



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

**Supply of Cleaning & Stationery Items for 4 months starting from March, 2023 to
June, 2023 at Payra TPP (Phase-I) of 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/2022-23/0228.03
Issued On: February 28, 2023





BANGLADESH-CHINA POWER COMPANY (PVT.) LIMITED

(A Joint Venture of CMC and NWPGL)

UTC Building (Level # 5), 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh
Phone No. 9143908, 9140757, Web: www.bcpcl.org.bd, E-mail: info@bcpcl.org.bd

REQUEST FOR QUOTATION

for

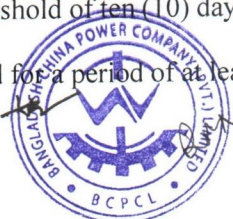
Supply of Cleaning & Stationery Items for 4 months starting from March, 2023 to June, 2023 at Payra TPP (Phase-I) of BCPCL

Issued Ref.: BCPCL/Procurement/RFQ/2022-23/0228.03

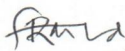
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To

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 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 March 07, 2023, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Supply of Cleaning & Stationery Items for 4 months starting from March, 2023 to June, 2023 at Payra TPP (Phase-I) of BCPCL.**" and "**DO NOT OPEN** before March 07, 2023, 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 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.


28/02/2023

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/2022-23/0228.03
Issued On: February 28, 2023

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 Cleaning & Stationery Items for 4 months starting from March, 2023 to June, 2023 at Payra TPP (Phase-I) 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 17(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 28, 2023.**

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.	Item Description	Unit	Quantity	Unit Price excluding VAT (BDT)	Total Price excluding VAT (BDT)
1	2	3	4	5	6=4x5
1	Plastic Punch File Very good quality & Long lasting	Pcs	500		
2	Punch Machine-Small (Double punch) Kangaroo Preferable	Pcs	30		
3	Punch Machine-Small (single punch) Kangaroo Preferable	Pcs	60		
4	Visiting Card Holder Box Type, Good Luck Preferable	Pcs	100		
5	Fluid pen uni correction pen, made in Japan is preferable	Pcs	100		
6	File Box, Standing type Paper made	Pcs	100		
7	Three Station File Organizer Plastic made Good Luck preferred	Pcs	100		
8	Scissor (medium size) Deli preferable	Pcs	50		
9	Binder clip (19mm)	box	25		
10	Binder clip (32mm)	box	50		
11	Binder clip (51mm)	box	50		
12	Clip Board Economic Design Board Material: Plastic	Pcs	50		
13	Highlighter Faber Castell Preferred (yellow, green, red, orange)	Pcs	100		
14	Register Book (200 Page)	Pcs	100		
15	Box Tissue 120*2ply Bashundhara preferred	Box	200		
16	Toilet Tissue Bashundhara preferred	Pcs	500		
17	Hand Towel Tissue 250*1 Ply Bashundhara preferred	Pcs	350		
18	Hand Wash Poly Size: 170ml Lifebuoy Preferred	Pcs	100		
19	Naphthalene Ball (50 Pcs Packet)	Packet	50		
20	Air Freshener	Pcs	100		



Sl. No.	Item Description	Unit	Quantity	Unit Price excluding VAT (BDT)	Total Price excluding VAT (BDT)
	Size: 240ml ACI-Lemon flavor is preferred				
21	Lizol (500ml) for Floor Clean	Pcs	100		
22	Glass Cleaner Size: 350 ml Shinex spray is preferred	Pcs	50		
23	Wiper (Long Handle) for Glass Clean Kleen, RFL preferred	Pcs	25		
24	Zero Cal	box	20		
25	Canon Toner (Model: NPG-84)	Pcs	4		
26	HP LASERJET Cartridge (Model: 204A) Black Color	Pcs	10		
27	HP LASERJET Cartridge (Model: 204A) Yellow Color	Pcs	5		
28	HP LASERJET Cartridge (Model: 204A) Magenta Color	Pcs	5		
29	HP LASERJET Cartridge (Model: 204A) Cyan Color	Pcs	10		
30	Note Book 200 Page 8**5" is preferred	Pcs	150		
31	Pen Holder Made of SS Rectangular shape Black Color	Pcs	50		
32	Spiral Binding Ring- 10mm	Pcs	100		
33	Spiral Binding Ring- 14mm	Pcs	100		
34	Spiral Binding Ring- 16mm	Pcs	100		
35	Spiral Binding A4 Size Cover Sheet	Pcs	300		
36	Double A A3 80gsm Printing Paper	Rim	20		
37	Mouse Pad Model: Havit HV-MP839; Size: 25x21x0.2cm Ergonomic Design	Pcs	20		
38	Milk Powder Size: 500g Arong Preferred	Pcs	30		
39	Sugar 1Kg Packet Fresh Refined Sugar Preferable	Kg	50		
40	Odonil	Pcs	250		
41	Harpic Toilet Cleaner-1000 ml	Pcs	75		
42	Double A 80 Gsm A4 Size Paper	Rim	80		
				Total excluding VAT (BDT)	
				VAT @ 7.5% (BDT)	
				Total including VAT (BDT)	



Total Price Including VAT & IT (in words)	
Goods to be supplied to	BCPCL, Payra 1320MW TPPP Site, kalapara, dhankhali, Patuakhali
Delivery Offered	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



Technical Specification of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2022-23/0228.03

Issued On: February 28, 2023

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
1	Plastic Punch File Very good quality & Long lasting	
2	Punch Machine-Small (Double punch) Kangaroo Preferable	
3	Punch Machine-Small (single punch) Kangaroo Preferable	
4	Visiting Card Holder Box Type, Good Luck Preferable	
5	Fluid pen uni correction pen, made in Japan is preferable	
6	File Box, Standing type Paper made	
7	Three Station File Organizer Plastic made Good Luck preferred	
8	Scissor (medium size) Deli preferable	
9	Binder clip (19mm)	
10	Binder clip (32mm)	
11	Binder clip (51mm)	
12	Clip Board Economic Design Board Material: Plastic	
13	Highlighter Faber Castell Preferred (yellow, green, red, orange)	
14	Register Book (200 Page)	
15	Box Tissue 120*2ply Bashundhara preferred	
16	Toilet Tissue Bashundhara preferred	
17	Hand Towel Tissue 250*1 Ply Bashundhara preferred	
18	Hand Wash Poly Size: 170ml Lifebuoy Preferred	



Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
19	Naphthalene Ball (50 Pcs Packet)	
20	Air Freshener Size: 240ml ACI-Lemon flavor is preferred	
21	Lizol (500ml) for Floor Clean	
22	Glass Cleaner Size: 350 ml Shinex spray is preferred	
23	Wiper (Long Handle) for Glass Clean Kleen, RFL preferred	
24	Zero Cal	
25	Canon Toner (Model: NPG-84)	
26	HP LASERJET Cartridge (Model: 204A) Black Color	
27	HP LASERJET Cartridge (Model: 204A) Yellow Color	
28	HP LASERJET Cartridge (Model: 204A) Magenta Color	
29	HP LASERJET Cartridge (Model: 204A) Cyan Color	
30	Note Book 200 Page 8"*5" is preferred	
31	Pen Holder Made of SS Rectangular shape Black Color	
32	Spiral Binding Ring- 10mm	
33	Spiral Binding Ring- 14mm	
34	Spiral Binding Ring- 16mm	
35	Spiral Binding A4 Size Cover Sheet	
36	Double A A3 80gsm Printing Paper	
37	Mouse Pad Model: Havit HV-MP839; Size: 25x21x0.2cm Ergonomic Design	
38	Milk Powder Size: 500g Arong Preferred	
39	Sugar 1Kg Packet Fresh Refined Sugar Preferable	
40	Odonil	
41	Harpic Toilet Cleaner-1000 ml	
42	Double A 80 Gsm A4 Size Paper	



Purchase Order
for
Supply of Cleaning & Stationery Items for 4 months starting from March, 2023 to
June, 2023 at Payra TPP (Phase-I) 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. Failure to supply the items within the 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.
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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.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
Total Amount (BDT)					

Thanking you,

By the approval of authority,

Rashed Morshed
Superintending Engineer (Procurement)
Bangladesh-China Power Company (Pvt) Limited
Level#5, UTC Building, 8 Panthapath, Kawran Bazar
Dhaka-1215, Bangladesh



Terms and Conditions
for
Supply of Cleaning & Stationery Items for 4 months starting from March, 2023 to
June, 2023 at Payra TPP (Phase-I) of 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 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 Chalan.
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. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.



16. 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.
17. 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:
- fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - 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.
 - fails to perform any other obligation(s) under the Contract.
18. 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.
19. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.
20. Supplier shall supply the product at site and provide necessary software.

