

## REQUEST FOR QUOTATION FOR

Procurement of Stationery Items (Jan-June 2025) for Payra 1320 MW TPP of BCPCL

# 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/2024-25/0220.03

Issued On: February 20, 2025





#### BANGLADESH-CHINA POWER COMPANY LIMITED

(A Joint Venture of CMC and NWPGCL)

UTC Building (Level # 5), 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh Phone No. 9143908, 9140757, Web: <a href="https://www.bcpcl.org.bd">www.bcpcl.org.bd</a>, E-mail:info@bcpcl.org.bd

#### REQUEST FOR QUOTATION

for

## Procurement of Stationery Items (Jan-June 2025) for Payra 1320 MW TPP of BCPCL

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To

- 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.
- 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 February 25, 2025, 12:00 PM. The envelope containing the Quotation must be clearly marked "Procurement of Stationery Items (Jan-June 2025) for Payra 1320 MW TPP of BCPCL" and "DO NOT OPEN before February 25, 2025, 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 **10 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.

Rashed Morshed

Superintending Engineer (Procurement)

BANGLADESH-CHINA POWER COMPANY 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/2024-25/0220.03

Issued On: February 20, 2025

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 Items** (Jan–June 2025) for Payra 1320 MW TPP 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 20, 2025

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

SI. No	Item Description	Unit	Quantity	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6=5*4
1	Anti Cutter: Brand: SDI or Equivalent Blade Color: Silver. Specification: 0.4×9×80mm Measure: 60.5×29.5×26cm Size: Small; Material: Plastic body	Pcs	30		
2	Battery (AA): Brand: Maxell or Equivalent Battery Type: Alkaline Nominal Voltage: 1.5V Size: AA (LR6)	Pcs	150		
3	Battery (AAA): Brand: Sunlight or equivalent Battery Type: Alkaline Nominal Voltage: 1.5V Size: AAA (LR6)	Pcs	300		
4	Binder Clip (3/4)": (12 pcs Packet) Brand: Deli or equivalent	Packet	60		
5	Binder Clip (1.25)": (12 pcs Packet) Brand: Deli or equivalent	Packet	40		
6	Ball Pen (Black): Brand: Matador or equivalent Oil based gel ink. 0.7 mm NS tip with TC ball. Extra refilling opportunity. Smooth and flawless writing. Wooden designed matt foil body Rubber grip for better writing performance	Pcs	500		
7	Gel Pen (Black): Brand: Matador i-teen or equivalent	Pcs	400		
8	Pencil: Brand: Faber-Castell or Equivalent 2B Pencil 68 gm	Pcs	150		
9	Cartoon Tape/Scotch tape -60 yard (transparent) Material: Plastic Color: Transparent Country of Origin: China	Pcs	100		
10	Binding Tape/Rexine Tape (White & Black Color): Hunter or Equivalent Binding Rexine Tape Color: White/Black 10 meter (+ -) wide: 1.75 inch Good and Premium Quality	Pcs	100		

SI. No	Item Description	Unit	Quantity	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6=5*4
11	Clip Board: Brand: Matador Size: A4	Pcs	30		
12	Data Bank Ring File (1.5 inch): Brand: Any Reputed Brand Size: A4	Pcs	50		
13	Product Type: Stick Up Liquid Glue Brand: Deli or equivalent Size: 15 gm Color: Clear/Transparent	Pcs	100		
14	Highlighter (Different Color) Brand: Faber Castell or Equivalent	Pes	200		
15	Punch Machine (Double): Brand: Kangaroo or Equivalent		10		
16	Scissor: Brand: Deli or Equivalent Model: 6009 Package Dimensions: 9x5x2.5 cm; 450 g Material Type: Stainless Steel Item Weight: 450g	Pes	50		
17	Register Book: (550 Page) Good Quality with page no Color: Inside pages blue and margined Good Quality	Pcs	100		
18	Multi Plug (3Pin Socket): Click or Equivalent; 4 Port; Rated Voltage: 250 volts; Cable Length:5- meter.	Pcs	50		
19	A4 Paper: Brand: Double A or equivalent Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print	Rim	150		
20	A3 Paper: Brand: Double A or equivalent Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print	Rim	5		
21	Cardboard Paper Folder: Product Type: Hard Paper made	Pcs	200		
22	Report Cover/Punch File (Black) Brand: Matador or Equivalent Sirve A4 Connective 30 Shoots	Pes	500		
22		Pcs	500		

SI. No	Item Description	Unit	Quantity	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6=5*4
	Color: Transparent				
23	Stapler: Brand: Deli or Equivalent Size: 58*30*20mm Material: ABS plastic cover SPCC metal structure metal base Staple Capacity: 24-6 or 26-6 staple	Pcs	50		
24	Stapler Pin Box: Brand: Kangaroo or Equivalent Dimensions: 7 x 4 x 3 cm Rust Resistance: Yes; Weight: 50 g	Pes	50		
25	Stapler Pin Remover: Brand: Kangaroo or Equivalent		50		
26	Mouse Pad: Brand: Good Quality	Pcs	50	3 1 - 1	
27	Hand Wash: Brand: Lifebuoy or Equivalent Packing: Poly Pack Weight: 170 ml		100		
28	Air Freshener: Brand: Godrej AER 300ml Flavor: Multi flavor	Pcs	100		
29	Insect Spray: ACI Aerosol (800ml) or Equivalent	Pcs	25		
30	Garbage Bag: Size (22" x 20"): Color: Black	kg	50		
31	Facial Tissue: Brand: Bashundhara or Equivalent Color: White/Pink Fresh Perfumed Facial Tissue (150 X 2) ply per Box	Box	1200		
32	Napkin Tissue: Brand: Bashundhara or Equivalent Size: 13``x13``, 1 Ply, 100 Pcs.	Pcs	1500		
33	Toilet Tissue: Brand: Bashundhara or Equivalent Quantity: 212 sheets X 2 ply Basic Raw Material: Recycled Pulp Color: White Fragrance: Non-Perfumed GSM: 24	Pcs	1800		

SI. No	Item Description	Unit	Quantity	Unit Price Including VAT & Tax	Total Price Including VAT & Tax
1	2	3	4	5	6=5*4
	Weight; 120 gm (+/-) Per Sheet Size: 114 mm x 100 mm				
34	Dishwashing Liquid (Bottle): Product Type: Dishwashing liquid Brand: Vim or equivalent Volume: 500 ml Application: Cleaning and degreasing dishes, utensils, and cookware pH: Mildly acidic to neutral (pH 6-8) Density: Typically, around 1.03 g/mL Solubility: Fully soluble in water	Pcs	30		
35	Coffee (Black): Brand: Mac-Coffee Gold Freez Dried(200g)	Jar	20		
36	Coffee Mate: Brand: Nestle Coffee Mate 400gm (Jar)	Jar	20		
37	Milk Powder: Diploma Instant Full Cream Milk Powder 500gm (Foil Pack)	Packet	60		
38	Sugar: Fresh white sugar (1kg packet)	kg	140		
39	Tea Bag (Box): 9 Brand: Taaza Quantity: Tea Bag - 50 Pcs		500		T = 1
40	Zero Cal (75 pcs Box): Brand: Square	al (75 pcs Box):			
	Total Price Including Vat &	Tax			

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra 1320 MW TPP Site. Dhankhali, Kalapara, Patuakhali
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.

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 up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



## Technical Specification of the Goods Required

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Sl. No	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Anti Cutter:	
	Brand: SDI or Equivalent	
1	Blade Color: Silver.	
1	Specification: 0.4×9×80mm	
	Measure: 60.5×29.5×26cm	
	Size: Small; Material: Plastic body	
	Battery (AA): Brand: Maxell or Equivalent	
2	Battery Type: Alkaline	
2	Nominal Voltage: 1.5V	
	Size: AA (LR6)	
	Battery (AAA):	
	Brand: Sunlight or equivalent	
3	Battery Type: Alkaline	
	Nominal Voltage: 1.5V	
	Size: AAA (LR6)	
	Binder Clip (3/4)": (12 pcs Packet)	
4	Brand: Deli or equivalent	
	Binder Clip (1.25)": (12 pcs Packet)	
5	Brand: Deli or equivalent	
	Ball Pen (Black):	
	Brand: Matador or equivalent	
	Oil based gel ink.	
	0.7 mm NS tip with TC ball.	
6	Extra refilling opportunity.	
	Smooth and flawless writing.	
	Wooden designed matt foil body Rubber grip	
	for better writing performance  Gel Pen (Black):	
7		
	Brand: Matador i-teen or equivalent	
0	Pencil:	
8	Brand: Faber-Castell or Equivalent	
	2B Pencil 68 gm	
	Cartoon Tape/Scotch tape -60 yard	
	(transparent)	
9	Material: Plastic	
	Color: Transparent	
	Country of Origin: China	
	Binding Tape/Rexine Tape (White & Black	
	Color):	
	Hunter or Equivalent	
10	Binding Rexine Tape	
10	Color: White/Black	
	10 meter (+ -)	
	wide: 1.75 inch	
	Good and Premium Quality	

Sl. No	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
11	Clip Board: Brand: Matador Size: A4	
12	Data Bank Ring File (1.5 inch): Brand: Any Reputed Brand Size: A4	
13	Product Type: Stick Up Liquid Glue Brand: Deli or equivalent Size: 15 gm Color: Clear/Transparent	
14	Highlighter (Different Color) Brand: Faber Castell or Equivalent	
15	Punch Machine (Double): Brand: Kangaroo or Equivalent Dimensions: 25 cm x 10 cm x 10 cm Punching Distance: 80 mm Weight: 0.5 kg	
16	Scissor: Brand: Deli or Equivalent Model: 6009 Package Dimensions: 9x5x2.5 cm; 450 g Material Type: Stainless Steel Item Weight: 450g	
17	Register Book: (550 Page) Good Quality with page no Color: Inside pages blue and margined Good Quality	
18	Multi Plug (3Pin Socket): Click or Equivalent; 4 Port; Rated Voltage: 250 volts; Cable Length:5-meter.	
19	A4 Paper: Brand: Double A or equivalent Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print	
20	A3 Paper: Brand: Double A or equivalent Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print	
21	Cardboard Paper Folder: Product Type: Hard Paper made	
22	Report Cover/Punch File (Black) Brand: Matador or Equivalent Size: A4. Capacity 30 Sheets Color: Transparent	
23	Stapler: Brand: Deli or Equivalent	

Sl. No	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
-	Size: 58*30*20mm	
	Material: ABS plastic cover SPCC metal	
	structure metal base	
	Staple Capacity: 24-6 or 26-6 staple	
	Stapler Pin Box:	
24	Brand: Kangaroo or Equivalent	
2 '	Dimensions: 7 x 4 x 3 cm	
	Rust Resistance: Yes; Weight: 50 g	
	Stapler Pin Remover:	
25	Brand: Kangaroo or Equivalent	
	Dimensions: 5 cm x 5 cm	
	Grip Type: Finger grip; Weight: 200 grams	
26	Mouse Pad:	
	Brand: Good Quality	
	Hand Wash:	
	Brand: Lifebuoy or Equivalent Packing: Poly Pack	
	Weight: 170 ml	
27	Cleansing Efficiency:	
21	Effectively removes dirt, grease, and germs	
	from the hands	
	Antibacterial Action:	
	Proven to kill 99.9% of germs and bacteria	
	Air Freshener:	
28	Brand: Godrej AER 300ml	
	Flavor: Multi flavor	
20	Insect Spray: ACI Aerosol (800ml) or	
29	Equivalent	
30	Garbage Bag: Size (22" x 20"):	
30	Color: Black	
	Facial Tissue:	
	Brand: Bashundhara or Equivalent	
31	Color: White/Pink	
	Fresh Perfumed Facial Tissue (150 X 2) ply	
	per Box	
20	Napkin Tissue:	
32	Brand: Bashundhara or Equivalent	
	Size: 13''x13'', 1 Ply, 100 Pcs.	
	Toilet Tissue:	
	Brand: Bashundhara or Equivalent	
	Quantity: 212 sheets X 2 ply	
33	Basic Raw Material: Recycled Pulp Color: White	
33		
	Fragrance: Non-Perfumed GSM: 24	
	Weight; 120 gm (+/-)	
	Per Sheet Size: 114 mm x 100 mm	
	Dishwashing Liquid (Bottle):	
	Product Type: Dishwashing liquid	
34	Brand: Vim or equivalent	
	istand. Vini of equivalent	4

Sl. No	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	Application: Cleaning and degreasing dishes, utensils, and cookware	
	pH: Mildly acidic to neutral (pH 6-8)	
	Density: Typically, around 1.03 g/mL	
	Solubility: Fully soluble in water	
25	Coffee (Black):	
35	Brand: Mac-Coffee Gold Freez Dried(200g)	
26	Coffee Mate:	
36	Brand: Nestle Coffee Mate 400gm (Jar)	
27	Milk Powder: Diploma Instant Full Cream	
37	Milk Powder 500gm (Foil Pack)	
38	Sugar: Fresh white sugar (1kg packet)	
	Tea Bag (Box):	
39	Brand: Taaza	
	Quantity: Tea Bag - 50 Pcs	
40	Zero Cal (75 pcs Box):	
40	Brand: Square	



## Purchase Order FOR

## Procurement of Stationery Items (Jan-June 2025) for Payra 1320 MW TPP of BCPCL

Purchase Order No.:	Date
an emilie Order 11011	D.

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 entitled the procuring entity may terminate 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.

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

SI. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
				President and the second	
		Total Amount (BDT)			

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 Items (Jan-June 2025) for Payra 1320 MW TPP 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 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 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:
  - 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.
- 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.

