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

REQUEST FOR QUOTATION
FOR

Procurement of Office Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027)

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/2026-27/1118.01
Issued On: November 18, 2026

Submission Deadline: November 24, 2026 by 12:30 PM

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: www.bcpcl.org.bd, E-mail:info@bcpcl.org.bd

REQUEST FOR QUOTATION
for
Procurement of Office Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027)

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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 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 (**procurement@bcpcl.org.bd**) on or before ***November 24, 2026***, 12:30 PM. The envelope containing the Quotation must be clearly marked **"Procurement of Office Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027)"** and "DO NOT OPEN before ***November 24, 2026, 1:00 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 the following certified photocopies of latest documents:
    i) Valid Trade License;
    ii) Tax Identification Number (TIN);
    iii) VAT Registration Number;

[NB: Failure to submit such documents shall cause rejection of Quotation]

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. Please specify the brand name of the items, where applicable, and provide a clear and detailed description of the product being offered; otherwise, the tender will be considered Technically Non-Responsive.

18. 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.

19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

18/11/2021

Rashed Morshed
Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.
e-mail: procurement@bcpcl.org.bd

Distribution:
1. Notice Board.
2. Office File.

Bangladesh-China Power Company Ltd. BCPCL

Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/1118.01
Issued On: November 18, 2026

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 Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027).**

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 18 (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 **November 18, 2026.**

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/2026-27/1118.01
Issued On: November 18, 2026

Sl. No.	Item Name	Descriptions	Unit	Qty.	Unit Price in BDT (including VAT & Tax)	Total Price in BDT (including VAT & Tax)
1	*2*	*3*	*4*	*5*	*6*	*7*
1	Mouse Battery (AA)	Battery Size: AA, UM 3 R-6 Brand: Sunlight	Pcs	100		
2	Remote Battery (AAA)	Battery Size: AAA, UM-4, R03 Brand: Sunlight	Pcs	50		
3	General Calculator	Material: Plastic, Digits: 12 Digits, Power: Dual Power, Feature: Auto Power Off, Brand: Deli.	Pcs	10		
4	A4 Size Paper	Page Color: White, Size: A4, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Brand: Double A, Total Ream: 170	Pcs	85000		
5	Legal size Paper	A4 Paper (Legal Size), high-quality white paper, smooth surface, good thickness, Brand: Dauble A	Rim	3		
6	Stapler Machine	Material: Steel and Plastic, Stapling Capacity: Up to 30 Sheets (64 GSM Paper), Compatible Staples: 24/6 and 26/6, Loading Capacity: 50 Staples per Strip, Brand: Kangaro.	Pcs	10		
7	Pin Remover	Size: Small, Feature: Premium-quality, Brand: Kangaro	Pcs	10		
8	Stapler Pin Box	Size: Pin 24/6-1M, Quantity: 1 Box (20x50), Brand: Kangaro	Box	40		
9	Mouse (Wireless)	Wireless Mouse, Model: FB12, Connectivity: Bluetooth / 2.4G, Multi-Device Support: 3 Devices (2 Bluetooth + 1 2.4G), Report Rate: 125 Hz, Buttons: 3, DPI: 1200, Brand: A4TECH	Pcs	15		
10	Air Freshener (ACI) (300ml)	Net Weight: 300 ml, Volume: 300 ml, Made in: Bangladesh, Flavor: Different Flavors, Brand: ACI	Pcs	60		
11	Air Freshener (Darco)	Net Weight: 180 ml, Made in: Korea, Brand: Draco, Feature: Long-lasting fragrance, Fragrance Type: Different scents, Brand: Darco	Pcs	80		
12	Aerosol (800ml)	Net Weight:800 ml, Brand: ACI	Pcs	80		
13	Aerosol (475ml)	Aerosol spray, 475 ml, Brand: ACI	Pcs	70		
14	Vim 500 ml	Net Weight:500 ml, removes grease & oil, easy cleaning, gentle on hands, daily use, Brand: Vim	Bottle	50		
15	Multi-Plug (3 Pin Socket)	5 Point, 3 Pin with Earthing, Extension Socket 2.25 Meter, Feature: Safe power distribution, Brand: ENERGYPAC	Pcs	10		
16	Matador Ball Pen (Red)	Matador Red Ballpoint Pen, red ink, Brand: Matador	Pcs	100		
17	Pilot Hi Tecpoint V7 Grip (Black)	Fine tip blue ink, Brand: V7	Pcs	50		
18	Toilet Tissue	Quantity: 172 Sheets × 2 Ply, Color: White, GSM: 18.0 – 19.5, Weight: 76 gm (+/-), Brand: Bashundhara	Pcs	1000		

Sl. No.	Item Name	Descriptions	Unit	Qty.	Unit Price in BDT (including VAT & Tax)	Total Price in BDT (including VAT & Tax)
1	*2*	*3*	*4*	*5*	*6*	*7*
19	Towel Tissue	250 Pcs × 1 Ply Premium Box, White, Non-Perfumed, GSM 36, Sheet Size 210 × 200 mm, Brand: Bashundhara	Pcs	350		
20	Hand Wash (Bottle)	Liquid Hand Wash, Size: 5 Liter, Unit: 5 Liter / Gallons, Total: 30 Litter, Brand: Lifebuoy	Ltr	30		
21	Wastage Poly Bag (27"x45")	Size: 27" × 45", Color: Black, high-quality crystal-clear plastic flat poly bag, strong & durable, suitable for waste collection and general use, Brand: Local	Pc	250		
22	Anti-Cutter	Product Type: Anti Cutter, Model: 2041, Material: Stainless Steel and Plastic, Blade Size: 0.5 mm × 18 mm, Brand: Deli	Pcs	5		
23	Scissor	Stainless Steel blade, sharp cutting edge, Brand: Deli	Pcs	5		
24	Highlighter	Weight: 50 grams, smooth bright ink, Brand: Faber Castell	Pcs	20		
25	Clear Folder A4	Title: A4 Size Clear Plastic File Folder, Size: A4, Colour: Transparent (Clear), durable plastic material, Brand: Huajie	Pcs	200		
26	Binder Clip (51 mm or 2")	Binder Clip, Size: 51 mm, Box: 10 boxes, strong steel spring, Brand: Diamond	Pcs	120		
27	Sticky Note (Small)	Colourful Sticky Notes, 5 Colors, 50 Sheets per Pad, self-adhesive paper, writable surface, Brand: Any Reputed Brand	Pcs	50		
28	Sharpener	Matador sharpener is a durable plastic item with an SK4 blade for smooth sharpening; Brand: Matador	Pcs	20		
29	Eraser	Eraser, soft high-quality rubber material, Brand: Matador	Pcs	20		
30	Pencil	Pencil, high-quality wood-cased graphite pencil, Brand: Faber-Castell	Pcs	20		
31	Keyboard	Keyboard (Bangla & English), USB/Wireless, Brand: Logitech	Pcs	10		
32	Duster (Cloth)	Soft microfiber material, high absorbent, lint-free cleaning, reusable and washable, Brand: Any Brand	Pcs	40		
33	Coffee (200g)	Category: Coffee, Type: Nescafe Coffee, Net Weight: 200 gm, Origin: Thailand, Brand: Nescafe, Packaging: Jar	Jar	110		
34	Coffee Mate (400g)	Nescafe Coffee Mate 400gm (Jar), Net Weight: 400g, Origin: Thailand, Brand: Nescafe, Packaging: Plastic Jar	Jar	150		
35	Milk Powder (500g)	Poduct type: powder, net weight: 500 gm, smooth and nutritious dairy powder, suitable for tea, coffee and cooking use, Brand: Fresh or equivalent	Packet	150		
36	Sugar (1 kg)	White Sugar, 1 kg Pack, refined granulated sugar, clean and fresh, Brand: Fresh or equivalent	Kg	130		
37	Tea Bag	Tea Bag (Box), Country of Origin: Bangladesh, Tea Type: Basic Tea,	Box	270		

Sl. No.	Item Name	Descriptions	Unit	Qty.	Unit Price in BDT (including VAT & Tax)	Total Price in BDT (including VAT & Tax)
1	*2*	*3*	*4*	*5*	*6*	*7*
		Number of Tea Bags: 50 Pcs, Packaging: Double Chamber Tea Bags, Brand: Mrizapore				
38	Legal Size Note Sheet Pad (Blue)	Size: Blue, Paper Size: Good Quality, Quantity: 100 Pic per Rim Sample Will be provided by BCPCL	Pcs	12000		
39	Plastic Punch File (A4 Size)	Report Cover, A4 Size, good-quality durable plastic cover, lightweight and easy to use, Brand: Matador	Pcs	200		
40	Letter Head Pad	Size: A4, Color: White, Quantity: 100, Pic per Rim, Paper Size: Good Quality, With BCPCL Logo (Sample Will be provided by BCPCL)	Pcs	3000		
41	Door Bell Battery,12V	Size: A23 / 23A, Voltage: 12V, Brand: Sunlight	Pcs	40		
42	A3 Size Paper	Page Color: White, Size: A3, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Brand: Double A, Total Reams: 02	Pcs	1000		
43	Register Book (Size R-12)	Size: 12", 12.5" × 8", 65 GSM paper, Blue page color, strong binding, good quality, durable for office use, Brand: Local	Pcs	10		
44	Pen Drive	Pen Drive, Storage Capacity: 64 GB, USB 3.1 Gen 1 Interface, USB Type-A, High-Speed Data Transfer, Compact and Portable Design, Brand: Transcend	Pcs	10		
45	Permanent Marker	Permanent Marker, Color: Red and Blue Ink, waterproof and fade-resistant ink, Brand: Red Leaf	Pcs	30		
46	Index File (1.5")	1.5 inch, durable plastic cover, strong lever arch mechanism, Brand: Good Luck	Pcs	50		
47	Cartridge/151 A Black & White	Printer Model: HP Laser Jet Pro 4003 dn, Brand: Original HP	Pcs	15		
48	Cartridge/76 A Black & White	Printer Model: HP-Laser Jet Pro M404 dw, Brand: Original HP	Pcs	7		
49	Cartridge/215 A (Black)	Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	Pcs	1		
50	TN-279BK (Black)	Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	Pcs	1		
51	TN-279C (Cyan)	Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	Pcs	1		
52	TN-279M (Magenta)	Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	Pcs	1		
53	TN-279Y (Yellow)	Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	Pcs	1		
54	Cartridge/201 A (Black)	Printer Model: HP Color LaserJet Pro M-252 dw, Brand: Original HP	Pcs	1		
55	Cartridge/202 A (Black)	Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	Pcs	2		
56	Cartridge/202 A (Yellow)	Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	Pcs	1		
57	Cartridge/202 A (Magenta)	Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	Pcs	1		

Sl. No.	Item Name	Descriptions	Unit	Qty.	Unit Price in BDT (including VAT & Tax)	Total Price in BDT (including VAT & Tax)
1	*2*	*3*	*4*	*5*	*6*	*7*
58	Cartridge/202 A (Cyan)	Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	Pcs	1		
59	Brother MFC T-4500DW (Black)	Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
60	Brother MFC T-4500DW (Yellow)	Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
61	Brother MFC T-4500DW (Blue)	Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
62	Brother MFC T-4500DW (Magenta)	Printer Model: MFC-T4500DW (Color Printer), Brand: Original	Pcs	1		
63	Cartridge/26 A Black & White	Printer Model: HP LaserJet Pro M402 dn, Brand: Original HP	Pcs	14		
64	80A Black Toner Cartridge (CF280A)	Printer Model: HP LaserJet Pro 400 M401dn	Pcs	2		
65	230A Black Toner Cartridge (W2300A)	Printer Model: HP Color LaserJet Pro MFP 4303fdn.	Pcs	2		
66	230A Cyan Toner Cartridge (W2301A)	Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	Pcs	1		
67	230A Yellow Toner Cartridge (W2302A)	Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	Pcs	1		
68	230A Magenta Toner Cartridge (W2303A)	Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	Pcs	1		
	Total price including VAT & Tax					

Products must be original & from mentioned OEM

Total Price Including VAT & Tax (in words)	
Goods to be supplied to	Payra 1320MW Thermal Power Plant, 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 & 5 to be filled in by the Procuring Entity and Col. 6 & 7 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**

Bangladesh-China Power Company Ltd. BCPCL

Technical Specification of the Goods Required

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/1118.01
Issued On: November 18, 2026

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
1	Mouse Battery (AA); Battery Size: AA, UM 3 R-6 Brand: Sunlight	
2	Remote Battery (AAA); Battery Size: AAA, UM-4, R03 Brand: Sunlight	
3	General Calculator; Material: Plastic, Digits: 12 Digits, Power: Dual Power, Feature: Auto Power Off, Brand: Deli.	
4	A4 Size Paper; Page Color: White, Size: A4, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Brand: Double A, Total Ream: 170	
5	Legal size Paper; A4 Paper (Legal Size), high-quality white paper, smooth surface, good thickness, Brand: Dauble A	
6	Stapler Machine; Material: Steel and Plastic, Stapling Capacity: Up to 30 Sheets (64 GSM Paper), Compatible Staples: 24/6 and 26/6, Loading Capacity: 50 Staples per Strip, Brand: Kangaro.	
7	Pin Remover; Size: Small, Feature: Premium-quality, Brand: Kangaro	
8	Stapler Pin Box; Size: Pin 24/6-1M, Quantity: 1 Box (20x50), Brand: Kangaro	
9	Mouse (Wireless); Wireless Mouse, Model: FB12, Connectivity: Bluetooth / 2.4G, Multi-Device Support: 3 Devices (2 Bluetooth + 1 2.4G), Report Rate: 125 Hz, Buttons: 3, DPI: 1200, Brand: A4TECH	
10	Air Freshener (ACI) (300ml); Net Weight: 300 ml, Volume: 300 ml, Made in: Bangladesh, Flavor: Different Flavors, Brand: ACI	
11	Air Freshener (Darco); Net Weight: 180 ml, Made in: Korea, Brand: Draco, Feature: Long-lasting fragrance, Fragrance Type: Different scents, Brand: Darco	

Bangladesh-China Power Company (Pvt.) Ltd. BCPCL

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
12	Aerosol (800ml); Net Weight:800 ml, Brand: ACI	
13	Aerosol (475ml); Aerosol spray, 475 ml, Brand: ACI	
14	Vim 500 ml; Net Weight:500 ml, removes grease & oil, easy cleaning, gentle on hands, daily use, Brand: Vim	
15	Multi-Plug (3 Pin Socket); 5 Point, 3 Pin with Earthing, Extension Socket 2.25 Meter, Feature: Safe power distribution, Brand: ENERGYPAC	
16	Matador Ball Pen (Red); Matador Red Ballpoint Pen, red ink, Brand: Matador	
17	Pilot Hi Tecpoint V7 Grip (Black); Fine tip blue ink, Brand: V7	
18	Toilet Tissue; Quantity: 172 Sheets × 2 Ply, Color: White, GSM: 18.0 – 19.5, Weight: 76 gm (+/-), Brand: Bashundhara	
19	Towel Tissue; 250 Pcs × 1 Ply Premium Box, White, Non-Perfumed, GSM 36, Sheet Size 210 × 200 mm, Brand: Bashundhara	
20	Hand Wash (Bottle); Liquid Hand Wash, Size: 5 Liter, Unit: 5 Liter / Gallons, Total: 30 Litter, Brand: Lifebuoy	
21	Wastage Poly Bag (27"x45"); Size: 27" × 45", Color: Black, high-quality crystal-clear plastic flat poly bag, strong & durable, suitable for waste collection and general use, Brand: Local	
22	Anti-Cutter; Product Type: Anti Cutter, Model: 2041, Material: Stainless Steel and Plastic, Blade Size: 0.5 mm × 18 mm, Brand: Deli	
23	Scissor; Stainless Steel blade, sharp cutting edge, Brand: Deli	
24	Highlighter; Weight: 50 grams, smooth bright ink, Brand: Faber Castell	
25	Clear Folder A4; Title: A4 Size Clear Plastic File Folder, Size: A4, Colour: Transparent (Clear), durable plastic material, Brand: Huajie	

Bangladesh-China Power Company Ltd. BCPCL

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
26	Binder Clip (51 mm or 2"); Binder Clip, Size: 51 mm, Box: 10 boxes, strong steel spring, Brand: Diamond	
27	Sticky Note (Small); Colourful Sticky Notes, 5 Colors, 50 Sheets per Pad, self-adhesive paper, writable surface, Brand: Any Reputed Brand	
28	Sharpener; Matador sharpener is a durable plastic item with an SK4 blade for smooth sharpening; Brand: Matador	
29	Eraser; Eraser, soft high-quality rubber material, Brand: Matador	
30	Pencil; Pencil, high-quality wood-cased graphite pencil, Brand: Faber-Castell	
31	Keyboard; Keyboard (Bangla & English), USB/Wireless, Brand: Logitech	
32	Duster (Cloth); Soft microfiber material, high absorbent, lint-free cleaning, reusable and washable, Brand: Any Brand	
33	Coffee (200g); Category: Coffee, Type: Nescafe Coffee, Net Weight: 200 gm, Origin: Thailand, Brand: Nescafe, Packaging: Jar	
34	Coffee Mate (400g); Nescafe Coffee Mate 400gm (Jar), Net Weight: 400g, Origin: Thailand, Brand: Nescafe, Packaging: Plastic Jar	
35	Milk Powder (500g); Poduct type: powder, net weight: 500 gm, smooth and nutritious dairy powder, suitable for tea, coffee and cooking use, Brand: Fresh or equivalent	
36	Sugar (1 kg); White Sugar, 1 kg Pack, refined granulated sugar, clean and fresh, Brand: Fresh or equivalent	
37	Tea Bag; Tea Bag (Box), Country of Origin: Bangladesh, Tea Type: Basic Tea, Number of Tea Bags: 50 Pcs, Packaging: Double Chamber Tea Bags, Brand: Mrizapore	
38	Legal Size Note Sheet Pad (Blue); Size: Blue, Paper Size: Good Quality, Quantity: 100 Pic per Rim Sample Will be provided by BCPCL	
39	Plastic Punch File (A4 Size);	

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
	Report Cover, A4 Size, good-quality durable plastic cover, lightweight and easy to use, Brand: Matador	
40	Letter Head Pad; Size: A4, Color: White, Quantity: 100, Pic per Rim, Paper Size: Good Quality, With BCPCL Logo (Sample Will be provided by BCPCL)	
41	Door Bell Battery,12V; Size: A23 / 23A, Voltage: 12V, Brand: Sunlight	
42	A3 Size Paper; Page Color: White, Size: A3, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Brand: Double A, Total Reams: 02	
43	Register Book (Size R-12); Size: 12", 12.5" × 8", 65 GSM paper, Blue page color, strong binding, good quality, durable for office use, Brand: Local	
44	Pen Drive; Pen Drive, Storage Capacity: 64 GB, USB 3.1 Gen 1 Interface, USB Type-A, High-Speed Data Transfer, Compact and Portable Design, Brand: Transcend	
45	Permanent Marker; Permanent Marker, Color: Red and Blue Ink, waterproof and fade-resistant ink, Brand: Red Leaf	
46	Index File (1.5"); 1.5 inch, durable plastic cover, strong lever arch mechanism, Brand: Good Luck	
47	Cartridge/151 A Black & White; Printer Model: HP Laser Jet Pro 4003 dn, Brand: Original HP	
48	Cartridge/76 A Black & White; Printer Model: HP-Laser Jet Pro M404 dw, Brand: Original HP	
49	Cartridge/215 A (Black); Printer Model: HP Color LaserJet Pro M-155 a, Brand: Original HP	
50	TN-279BK (Black); Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	
51	TN-279C (Cyan); Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	
52	TN-279M (Magenta); Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	

Bangladesh-China Power Company Ltd. BCPCL

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
53	TN-279Y (Yellow); Printer Model: Brother DCP-L3560CDW | Brand: Original Brother	
54	Cartridge/201 A (Black); Printer Model: HP Color LaserJet Pro M-252 dw, Brand: Original HP	
55	Cartridge/202 A (Black); Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	
56	Cartridge/202 A (Yellow); Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	
57	Cartridge/202 A (Magenta); Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	
58	Cartridge/202 A (Cyan); Printer Model: HP Color LaserJet Pro M254dw, Brand: Original HP.	
59	Brother MFC T-4500DW (Black); Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
60	Brother MFC T-4500DW (Yellow); Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
61	Brother MFC T-4500DW (Blue); Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
62	Brother MFC T-4500DW (Magenta); Printer Model: MFC-T4500DW (Color Printer), Brand: Original	
63	Cartridge/26 A Black & White; Printer Model: HP LaserJet Pro M402 dn, Brand: Original HP	
64	80A Black Toner Cartridge (CF280A); Printer Model: HP LaserJet Pro 400 M401dn	
65	230A Black Toner Cartridge (W2300A); Printer Model: HP Color LaserJet Pro MFP 4303fdn.	
66	230A Cyan Toner Cartridge (W2301A); Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	
67	230A Yellow Toner Cartridge (W2302A); Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	
68	230A Magenta Toner Cartridge (W2303A); Printer Mdel: HP Color LaserJet Pro MFP 4303fdn.	

Bangladesh-China Power Company (Pvt.) Ltd. BCPCL

Purchase Order
Procurement of Office Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027).

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 Stationery, Accessories, Toners and Printer Cartridges for BCPCL Corporate Office (December 2026 - April 2027)

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/1118.01
Issued On: November 18, 2026

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 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 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. 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.
16. No modification to the Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

Bangladesh-China Power Company BCPCL

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.

