ink Type: Permanent, Oil-based/CD Nib: Bullet (Round)/Chisel Feature: Waterproof	pcs	50		
6	<b>Fluorescent Pen</b> Can be written on any smooth surface, fast drying, waterproof and environmentally friendly	pcs	50		
7	<b>Laminating Machine (A3 size)</b> Speed 600mm / min. Heating System ISINGIASS heating system, Paper Feeding Max. laminating width 330MM, Temperature operating temperature 0- 180°C, Driving System AC geared motor, highly tempered silicon rollers & metal gears,	pcs	2		



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
	Lumen indicator Power light & Ready light Operating Power switch, forward / reverse switch, heat / cold switch and heat control knob Size 50cm x 24cm x 10.5cm is preferable Weight 8 Kg.				
8	<b>Laminator Pouch Film (A4 size)</b> Product Type: Laminating Film Paper Dimension: 218x305 mm Quantity: 100pcs Pack of One Quality: Good Material: High quality PET For file, card, photos Size: A4 size Thickness: 100 microns Help seal and protect your documents, photos and paper from dirt and damages. Work with most laminators on the market, just place document in pouch and insert into laminator.	box	5		
9	<b>Laminator Pouch Film (A3 size)</b> Product Type: Laminating Film Paper Dimension: 290x430 mm Quantity: 100pcs Pack of One Quality: Good Material: High quality PET For file, card, photos Size: A3 size Thickness: 100 microns Help seal and protect your documents, photos and paper from dirt and damages. Work with most laminators on the market, just place document in pouch and insert into laminator.	box	2		
10	<b>Heavy Duty Paper Cutter</b> Surface protected with scratch resistant coating, 42 x 38 cm mesa scale, 40mm / 300 sheet cutting thickness, inches ruler and clear embossed grid for precise cutting	pcs	1		
11	<b>Heavy Duty Stapler</b> <b>Capacity:</b> Up to 210 sheets of 80gsm Paper <b>Stapling Margin:</b> Adjustable 7-70mm	pcs	1		





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
	<b>Staples:</b> Use 23/6mm to 23/24mm <b>Staples Size:</b> 9 Different Size <b>Throat Depth:</b> 70mm Warranty: Minimum one year With 10 boxes of staples				
12	<b>Punch Machine</b> Product Type: Heavy Duty Paper Punch Machine Brand: Kangaro DP 700 is preferable Color: Any Punching Capacity: 2 Hole Pages: 36 Sheets at least	pcs	4		
13	<b>Calculator</b> Brand: deli is preferable Model: M19810 is preferable Body Color: any Material: Metal/PC Function: 120 Step Check Auto Reply Big Screen Power Supply: Solar & Battery dual power supply for long life	pcs	10		
14	<b>Binder Clips</b> Size: 19mm	Dozen	20		
15	<b>Binder Clips</b> Size: 32mm	Dozen	20		
16	<b>Paper Clip (James Clip)</b>	Box	20		
17	<b>File Bag (A4 Size)</b>	pcs	200		
18	<b>Mop:</b> Brand: Any Quality Cotton – Durable & Super Water Absorber for Efficient Cleaning; Compact Mop with Inbuilt Squeezing Mechanism – No Rusty Risky Handle; Extendable Handle – Adjust Handle to your Height; Twist Handle Knob – Easy Squeezing to remove excess water; Light Weight, Sleek lock & Easy to Store Safe on all surfaces; Looped Threads – No Tangling & Lasts Longer;	pcs	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
	Comfort of Usage – Smooth Grip & Palm Res				
19	<b>Floor Brush</b> Type: Floor Brush Material: PP + stainless steel rod + rubber wiper Color: Yellow Green Size: 112(44.1) x23(9.1) cm(inch) Function: Detachable / 120°Rotation / Corner cleaning	pcs	50		
20	<b>Garbage Poly Bag</b> Material: Polythene Size: 24inch*18inch Suitable for packing minimum 10kg of mass	pcs	2000		
21	<b>Hand Wash</b> Product type: Handwash. Brand: Lifebuoy or Sepnil 99.9% germ protection With the goodness of milk cream - For a clean moisturized feel. Pump bottle packaging that is convenient and hygienic to use for the whole family.	bottle	100		
22	<b>Toilet Cleaner:</b> Removes tough stains Kills 99.9% of germs Leaves toilet sparkly Clean, hygienic and visibly neat Harpic is preferable Size: 5 liter each bottle	bottle	20		
23	<b>Rag:</b> Length & Width: standard size Material: Cotton	pcs	50		
24	<b>Hand Towel Tissue</b> Each pack should contain 150Pcs X 1 Ply Bashundhara is preferable	box	100		
25	<b>Toilet Tissue</b> 12 Pcs bag Soft & Hygienic Comfortable to use White Color	bag	20		
26	<b>Digital Thermometer</b> -Digital thermometer with a probe -The probe is waterproof, high accuracy, and quick measurement of temperature	pcs	20		



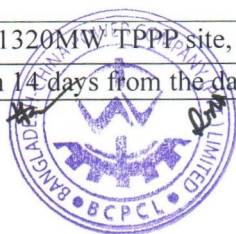
Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
	-Automatic alarm and within 15s reading -Easy to clean -Being small and mini, very convenient to take out everywhere -Electronic Thermometer is easy to read – LCD display and beeping sound lets you know that measurement is completed. -Convenient – serve the entire family, keep the whole family healthy. -Safe – unbreakable and automatic shut-off. -Fast – 1-minute readout and measure body temperature. -Accuracy – dependable accuracy +/- 0.1 centigrade, +/- 0.2 Fahrenheit. -Applicable body position – digital thermometer can be used orally, rectally, and under the armpit. -Temperature rang – 32 ~ 42 centigrade, 90 ~ 108 Fahrenheit. -Memory function – Electronic Digital Thermometer can store the whole family's temperature data. -Body thermometer powered by Cell Battery				
27	<b>Hand Sanitizer</b> Hexisol is preferable 250ml bottle Minimum having 1 year of expiry date	bottle	50		
28	<b>Soap</b> Lux is preferable 100gm size	pcs	100		
29	<b>Washing Powder</b> Size-1Kg Wheel washing powder is preferable	pack	50		
30	<b>Toilet Brush:</b> Name: long handle Golf no dead-end brush head toilet brush Material: PP+TPR Category: Toilet Brush Dimensions: length 41cm, width 7cm is preferable Application: toilet	pcs	40		
31	<b>SS Scourer</b>	set	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
	4pcs/set				
32	<b>Sticky Note</b> Size-3.2cmX1.1cm (recommended) 10 pcs per pack	pack	50		
33	<b>Cockroach killer drugs</b> 10 pcs/box	box	50		
34	<b>Aerosol insect spray</b> Size-800ml	bottle	100		
35	<b>Umbrella</b> Heavy Duty Large Size Full rain and sun protection Fiber Material	pcs	100		
36	<b>Welding Gloves</b> Model: Welder's gloves, short gloves Type: Non-disposable Application scope: electric welders, miners, steel workers, truck drivers, general protection workers, gardening size: About 25-26 cm Material: Cowhide color: yellow (preferable)	pairs	20		
37	<b>Telephone Recharge Card</b> Grameenphone 1000tk/card 1 year validity	pcs	69		
38	<b>Toner</b> 92A/93A, CZ192A For HP LaserJet MFP M435nw	pcs	8		
39	<b>Toner</b> 202A Black, 202A Cyan, 202A Yellow, 202A Magenta for HP LaserJet M281fdw	set	2		
40	<b>Toner</b> 56A/CF256A For HP LaserJet M436n	pcs	10		
<b>Total price excluding Tax &amp; VAT (BDT)</b>					
<b>VAT @ 7.5% (BDT)</b>					
<b>Total price including Tax &amp; VAT (BDT)</b>					

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:

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



**Purchase Order  
FOR  
Supply of Stationery Items for Operation & Maintenance Contractor at Payra  
1320MW TPP under BCPCL**

Purchase Order No.: BCPCL/Procurement/Purchase Order/2022-23/...

Date: ...

*Name & Address*

<b>Purchase Order Value:</b> ...including VAT & IT. <b>Taka in words:</b> ... including VAT & IT. <b>Completion date of delivery:</b> ..... <b>Delivery terms:</b> (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 TPPP Site, Dhankhali Union, Kalapara, Patuakhali.
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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>A4 printing paper</b> Double A Paper A4 (80 GSM) Size Each rim should contain 500 pages	rim	50		
2	<b>A4 printing paper (Color)</b> A4 (70 GSM or above) Size Each rim should contain 500 pages	rim	10		
3	<b>A3 printing paper</b> Double A Paper A3 (80 GSM) Size Each rim should contain 500 pages	rim	20		
4	<b>Notebook</b> Cover: Imported 300 gsm black board & round cutting. Innards: Cream white 80 gsm fine paper. Bound: Hand stitched with perfect bound. Size: W- 4.4 in x H- 5.5 inch (minimum) Page: 72 pages, 144 leaves (minimum).	pcs	50		
5	<b>Marker Pen (Permanent Black)</b> Brush Tip: Round Toe Brand Name: Any reputed brand Color: Black	pcs	50		

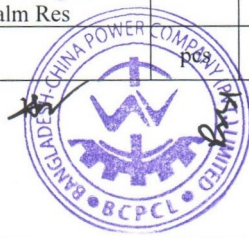


Sl. No.	Description of Item	Unit	Quantity	Unit Price excluding Tax & VAT (BDT)	Total Price excluding Tax & VAT (BDT)
01	02	03	04	05	06= 05x04
	Writing Medium: Surface as metal, Paper, Plastic, Glass, Wood and bag Ink Type: Permanent, Oil-based/CD Nib: Bullet (Round)/Chisel Feature: Waterproof				
6	<b>Fluorescent Pen</b> Can be written on any smooth surface, fast drying, waterproof and environmentally friendly	pcs	50		
7	<b>Laminating Machine (A3 size)</b> Speed 600mm / min. Heating System ISINGIASS heating system, Paper Feeding Max. laminating width 330MM, Temperature operating temperature 0-180°C, Driving System AC geared motor, highly tempered silicon rollers & metal gears, Lumen indicator Power light & Ready light Operating Power switch, forward / reverse switch, heat / cold switch and heat control knob Size 50cm x 24cm x 10.5cm is preferable Weight 8 Kg.	pcs	2		
8	<b>Laminator Pouch Film (A4 size)</b> Product Type: Laminating Film Paper Dimension: 218x305 mm Quantity: 100pcs Pack of One Quality: Good Material: High quality PET For file, card, photos Size: A4 size Thickness: 100 microns Help seal and protect your documents, photos and paper from dirt and damages. Work with most laminators on the market, just place document in pouch and insert into laminator.	box	5		
9	<b>Laminator Pouch Film (A3 size)</b> Product Type: Laminating Film Paper Dimension: 290x430 mm Quantity: 100pcs Pack of One Quality: Good Material: High quality PET For file, card, photos Size: A3 size Thickness: 100 microns Help seal and protect your documents, photos and paper from dirt and damages.	box	2		





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
	Work with most laminators on the market, just place document in pouch and insert into laminator.				
10	<b>Heavy Duty Paper Cutter</b> Surface protected with scratch resistant coating, 42 x 38 cm mesa scale, 40mm / 300 sheet cutting thickness, inches ruler and clear embossed grid for precise cutting	pcs	1		
11	<b>Heavy Duty Stapler</b> <b>Capacity:</b> Up to 210 sheets of 80gsm Paper <b>Stapling Margin:</b> Adjustable 7-70mm <b>Staples:</b> Use 23/6mm to 23/24mm <b>Staples Size:</b> 9 Different Size <b>Throat Depth:</b> 70mm Warranty: Minimum one year With 10 boxes of staples	pcs	3		
12	<b>Punch Machine</b> Product Type: Heavy Duty Paper Punch Machine Brand: Kangaro DP 700 is preferable Color: Any Punching Capacity: 2 Hole Pages: 36 Sheets at least	pcs	4		
13	<b>Calculator</b> Brand: deli is preferable Model: M19810 is preferable Body Color: any Material: Metal/PC Function: 120 Step Check Auto Reply Big Screen Power Supply: Solar & Battery dual power supply for long life	pcs	10		
14	<b>Binder Clips</b> Size: 19mm	Dozen	20		
15	<b>Binder Clips</b> Size: 32mm	Dozen	20		
16	<b>Paper Clip (James Clip)</b>	Box	20		
17	<b>File Bag (A4 Size)</b>	pcs	200		
18	<b>Mop:</b> Brand: Any Quality Cotton – Durable & Super Water Absorber for Efficient Cleaning; Compact Mop with Inbuilt Squeezing Mechanism – No Rusty Risky Handle; Extendable Handle – Adjust Handle to your Height; Twist Handle Knob – Easy Squeezing to remove excess water; Light Weight, Sleek look & Easy to Store Safe on all surfaces; Looped Threads – No Tangling & Lasts Longer; Comfort of Usage – Smooth Grip & Palm Res	pcs	50		
19	<b>Floor Brush</b> Type: Floor Brush	pcs	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
	Material: PP + stainless steel rod + rubber wiper Color: Yellow Green Size: 112(44.1) x23(9.1) cm(inch) Function: Detachable / 120°Rotation / Corner cleaning				
20	<b>Garbage Poly Bag</b> Material: Polythene Size: 24inch*18inch Suitable for packing minimum 10kg of mass	pcs	2000		
21	<b>Hand Wash</b> Product type: Handwash. Brand: Lifebuoy or Sepnil 99.9% germ protection With the goodness of milk cream - For a clean moisturized feel. Pump bottle packaging that is convenient and hygienic to use for the whole family.	bottle	100		
22	<b>Toilet Cleaner:</b> Removes tough stains Kills 99.9% of germs Leaves toilet sparkly Clean, hygienic and visibly neat Harpic is preferable Size: 5 liter each bottle	bottle	20		
23	<b>Rag:</b> Length & Width: standard size Material: Cotton	pcs	50		
24	<b>Hand Towel Tissue</b> Each pack should contain 150Pcs X 1 Ply Bashundhara is preferable	box	100		
25	<b>Toilet Tissue</b> 12 Pcs bag Soft & Hygienic Comfortable to use White Color	bag	20		
26	<b>Digital Thermometer</b> -Digital thermometer with a probe -The probe is waterproof, high accuracy, and quick measurement of temperature -Automatic alarm and within 15s reading -Easy to clean -Being small and mini, very convenient to take out everywhere -Electronic Thermometer is easy to read – LCD display and beeping sound lets you know that measurement is completed. -Convenient – serve the entire family, keep the whole family healthy. -Safe – unbreakable and automatic shut-off.	pcs	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
	-Fast – 1-minute readout and measure body temperature. -Accuracy – dependable accuracy /- 0.1 centigrade, /-0.2 Fahrenheit. -Applicable body position – digital thermometer can be used orally, rectally, and under the armpit. -Temperature rang – 32 ~ 42 centigrade, 90 ~ 108 Fahrenheit. -Memory function – Electronic Digital Thermometer can store the whole family's temperature data. -Body thermometer powered by Cell Battery				
27	<b>Hand Sanitizer</b> Hexisol is preferable 250ml bottle Minimum having 1 year of expiry date	bottle	50		
28	<b>Soap</b> Lux is preferable 100gm size	pcs	100		
29	<b>Washing Powder</b> Size-1Kg Wheel washing powder is preferable	pack	50		
30	<b>Toilet Brush:</b> Name: long handle Golf no dead-end brush head toilet brush Material: PP+TPR Category: Toilet Brush Dimensions: length 41cm, width 7cm is preferable Application: toilet	pcs	40		
31	<b>SS Scourer</b> 4pcs/set	set	100		
32	<b>Sticky Note</b> Size-3.2cmX1.1cm (recommended) 10 pcs per pack	pack	50		
33	<b>Cockroach killer drugs</b> 10 pcs/box	box	50		
34	<b>Aerosol insect spray</b> Size-800ml	bottle	100		
35	<b>Umbrella</b> Heavy Duty Large Size Full rain and sun protection Fiber Material	pcs	100		
36	<b>Welding Gloves</b> Model: Welder's gloves, short gloves Type: Non-disposable Application scope: electric welders, miners, steel workers, truck drivers, general protection workers, gardening size: About 25-26 cm Material: Cowhide color: yellow (preferable)	pairs	20		
37	<b>Telephone Recharge Card</b>	pcs	69		





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
	Grameenphone 1000tk/card 1 year validity				
38	<b>Toner</b> 92A/93A, CZ192A For HP LaserJet MFP M435nw	pcs	8		
39	<b>Toner</b> 202A Black, 202A Cyan, 202A Yellow, 202A Magenta for HP LaserJet M281fdw	set	2		
40	<b>Toner</b> 56A/CF256A For HP LaserJet M436n	pcs	10		
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**  
**Supply of Stationery Items for Operation & Maintenance Contractor 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.

