



BCPCL

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

**REQUEST FOR QUOTATION
FOR**

**Procurement of Stationery Items for the Corporate Office 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/2025-26/1023.05

Issued On: October 23, 2025

Submission Deadline: November 02, 2025 by 12:00 PM





BANGLADESH-CHINA POWER COMPANY 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

Procurement of Stationery Items for the Corporate Office of BCPCL

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1023.05

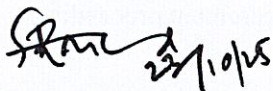
Issued On: October 23, 2025

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 02, 2025, 12:00 PM**. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items for the Corporate Office of BCPCL**" and "**DO NOT OPEN before November 02, 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 the following certified photocopies of latest documents:
- Valid Trade License;
 - Tax Identification Number (TIN);
 - 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 **07 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.


22/10/25

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:

- Notice Board.
- Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/Rfq/2025-26/1023.05

Issued On: October 23, 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 for the Corporate Office 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 19(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 **October 23, 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 of Goods & Related Services

Issued Ref.: BCPCL/Procurement/Rfq/2025-26/1023.05

Issued On: October 23, 2025

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
01.	Mouse Battery: Heavy Duty AA Battery Size: AA, UM 3 R-6 Brand: Sunlight	pcs	250		
02.	Door Bell Battery: Size: 23 A, 12 V Brand: Sunlight or equivalent	pcs	30		
03.	Binder Clips Size: 32 mm or 1 1/4" Material: Spring steel (Premium Quality) Colors: Black Quantity: 12 pcs per Box Brand: Deli	Box	20		
04.	Binder Clips Size: 19 mm or 3/4" Material: Spring steel (Premium Quality) Colors: Black Quantity: 12 pcs per Box Brand: Deli	Box	25		
05.	Desktop Calculator Model: N/A Material: Plastic Digits: 12 Digits, Power: Dual Power, Other Spec. Brand: Deli or Casio	pcs	05		
06.	A4 printing paper: Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print Brand: Double A (Original)	rim	100		
07.	Index File: Product Type: Lever Arch Ring File Holds: A4 Spine Width: 3 Inch Material: PVC Cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red Brand: HUAJIE or equivalent	pcs	50		
08.	Index File: Product Type: Lever Arch Ring File Holds: A4 Spine Width: 2 Inch Material: PVC Cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red Brand: HUAJIE or equivalent	pcs	40		
09.	Envelope: Size: A4 Color: White Paper Size: Good Quality With BCPCL Logo (Sample Will be Provided by BCPCL)	pcs	1000		
10.	Envelope: Size: Letter Color: White	pcs	1000		



Price Schedule of Goods & Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1023.05

Issued On: October 23, 2025

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
	Paper Size Good Quality With BCPCL Logo				
11.	Glue Stick Brand: Fevistik Size: 25 gm Color: Clear/Transparent	pcs	30		
12.	Punch Machine (Double): Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20mm, Distance: 80 mm, Hole Type: 2 Hole Material: Steel and Plastic Brand: Kangaro	pcs	05		
13.	Punch Machine (Single): Hole Type: 1 Hole Material: Steel and Plastic Brand: Kangaro or equivalent	pcs	05		
14.	Stapler Machine: Material: Steel and Plastic This stapler can staple up to 30 sheets of 64 gsm paper and is compatible with 24/6 and 26/6 staples, with a loading capacity of 50 staples per strip. Brand: Kangaro or equivalent	pcs	05		
15.	Stapler Pin Box: Size: Pin 24/6-1M, 1 Box (20x50) Brand: Kangaro or equivalent	pcs	25		
16.	Pin Remover: Size: Small Premium-quality tool designed for efficient staple removal, ergonomically crafted for ease of use and minimal effort, Ideal for office, school, and home use. Brand: Deli or equivalent	pcs	05		
17.	Slip Pad: Size: 3.5"X3.5" Sheets: 200 Sheets Paper: 100 GSM Offset Paper Style: Multi-color Pages	rim	10		
18.	Pen Drive: Capacity: 64GB, Interface: USB 3.2 Gen 1 Up to 70MB/s Read Performance, 360°metal swivel cap, Store and Transfer Videos, Photos, Music, Documents. Brand: HP	pcs	05		
19.	Mouse: A4TECH G3-280N Wireless Mouse Type: Wireless Sensor: Optical 1000 DPI Nano USB Receiver Brand: A4TECH	pcs	05		
20.	Air Freshener: Net Weight: 300ml Made in Bangladesh Volume: 300 ml Brand: ACI	pcs	30		
21.	Aerosol: Insect Spray: Aerosol (475 ml) Aerosol (475 ml)	pcs	40		



Price Schedule of Goods & Related Services

Issued Ref.: BCPCL/Procurement/Rfq/2025-26/1023.05

Issued On: October 23, 2025

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
	Product Type: Aerosol spray Brand: ACI				
22.	Air Freshener: Net Weight: 180 ml Made in Korea Brand: Draco	pcs	30		
23.	Dishwashing Liquid: Product Type: Dishwashing liquid Volume: 500 ml Brand: Vim	pcs	40		
24.	Plastic Magazine File Holder: Product type: File Organizer Color: Blue, 1pcs - Great Value - Great to Have Brand: Good Luck	pcs	10		
25.	Multi Plug: 13A 5 Point, 3 Pin Multi with Earthling Extension Socket 2.25 Meter Heavy Duty Multi plug Brand: ENERGYPAC	pcs	5		
26.	Register Book: Size: 08" Paper Gsm: 65 Gsm Register Size: 12.5" × 8" Page Color: Blue Register Quality: Best Quality, Best Binding Brand: Local	pcs	05		
27.	Register Book: Size: 06" Paper Gsm: 65 Gsm Register Size: 12.5" × 8" Page Color: Blue Register Quality: Best Quality, Best Binding Brand: Local	pcs	05		
28.	Matador WoodMark: Brand: Matador Colour: Black Ink colour: Black Material: Plastic Brand: Marador	pcs	100		
29.	Test Good: Test Good Gel Pen Ink Color: Black Category: Gel pen (0.5mm) Brand: Test Good	pcs	50		
30.	Pentonic Ball Pen: Body Materials: Plastic Country of Origin: India Quantity Per Pack: 10 Pcs Ink Color: Black Brand: Pentonic	pcs	50		
31.	Color Cover Page: Spiral Binding A4 Size Cover Sheet Page Color: Blue Page Type: Plain Quantity: 100 Sheets per Rim		3		

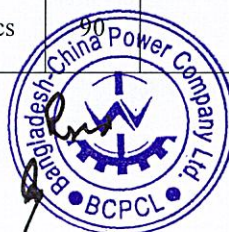


Price Schedule of Goods & Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1023.05

Issued On: October 23, 2025

Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
	Paper GSM: 100 Cover GSM: Laminated Print Brand: Local				
32.	Mouse Pad: Office Mouse Pad Color: Multicolor Brand: Reputed Brand	pcs	15		
33.	Eraser: Efficient erasing keeps no trace dust free erasing made of soft rubber Brand: Marador	pcs	20		
34.	Toilet Tissue: Quantity: 172 sheets X 2 ply Color: White GSM: 18.0 - 19.5 Weight: 76 gm (+/-) Brand: Bashundhara	pcs	600		
35.	Towel Tissue / Hand Towel: Quantity: 250 pcs per Box Color: White GSM: 36 Weight: 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm Brand: Bashundhara	pcs	400		
36.	Facial Tissue Perfumed Quantity: 120 pcs X 2 ply Color: White / Pink Fragrance Perfumed Brand: Bashundhara	pcs	50		
37.	Wastage Poly Bag: Size: 22'x 30" High-Quality Crystal-clear Plastic Flat Poly Bag Brand: Local	pcs	300		
38.	Hand wash Refill: Unit of Measure: 5 Liter/Gallons Size: 5 Liter Brand: Lifebuoy	bottle	4		
39.	Tea Bag (Box): Country of Origin: Bangladesh Tea Type: Basic Tea Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags Brand: Ispahani Mirzapore	Box	140		
40.	Coffee: Category: Coffee Type: Nescafe Coffee Net Weight: 200 gm Origin: Thailand Brand: Nescafe	pcs	10		
41.	Coffee Mate: Nescafe Coffee Mate 400gm (Jar) Net Weight: 400g	pcs			



Price Schedule of Goods & Related Services

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Sl No.	Item Descriptions	Unit	Qty	Unit Price Including VAT & IT	Total Price Including VAT & IT
	Origin: Thailand Brand: Nescafe				
42.	Milk Powder: Product Type: powder Net Weight: 400/ 500 gm Brand: Fresh or equivalent	pcs	60		
43.	Sugar: white sugar Net Weight: 1kg packet Brand: Fresh or equivalent	pcs	90		
44.	Car Perfume: Net Weight: 100ML Brand: My Romance Origin: Korean Flavor- Lemon/Black Cherry/Clean Cotton	pcs	25		
45.	Duster: Feather Duster (For Vehicle Cleaning) Size -36-inch Brand: Reputed Brand	pcs	25		
46.	Towel: Size: 16 x 16 inches Material: Microfiber GSM: 600 Color: blue/grey/yellow/green Brand: Reputed Brand	pcs	25		
Total price Including TAX & VAT					

Note 1: The Brand mentioned is the preferred brand of the employer. The bidder can offer other equivalent brands.

Note 2: (Product must be original & No Counterfeit product is acceptable)

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Level#5, UTC building, 8 Panthapath, Kawranbazar, Dhaka-1215, Corporate Office, BCPCL.
Delivery Offered	07 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:

- 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 of the Goods Required

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Issued On: October 23, 2025

Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
01.	Mouse Battery: Heavy Duty AA Battery Size: AA, UM 3 R-6 Brand: Sunlight	
02.	Door Bell Battery: Size: 23 A, 12 V Brand: Sunlight or equivalent	
03.	Binder Clips Size: 32 mm or 1 1/4" Material: Spring steel (Premium Quality) Colors: Black Quantity: 12 pcs per Box Brand: Deli	
04.	Binder Clips Size: 19 mm or 3/4" Material: Spring steel (Premium Quality) Colors: Black Quantity: 12 pcs per Box Brand: Deli	
05.	Desktop Calculator Model: N/A Material: Plastic Digits: 12 Digits, Power: Dual Power, Other Spec. Brand: Deli or Casio	
06.	A4 printing paper: Page Color: White Page Type: Plain Quantity: 500 Sheets per Rim Paper GSM: 80 Cover GSM: Laminated Print Brand: Double A (Original)	
07.	Index File: Product Type: Lever Arch Ring File Holds: A4 Spine Width: 3 Inch Material: PVC Cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red Brand: HUAJIE or equivalent	
08.	Index File: Product Type: Lever Arch Ring File Holds: A4 Spine Width: 2 Inch Material: PVC Cover, Cardboard, Lever arch ring binder Available Colors: Black, Green, Red Brand: HUAJIE or equivalent	
09.	Envelope: Size: A4 Color: White Paper Size: Good Quality With BCPCL Logo (Sample Will be Provided by BCPCL)	
10.	Envelope: Size: Letter Color: White	



Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
	Paper Size Good Quality With BCPCL Logo	
11.	Glue Stick Brand: Fevistik Size: 25 gm Color: Clear/Transparent	
12.	Punch Machine (Double): Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20mm, Distance: 80 mm, Hole Type: 2 Hole Material: Steel and Plastic Brand: Kangaro	
13.	Punch Machine (Single): Hole Type: 1 Hole Material: Steel and Plastic Brand: Kangaro or equivalent	
14.	Stapler Machine: Material: Steel and Plastic This stapler can staple up to 30 sheets of 64 gsm paper and is compatible with 24/6 and 26/6 staples, with a loading capacity of 50 staples per strip. Brand: Kangaro or equivalent	
15.	Stapler Pin Box: Size: Pin 24/6-1M, 1 Box (20x50) Brand: Kangaro or equivalent	
16.	Pin Remover: Size: Small Premium-quality tool designed for efficient staple removal, ergonomically crafted for ease of use and minimal effort, Ideal for office, school, and home use. Brand: Deli or equivalent	
17.	Slip Pad: Size: 3.5"X3.5" Sheets: 200 Sheets Paper: 100 GSM Offset Paper Style: Multi-color Pages	
18.	Pen Drive: Capacity: 64GB, Interface: USB 3.2 Gen 1 Up to 70MB/s Read Performance, 360°metal swivel cap, Store and Transfer Videos, Photos, Music, Documents. Brand: HP	
19.	Mouse: A4TECH G3-280N Wireless Mouse Type: Wireless Sensor: Optical 1000 DPI Nano USB Receiver Brand: A4TECH	
20.	Air Freshener: Net Weight: 300ml Made in Bangladesh Volume: 300 ml Brand: ACI	
21.	Aerosol: Insect Spray: Aerosol (475 ml) Aerosol (475 ml) Product Type: Aerosol spray Brand: ACI	
22.	Air Freshener: Net Weight: 180 ml	



SI No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
	Made in Korea Brand: Draco	
23.	Dishwashing Liquid: Product Type: Dishwashing liquid Volume: 500 ml Brand: Vim	
24.	Plastic Magazine File Holder: Product type: File Organizer Color: Blue, 1pcs - Great Value - Great to Have Brand: Good Luck	
25.	Multi Plug: 13A 5 Point, 3 Pin Multi with Earthling Extension Socket 2.25 Meter Heavy Duty Multi plug Brand: ENERGYPAC	
26.	Register Book: Size: 08" Paper Gsm: 65 Gsm Register Size: 12.5" × 8" Page Color: Blue Register Quality: Best Quality, Best Binding Brand: Local	
27.	Register Book: Size: 06" Paper Gsm: 65 Gsm Register Size: 12.5" × 8" Page Color: Blue Register Quality: Best Quality, Best Binding Brand: Local	
28.	Matador WoodMark: Brand: Matador Colour: Black Ink colour: Black Material: Plastic Brand: Marador	
29.	Test Good: Test Good Gel Pen Ink Color: Black Category: Gel pen (0.5mm) Brand: Test Good	
30.	Pentonic Ball Pen: Body Materials: Plastic Country of Origin: India Quantity Per Pack: 10 Pcs Ink Color: Black Brand: Pentonic	
31.	Color Cover Page: Spiral Binding A4 Size Cover Sheet Page Color: Blue Page Type: Plain Quantity: 100 Sheets per Rim Paper GSM: 100 Cover GSM: Laminated Print Brand: Local	
32.	Mouse Pad: Office Mouse Pad Color: Multicolor Brand: Reputed Brand	



Sl No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
33.	Eraser: Efficient erasing keeps no trace dust free erasing made of soft rubber Brand: Marador	
34.	Toilet Tissue: Quantity: 172 sheets X 2 ply Color: White GSM: 18.0 - 19.5 Weight: 76 gm (+/-) Brand: Bashundhara	
35.	Towel Tissue / Hand Towel: Quantity: 250 pcs per Box Color: White GSM: 36 Weight: 378 gm (+/-) Per Sheet Size: 210 mm x 200 mm Brand: Bashundhara	
36.	Facial Tissue Perfumed Quantity: 120 pcs X 2 ply Color: White / Pink Fragrance Perfumed Brand: Bashundhara	
37.	Wastage Poly Bag: Size: 22'x 30" High-Quality Crystal-clear Plastic Flat Poly Bag Brand: Local	
38.	Hand wash Refill: Unit of Measure: 5 Liter/Gallons Size: 5 Liter Brand: Lifebuoy	
39.	Tea Bag (Box): Country of Origin: Bangladesh Tea Type: Basic Tea Number of Tea Bags: 50 Pcs Packaging: Double Chamber Tea Bags Brand: Ispahani Mirzapore	
40.	Coffee: Category: Coffee Type: Nescafe Coffee Net Weight: 200 gm Origin: Thailand Brand: Nescafe	
41.	Coffee Mate: Nescafe Coffee Mate 400gm (Jar) Net Weight: 400g Origin: Thailand Brand: Nescafe	
42.	Milk Powder: Product Type: powder Net Weight: 400/ 500 gm Brand: Fresh or equivalent	
43.	Sugar: white sugar Net Weight: 1kg packet Brand: Fresh or equivalent	
44.	Car Perfume: Net Weight: 100ML Brand: My Romance	



SI No.	Technical Specification Required	Bidder's Offer (Must mention brand and product specification)
	Origin: Korean Flavor- Lemon/Black Cherry/Clean Cotton	
45.	Duster: Feather Duster (For Vehicle Cleaning) Size -36-inch Brand: Reputed Brand	
46.	Towel: Size: 16 x 16 inches Material: Microfiber GSM: 600 Color: blue/grey/yellow/green Brand: Reputed Brand	



**Purchase Order
FOR
Procurement of Stationery Items for the Corporate Office 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 Stationery Items for the Corporate Office of BCPCL
Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1023.05
Issued On: October 23, 2025

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 **07 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.
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.

