



BCPCL

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

**REQUEST FOR QUOTATION
FOR
Procurement of Office Supply for O&M Contractor 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/2024-25/0506.02
Issued On: May 06, 2025**

Submission Deadline: May 15, 2025 by 12:00 PM





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

REQUEST FOR QUOTATION

for

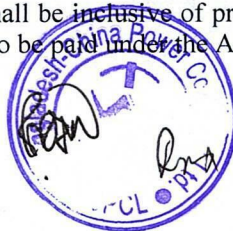
Procurement of Office Supply for O&M Contractor of BCPCL

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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 (i.e. the Earnest Money, Tender Security & Performance Security) shall be submitted to BCPCL.
6. Quotation in a sealed envelope or by fax or through electronic mail on or before **May 15, 2025, 12:00PM**. The envelope containing the Quotation must be clearly marked "**Procurement of Office Supply for O&M Contractor of BCPCL**" and "**DO NOT OPEN before May 15, 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 21 days from the signing of the contract.**
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 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.

 06/05/2015

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/2024-25/0506.02

Issued On: May 06, 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 Office Supply for O&M Contractor 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 20 (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 **May 06,2024**.

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/2024-25/0506.02

Issued On: May 06, 2025

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
1	2	3	4	5	6
1	A3 printing paper Brand: Bashundhara Paper GSM: 80 Basic Raw Material: Virgin Pulp Size: 11.75" X 16.50" Quantity: 500 Sheets Master Carton: 5 Reams/Box	Rim	30		
2	A4 printing paper Brand: Bashundhara Paper Product Size 210mm X 297mm Page Color White Page Type Plain Quantity 500 Sheets Paper GSM 80 Cover GSM Laminated Print	Rim	200		
3	Telephone recharge card Grameenphone 1000TK/card	pcs	50		
4	Mouse Brand: LOGITECH Model: M185 Sensor Resolution: 1000 Number of buttons: 3 Scroll Wheel (Y/N): Yes	pcs	15		
5	Ball-pen Econo Soft Grip Ball Pen Black Ink	pcs	1000		
6	Tissue Paper Bashundhara Hand Towel Tissue Paper - 250 Pcs x 1 Ply	box	150		
7	Toilet Tissue 12 Pcs/Pack Bashundhara Toilet Tissue Regular White	Pack	80		
8	Water Heater SS316 2L Capacity 2L Brand: Walton/Vision/Equivalent	pcs	25		
9	Filing Cabinet Dimensions 900 × 400 × 1850 mm Brand: Navana Furniture Model: Filing Cabinet (FCO-4001) DG LG	pcs	2		
10	Lock Cylinder 70mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob	pcs	50		



SI No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
1	2	3	4	5	6
	For Medium Size Handle Lock				
11	Lock Cylinder 85mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob For Medium Size Handle Lock	pcs	50		
12	Wi-Fi router TP-Link AX3600 EAP660HD Model: EAP660 HD AX3600 Speed (1148Mbps +2402Mbps) Supports IEEE802.3at PoE Multi-site Management Zero-Touch Provisioning	set	2		
13	A4 plastic clip board Deli Clip Board, PVC coated is preferable	pcs	50		
14	Battery AA 1.5 V Brand: SONY or equivalent	pcs	300		
15	Battery AAA 1.5v Brand: SONY or equivalent	pcs	150		
16	Battery D 1.5V Barnd :New Leader or equivalent	pcs	50		
17	Battery 9V Barnd :New Leader or equivalent	pcs	100		
18	Battery button Battery 3V Brand: Maxell or equivalent	pcs	20		
19	A4 document bag Brand:	pcs	200		
20	Toner Cartridge HP 88A/CC388A for HP LaserJet P1106	pcs	5		
21	Toner Cartridge HP 12A/Q2612A for HP LaserJet 1020 plus	pcs	1		
22	Toner Cartridge MLT-D112S for Samsung Xpress M2029	PCS	2		
23	Toner Cartridge HP 26A/CF226A for HP LaserJet Pro M402dn	PCS	4		
24	Toner Cartridge HP 204A- CF510A/CF511A/CF512A/CF513A for HP Color LaserJet Pro M154a	SET	2		
25	Toner Cartridge	SET	5		



Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
1	2	3	4	5	6
	HP 215A/W2312A, C\M\Y\K for HP Color LaserJet Pro MPF M183fw				
26	Electric mosquito swatter Brand: Transtec /Vision/Click	pcs	10		
27	Office Chair/ Swivel Chair Brand: Regal Color : Black Material : Metal Dimension : L-63 X W-63 X H-97-107 CM Wheels : Included Armrest : Included Adjustable Height : Yes	pcs	10		
Total Price Including VAT & IT					

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

[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



Technical Specification for Procurement of Office Supply for O&M
Contractor of BCPCL

Sl. No.	Description of Item	Unit	Qty
01	02	03	04
1	A3 printing paper Brand: Bashundhara Paper GSM: 80 Basic Raw Material: Virgin Pulp Size: 11.75" X 16.50" Quantity: 500 Sheets Master Carton: 5 Reams/Box	Rim	30
2	A4 printing paper Brand: Bashundhara Paper Product Size 210mm X 297mm Page Color White Page Type Plain Quantity 500 Sheets Paper GSM 80 Cover GSM Laminated Print	Rim	200
3	Telephone recharge card Grameenphone 1000TK/card	pcs	50
4	Mouse Brand: LOGITECH Model: M185 Sensor Resolution: 1000 Number of buttons: 3 Scroll Wheel (Y/N): Yes	pcs	15
5	Ball-pen Brand: Econo Soft Grip Ball Pen Black Ink or equivalent	pcs	1000
6	Tissue Paper Bashundhara Hand Towel Tissue Paper - 250 Pcs x 1 Ply	box	150
7	Toilet Tissue 12 Pcs/Pack Bashundhara Toilet Tissue Regular White	Pack	80
8	Water Heater SS316 2L Capacity 2L Brand: Walton/Vision/Equivalent	pcs	25
9	Filing Cabinet Dimensions 900 × 400 × 1850 mm Brand: Navana Furniture Model: Filing Cabinet (FCO-4001) DG LG	pcs	2
10	Lock Cylinder 70mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob For Medium Size Handle Lock	pcs	50



Sl. No.	Description of Item	Unit	Qty
11	Lock Cylinder 85mm Handle Lock Cylinder Lock Lever One Side Key One Side Knob For Medium Size Handle Lock	pcs	50
12	Wi-Fi router TP-Link AX3600 EAP660HD Model: EAP660 HD AX3600 Speed (1148Mbps +2402Mbps) Supports IEEE802.3at PoE Multi-site Management Zero-Touch Provisioning	set	2
13	A4 plastic clip board Deli Clip Board, PVC coated is preferable	pcs	50
14	Battery AA 1.5 V Brand: SONY or equivalent	pcs	300
15	Battery AAA 1.5v Brand: SONY or equivalent	pcs	150
16	Battery D 1.5V Brand: New Leader or equivalent	pcs	50
17	Battery 9V Brand: New Leader or equivalent	pcs	100
18	Battery button Battery 3V Brand: Maxell or equivalent	pcs	20
19	A4 document bag Brand:	pcs	200
20	Toner Cartridge HP 88A/CC388A for HP LaserJet P1106	pcs	5
21	Toner Cartridge HP 12A/Q2612A for HP LaserJet 1020 plus	pcs	1
22	Toner Cartridge MLT-D112S for Samsung Xpress M2029	PCS	2
23	Toner Cartridge HP 26A/CF226A for HP LaserJet Pro M402dn	PCS	4
24	Toner Cartridge HP 204A-CF510A/CF511A/CF512A/CF513A for HP Color LaserJet Pro M154a	SET	2
25	Toner Cartridge HP 215A/W2312A, C\M\Y\K for HP Color LaserJet Pro MPF M183fw	SET	5
26	Electric mosquito swatter Brand: Transtec /Vision/Click	pcs	10
27	Office Chair/ Swivel Chair Brand: Regal Color : Black	pcs	10



Sl. No.	Description of Item	Unit	Qty
	Material : Metal Dimension : L-63 X W-63 X H-97-107 CM Wheels : Included Armrest : Included Adjustable Height : Yes		

N.B: i. Place of Delivery: Payra 1320 MW TPP Site, Kalapara, Patuakhali.



**Purchase Order
FOR
Procurement of Office Supply for O&M Contractor 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)
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 Office Supply for O&M Contractor 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 supply of Goods and related services shall deliver within 21 days from the date of the signing of the contract and as per purchase order issued and 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. Part Payment/Running Bills Goods and related services shall be paid after submission and acceptance of the Delivery Challan for each lot.**
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. []**
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The minimum Warranty Period of the Supplies shall be 03 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 works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifty (50) percent of the Contract



Price subject to threshold specified in the Procurement Procedures and Delegation of Financial Power-2019 of Bangladesh China Power Company Limited.

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 Service provider shall make reasonable provisions for the occupational safety and health of himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the physical services.
20. 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.
21. 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.
22. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

