



BCPCL

Bangladesh-China Power Company Limited
A Joint Venture of CMC & NWPGL

**REQUEST FOR QUOTATION
FOR**

**Procurement of Office Supply and Cleaning items for O&M
Contractor of BCPCL at Payra 1320 MW TPP site
(O&M/2026-27/PR-584)**

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/2026-27/0917.05
Issued On: September 17, 2026

Date of Submission: September 21, 2026; 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 Office Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site (O&M/2026-27/PR-584)

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0917.05

Issued On: September 17, 2026

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 September 21, 2026, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Office Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site (O&M/2026-27/PR-584)**" and "DO NOT OPEN before September 21, 2026, 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:
 - i) Valid Trade License;
 - ii) Tax Identification Number (TIN);
 - iii) VAT Registration Number;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 **14 Days** from the date of issuing the Purchase Order.
17. Bidders must specify the Brand and Model of the offered items (where applicable) and provide a clear and detailed description of the product. Failure to do so will render the tender Technically Non-Responsive. Any generic remarks such as "**As Per Requirement**," "**As Per Tender Document**," or similar statements in the Technical Specification of the Goods Required section will not be accepted and will result in the bid being considered **Technically Non-Responsive**.
18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **03 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.

Rashed Morshed
17/09/16

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.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0917.05
Issued On: September 17, 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 Supply and Cleaning items for O&M Contractor of BCPCL at Payra 1320 MW TPP site (O&M/2026-27/PR-584)**.

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 **September 17, 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 for Goods and Related Services

Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
1	Telephone recharge card	Grameenphone 1000TK/card	pcs	50		
2	Mouse	Brand: LOGITECH Model: M185 Sensor Resolution: 1000 Number of buttons: 3 Scroll Wheel (Y/N): Yes	pcs	20		
3	Ball-pen	Econo Soft Grip Ball Pen Black Ink	pcs	500		
4	Tissue Paper	Bashundhara Hand Towel Tissue Paper - 250 Pcs x 1 Ply	box	200		
5	Toilet Tissue	Bashundhara Toilet Tissue Regular White	roll	200		
6	Water Heater	SS316 2L Capacity 2L Brand: Walton/Vision/Equivalent	pcs	20		
7	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		
8	Battery	AA 1.5 V Brand: SONY (Alkaline)	pcs	150		
9	Battery	AAA 1.5v Brand: SONY (Alkaline)	pcs	150		
10	A4 Waterproof Transparent Plastic Document Bag	A4	pcs	150		
11	Toner Cartridge HP 88A/CC388A for HP LaserJet P1106	HP 88A/CC388A for HP LaserJet P1106 (Original)	pcs	8		
12	Toner Cartridge HP 12A/Q2612A for HP LaserJet 1020 plus	HP 12A/Q2612A for HP LaserJet 1020 plus (Original)	pcs	1		
13	Toner Cartridge 93A/for HP LaserJet M435nw	93A/for HP LaserJet M435nw (Original)	pcs	5		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
14	Multi plug Function 5 Point	Brand: Click Safe Extension Cord 5pin 5 Socket 3Y Internal Copper bar connection Individual Switch Universal Socket Rated Voltage-100- 250VAC 50/60Hz Rated Current-10A max. Power Indicator-LED Loading of switch- 1500W	pcs	20		
15	Envelope(A4)	Brown envelope 80 gsm	pcs	100		
16	Notebook (Small)	Material: 80 gsm paper (Minimum) Size: 7.9 x 5.4 inches. Pages: 160 pages (80 sheets) Thickness: 450gsm hard cover.	pcs	70		
17	A4 Mix Color printing paper	Brand: Bashundhara Paper Product Size: 210mm * 297mm Page color: Red Page type: Plain Paper GSM: 70 Quantity: 100 Sheets Cover GSM: Laminated Print	bag	5		
18	Document bag A4	Width 55mm, 500-page capacity	pcs	100		
19	Electric mosquito swatter	Brand: Transtec /Vision/Click Battery :1200mah battery	pcs	10		
20	Binder Clips	Brand: Deli Size: 20mm Material: Metal	pcs	60		
21	Binder Clips	Brand: Deli Size: 25mm Material: Metal	pcs	60		
22	Binder Clips	Brand: Deli Size: 30mm Material: Metal	pcs	60		
23	Binder Clips	Brand: Deli Size: 50mm	pcs	60		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
		Material: Metal				
24	Scissors	Brand: Deli or equivalent Size: 132mm, 5.2 inches Material: Plastic and Metal Stainless Steel	pcs	20		
25	Glue Stick	Brand: Deli or equivalent Weight: 15gm Non-Toxic Glue	pcs	20		
26	Glue	Brand: Deli or equivalent Weight: 40ml Ideal for school and office use	pcs	20		
27	Anti Cutter	Brand: Deli or equivalent Model: E2031 Material: ABS + carbon tool steel + cold rolled steel plate Automatic lock system	pcs	20		
28	Anti Cutter Blade	Brand: Deli or equivalent 10pcs /Box	box	5		
29	Staple Pin	Brand: Deli or equivalent Size: 24/6 Premium Quality	box	50		
30	Mata-Door Long Handle Broom	Brand: China Brush Head Material: Plastic Style: Scourer Usage: Floor Feature: Eco-Friendly Application: for Easily Floor Cleaning Goods: Floor Broom Brush	pcs	150		
31	long handled dustpan	Brand: RFL Plastic Dustpan with 32" Handled Long Aluminum Stick Dustpan Size: Length-32inch	pcs	20		
32	Bamboo Broom	Floor Sweeping Broom for Household Floor Cleaning Durable bamboo handle Non-slip grip, Non-scratch, compatible with all floors	pcs	10		
33	Mop:	Brand: China	pcs	150		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
		60cm, with 500pcs clean head Quality Cotton – Durable & Super Water Absorber for Efficient Cleaning; Compact Mop with Inbuilt Squeezing Mechanism – No Rusty Risky Handle; Extendable Handle – Adjust Handle to your Height; Twist Handle Knob – Easy Squeezing to remove excess water; Light Weight, Sleek lock & Easy to Store Safe on all surfaces; Looped Threads – No Tangling & Lasts Longer; Comfort of Usage – Smooth Grip & Palm Res				
34	Stainless steel flat shape floor cleaning cotton mop	Brand: China High-quality ABS stainless steel rod, pure cotton mop cloth, pp material grip Size: 24 Inch 60x16 cm Easy To Use Floor Cleaning high Quality Product	pcs	150		
35	Scratch Mop and Bucket Set - Hands-Free Flat Mop System for Easy Floor Cleaning	Brand: China Material Plastic, standing ventilation, easy drying, and fewer bacteria, saving household space. Advantage: Flat Mop Bucket Use: Home Cleaning Tool. Scope: Wood, Tile & Marble. Material: Plastic Easy Drainage System. It can flexibly rotate	set	20		
36	PVA Floor Cleaning MOP	Cleanses dehydrate without power supply Powerful cleaning/absorbing effect	pcs	30		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
		Leaves no scratches on the surface Easy to change only the refill Easy to use, cleans quick Multi-purposeful Dry, wet or moist applications Adjustable High-quality cleaning tool Punchy sop up				
37	Long Handle Floor Brush	Brand: Kleen Brush or equivalent Item Code: 851563 Product Type: Floor Brush Main Material: Plastic Attractive Design	pcs	50		
38	Toilet brush	Product Size: length about 49CM Color: Purple, Brown, green etc. Material: Plastics Applicable to household cleaning Base size: 15X15CM Basic toilet brush set with plastic handle Compact design for space saving Clean without dead corners, decontamination does not hurt the glaze Durable and practical, Stain and odor resistant	pcs	20		
39	Long Handle Glass Wiper	Usage: Window Feature: Eco-Friendly Color: Pink & Blue etc Material: stainless steel +sponge +PP Size:37.5cm x 1.6cm x 94cm	pcs	20		
40	Microfiber cleaning feather Duster	Material: PP Works like magic Size: 60cm long Brush Handle Material; Plastic Style	pcs	20		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
41	Glass Spray Cleaner Glass Scraper Cleaning Tools Tile Windows Glass Wiper Clean The Window Device	Type: Cleaning Tools Material: Plastic Colour: Random Size: 25.8*30cm Spray evenly Clean more convenient Make cleaning easier Simpler and more convenient & faster No scratch surface, no watermark Easy to use	set	10		
42	water bucket	Deluxe Bucket 30 Liters Red Brand: RFL Houseware or Equivalent Item code: 917968 Capacity: 30 Liters (approximate) Color: Red	pcs	10		
43	Long Latex Rubber Kitchen Hand gloves	Material: Latex Size: Regular Color: Multicolor Special Feature: Allergy Free	pair	50		
44	Duster towel	Ultra soft material & scratch free absorbent & lint free tackle versatile cleaning jobs reusable & long lasting	pcs	100		
45	Dishwashing liquid	Vim Liquid or Equivalent Net Weight: 500g. Cleans tough grease quickly Removes stains easily. Gives you a pleasant refreshing lemon fragrance. Tough on stains, gentle on your hands.	pcs	200		
46	Detergent	Jet Classic Detergent 1Kg Poly Pack capable of removing dirt from deep within the cloth fiber Bright Clean Technology 1Kg Packet	pcs	150		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
47	Handwash	Sanitizing Hand Wash (Marigold) - 200 ml Spenil or Equivalent	pcs	150		
48	Aerosol	800ml ACI or Equivalent	pcs	50		
49	Toilet cleaner liquid	750ml bottle Harpic or Equivalent Removes tough stains from toilet Leaves toilet sparkly Clean, hygienic and visibly neat Kills 99.9% of germs on toilet Disinfectant Surface Cleaner: Removes powerful stains & kills 99.9% germs of all surfaces	pcs	40		
50	Air freshener	Product Type: Air Freshener Spray. Capacity: 300 ml Fragrance: Jasmine or lemon or orange Freshens the air. Act in seconds. Long-lasting freshness. Quality fragrance.	pcs	50		
51	Bathroom Air Freshener	Product Type: Air Freshener. Capacity: 50gmX4 Brand: Orchid Convenient and long-lasting home freshener	pcs	100		
52	Flushmatic Marine In-Cistern Toilet Cleaner Block	Brand: Harpic Block (50g X 3pcs)	pcs	50		
53	Naphthalene color Balls	12 Pcs Packet Naphthalene balls toilet Naphthalene balls for wardrobe Woolen Clothes Get the best Quality available Color: Multi-Color Uses: Wardrobe, Kitchen, Urinal, Bookshelf Anti-Insect, Anti-Moth	bag	10		
54	Garbage Bag:	Material: Polythene	Kg	50		



Sl.No.	Description of Item	Specification	Unit	Qty	Estimated Unit Cost (BDT), Including VAT & TAX	Estimated Total Cost (BDT), Including VAT & TAX
		Size: 50cm*50cm Suitable for packing up to 20kg of mass				
55	Cockroach Medicine	10 pcs English green leaf kill cockroach	pcs	50		
56	Soap	Lux/Savlon Soap 100g size	pcs	100		
57	Rag (Cleaning Clothe)	Better quality, Product Name: Dish Washing Clothe Material: PVA Size: Approximately 20 × 20 cm Applicable Situations: Kitchen, bathroom, clothing, living room, etc.	pcs	100		
58	Hand Sanitizer	Hexisol hand rub (250 ml)	bottle	100		
Total Price (Including VAT and TAX)						
In Words:						

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Payra 1320 MW Thermal Power Plant, Kalapara, Patuakhali.
Delivery Offered	14 Days from the date of issuing purchase order

[Insert number] number corrections made by me/us have been duly initialed in this BoQ.

Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

Note:

- 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 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

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1127.01
Issued On: November 27, 2025

Sl. No.	Technical Specification and Standards for required goods and related services		Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2		3
1	Telephone recharge card	Grameenphone 1000TK/card	
2	Mouse	Brand: LOGITECH Model: M185 Sensor Resolution: 1000 Number of buttons: 3 Scroll Wheel (Y/N): Yes	
3	Ball-pen	Econo Soft Grip Ball Pen Black Ink	
4	Tissue Paper	Bashundhara Hand Towel Tissue Paper - 250 Pcs x 1 Ply	
5	Toilet Tissue	Bashundhara Toilet Tissue Regular White	
6	Water Heater	SS316 2L Capacity 2L Brand: Walton/Vision/Equivalent	
7	Wi-Fi router	TP-Link AX3600 EAP660HD Model: EAP660 HD AX3600 Speed (1148Mbps +2402Mbps) Supports IEEE802.3at PoE Multi-site Management Zero-Touch Provisioning	
8	Battery	AA 1.5 V Brand: SONY (Alkaline)	
9	Battery	AAA 1.5v Brand: SONY (Alkaline)	
10	A4 Waterproof Transparent Plastic Document Bag	A4	
11	Toner Cartridge HP 88A/CC388A for HP LaserJet P1106	HP 88A/CC388A for HP LaserJet P1106 (Original)	
12	Toner Cartridge HP 12A/Q2612A for HP LaserJet 1020 plus	HP 12A/Q2612A for HP LaserJet 1020 plus (Original)	
13	Toner Cartridge 93A/for HP LaserJet M435nw	93A/for HP LaserJet M435nw (Original)	
14	Multi plug Function 5 Point	Brand: Click Safe Extension Cord 5pin 5 Socket 3Y Internal Copper bar connection Individual Switch Universal Socket	



Sl. No.	Technical Specification and Standards for required goods and related services		Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2		3
		Rated Voltage-100-250VAC 50/60Hz Rated Current-10A max. Power Indicator-LED Loading of switch-1500W	
15	Envelope(A4)	Brown envelope 80 gsm	
16	Notebook (Small)	Material: 80 gsm paper (Minimum) Size: 7.9 x 5.4 inches. Pages: 160 pages (80 sheets) Thickness: 450gsm hard cover.	
17	A4 Mix Color printing paper	Brand: Bashundhara Paper Product Size: 210mm * 297mm Page color: Red Page type: Plain Paper GSM: 70 Quantity: 100 Sheets Cover GSM: Laminated Print	
18	Document bag/A4	Width 55mm, 500-page capacity	
19	Electric mosquito swatter	Brand: Transtec /Vision/Click Battery :1200mah battery	
20	Binder Clips	Brand: Deli Size: 20mm Material: Metal	
21	Binder Clips	Brand: Deli Size: 25mm Material: Metal	
22	Binder Clips	Brand: Deli Size: 30mm Material: Metal	
23	Binder Clips	Brand: Deli Size: 50mm Material: Metal	
24	Scissors	Brand: Deli or equivalent Size: 132mm, 5.2 inches Material: Plastic and Metal Stainless Steel	
25	Glue Stick	Brand: Deli or equivalent Weight: 15gm Non-Toxic Glue	
26	Glue	Brand: Deli or equivalent Weight: 40ml Ideal for school and office use	
27	Anti Cutter	Brand: Deli or equivalent Model: E2031 Material: ABS + carbon tool steel + cold rolled steel plate Automatic lock system	
28	Anti Cutter Blade	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 * (Must Be Filled Properly) *
1	2		3
		10pcs /Box	
29	Staple Pin	Brand: Deli or equivalent Size: 24/6 Premium Quality	
30	Mata-Door Long Handle Broom	Brand: China Brush Head Material: Plastic Style: Scourer Usage: Floor Feature: Eco-Friendly Application: for Easily Floor Cleaning Goods: Floor Broom Brush	
31	long handled dustpan	Brand: RFL Plastic Dustpan with 32" Handled Long Aluminum Stick Dustpan Size: Length-32inc	
32	Bamboo Broom	Floor Sweeping Broom for Household Floor Cleaning Durable bamboo handle Non-slip grip, non-scratch, compatible with all floors	
33	Mop:	Brand: China 60cm, with 500pcs clean head Quality Cotton – Durable & Super Water Absorber for Efficient Cleaning; Compact Mop with Inbuilt Squeezing Mechanism – No Rusty Risky Handle; Extendable Handle – Adjust Handle to your Height; Twist Handle Knob – Easy Squeezing to remove excess water; Light Weight, Sleek lock & Easy to Store Safe on all surfaces; Looped Threads – No Tangling & Lasts Longer; Comfort of Usage – Smooth Grip & Palm Res	
34	Stainless steel flat shape floor cleaning cotton mop	Brand: China High-quality ABS stainless steel rod, pure cotton mop cloth, pp material grip Size: 24 Inch 60x16 cm Easy To Use Floor Cleaning high-Quality Product	
35	Scratch Mop and Bucket Set - Hands-Free Flat	Brand: China	



Sl. No.	Technical Specification and Standards for required goods and related services		Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2		3
	Mop System for Easy Floor Cleaning	Material Plastic, standing ventilation, easy drying, and fewer bacteria, saving household space. Advantage: Flat Mop Bucket Use: Home Cleaning Tool. Scope: Wood, Tile & Marble. Material: Plastic Easy Drainage System. It can flexibly rotate	
36	PVA Floor Cleaning MOP	Cleanses dehydrate without power supply Powerful cleaning/absorbing effect Leaves no scratches on the surface Easy to change only the refill Easy to use, cleans quick Multi-purposeful Dry, wet or moist applications Adjustable High-quality cleaning tool Punchy sop up	
37	Long Handle Floor Brush	Brand: Kleen Brush or equivalent Item Code: 851563 Product Type: Floor Brush Main Material: Plastic Attractive Design	
38	Toilet brush	Product Size: length about 49CM Color: Purple, Brown, green etc. Material: Plastics Applicable to household cleaning Base size: 15X15CM Basic toilet brush set with plastic handle Compact design for space saving Clean without dead corners, decontamination does not hurt the glaze Durable and practical, Stain and odor resistant	
39	Long Handle Glass Wiper	Usage: Window Feature: Eco-Friendly Color: Pink & Blue etc Material: stainless steel +sponge +PP Size:37.5cm x 1.6cm x 94cm	
40	Microfiber cleaning feather Duster	Material: PP Works like magic Size: 60cm long Brush Handle Material; Plastic Style	
41	Glass Spray Cleaner Glass Scraper Cleaning Tools Tile Windows Glass Wiper Clean the Window Device	Type: Cleaning Tools Material: Plastic Colour: Random Size: 25.8*30cm Spray evenly	



Sl. No.	Technical Specification and Standards for required goods and related services		Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2		3
		Clean more convenient Make cleaning easier Simpler and more convenient & faster No scratch surface, no watermark Easy to use	
42	water bucket	Deluxe Bucket 30 Liters Red Brand: RFL Houseware or Equivalent Item code: 917968 Capacity: 30 Liters (approximate) Color: Red	
43	Long Latex Rubber Kitchen Hand gloves	Material: Latex Size: Regular Color: Multicolor Special Feature: Allergy Free	
44	Duster towel	Ultra soft material & scratch free absorbent & lint free tackle versatile cleaning jobs reusable & long lasting	
45	Dishwashing liquid	Vim Liquid or Equivalent Net Weight: 500g. Cleans tough grease quickly Removes stains easily. Gives you a pleasant, refreshing lemon fragrance. Tough on stains, gentle on your hands.	
46	Detergent	Jet Classic Detergent 1Kg Poly Pack capable of removing dirt from deep within the cloth fiber Bright Clean Technology 1Kg Packet	
47	Handwash	Sanitizing Hand Wash (Marigold) - 200 ml Spenil or Equivalent	
48	Aerosol	800ml ACI or Equivalent	
49	Toilet cleaner liquid	750ml bottle Harpic or Equivalent Removes tough stains from toilet Leaves toilet sparkly Clean, hygienic and visibly neat Kills 99.9% of germs on toilet Disinfectant Surface Cleaner: Removes powerful stains & kills 99.9% germs of all surfaces	
50	Air freshener	Product Type: Air Freshener Spray. Capacity: 300 ml Fragrance: Jasmine or lemon or orange Freshens the air. Act in seconds.	



Sl. No.	Technical Specification and Standards for required goods and related services		Full Technical Specification and Standards offered by the Quotationer * (Must Be Filled Properly) *
1	2		3
		Long-lasting freshness. Quality fragrance.	
51	Bathroom Air Freshener	Product Type: Air Freshener. Capacity: 50gmX4 Brand: Orchid Convenient and long-lasting home freshener	
52	Flushmatic Marine In-Cistern Toilet Cleaner Block	Brand: Harpic Block (50g X 3pcs)	
53	Naphthalene color Balls	12 Pcs Packet Naphthalene balls toilet Naphthalene balls for wardrobe Woolen Clothes Get the best Quality available Color: Multi-Color Uses: Wardrobe, Kitchen, Urinal, Bookshelf Anti-Insect, Anti-Moth	
54	Garbage Bag:	Material: Polythene Size: 50cm*50cm Suitable for packing up to 20kg of mass	
55	Cockroach Medicine	10 pcs English green leaf kill cockroach	
56	Soap	Lux/Savlon Soap 100g size	
57	Rag (Cleaning Clothe)	Better quality, Product Name: Dish Washing Clothe Material: PVA Size: Approximately 20 × 20 cm Applicable Situations: Kitchen, bathroom, clothing, living room, etc.	
58	Hand Sanitizer	Hexisol hand rub (250 ml)	

(Annexure-01, containing the reference models and pictures of the required items, is provided at the end of this tender document)

All products must be **ORIGINAL and Quotations must include complete and clearly defined Technical Specifications, along with the exact Model and Brand Name for each item under the 'Full Technical Specification and Standards Offered by the Quotationer' section. Any omission, ambiguity, or failure to provide this information will result in the quotation being deemed **technically non-responsive** and will lead to immediate disqualification from further evaluation, without exception.*

The items have been specified with particular manufacturers. The supplier must provide the **exact specified brand and model as mentioned in the tender document. Products from any other manufacturer or alternative models **shall not be accepted**.*



**Purchase Order
FOR
Procurement of Office Supply and Cleaning items for O&M Contractor of
BCPCL at Payra 1320 MW TPP site (O&M/2026-27/PR-584)**

Purchase Order No.:

Date:

To:

Purchase Order Value: BDT

Taka in words:

Completion date of delivery:

Delivery terms:

- (a) The items shall be supplied as per the instructions and supervision of BCPCL within the above completion date. Failure to supply the items within the completion date 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.

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 and Cleaning items for O&M Contractor of
BCPCL at Payra 1320 MW TPP site (O&M/2026-27/PR-584)

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BCPCL.
3. The Supplier shall have to complete the delivery in all respects within **14 Days** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract **Price is BDT [insert figure] [in words]**.
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. 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.

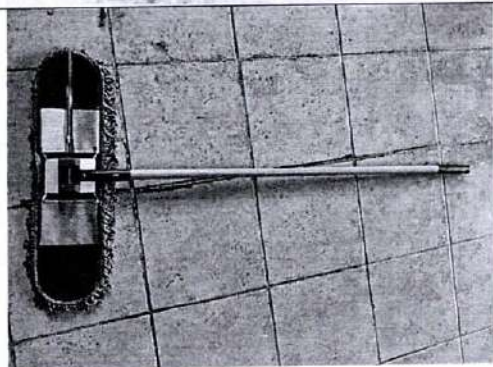


Annexure-01

Sl. No.	Description of Item	Picture
10	A4 Plastic Document folder/file	 A photograph of a white A4 plastic document folder with a label pocket and a handle. Text overlays include '可定制' (Customizable), '标签款' (Label type), and '200个特厚大容量' (200 pieces, extra thick, large capacity).
15	Documents bag/A4 Brown Envelope Brown envelope 80 gsm	 A photograph of a plain brown A4 envelope.
18	A-4 Plastic Document box /document bag /File Organizer Width 55mm, 500 page capacity	 A photograph of a black plastic document box with multiple compartments. Text overlays include '加厚' (Thickened) and '塑料档案盒' (Plastic file box).
30	Mata-Door Long Handle Broom Brand: China Brush Head Material: Plastic Style: Scourer Usage: Floor Feature: Eco-Friendly Application: for Easily Floor Cleaning Goods: Floor Broom Brush	 A photograph of three long-handled brooms with dark bristles, standing upright.



Annexure-01

Sl. No.	Description of Item	Picture
31	long handled dustpan Brand: RFL Plastic Dustpan with 32" Handled Long Aluminum Stick Dustpan Size: Length-32inc	
32	Bamboo Broom Floor Sweeping Broom for Household Floor Cleaning Durable bamboo handle Non-slip grip, Non-scratch, compatible with all floors	
33	Mop: Brand: China Quality Cotton – Durable & Super Water Absorber for Efficient Cleaning; Compact Mop with Inbuilt Squeezing Mechanism – No Rusty Risky Handle; Extendable Handle – Adjust Handle to your Height; Twist Handle Knob – Easy Squeezing to remove excess water; Light Weight, Sleek lock & Easy to Store Safe on all surfaces; Looped Threads – No Tangling & Lasts Longer; Comfort of Usage – Smooth Grip & Palm Res	



Annexure-01

Sl. No.	Description of Item	Picture
34	Stainless steel flat shape floor cleaning cotton mop Brand: China High quality ABS stainless steel rod, pure cotton mop cloth, pp material grip Size: 24 Inch 60x16 cm Easy To Use Floor Cleaning high Quality Product	 OKwite 吸水性佳 結實耐用 棉柔不掉毛
35	Scratch Mop and Bucket Set - Hands-Free Flat Mop System for Easy Floor Cleaning Mop : Brand: China Material Plastic, Standing ventilation, easy drying, and fewer bacteria, saving household space. Advantage: Flat Mop Bucket Use: Home Cleaning Tool. Scope: Wood, Tile & Marble. Material: Plastic Easy Drainage System. It can flexibly rotate	 MOP SCRATCH মপ ছোভার
36	PVA Floor Cleaning MOP Brand: China Cleanses dehydrates without power supply Powerful cleaning/absorbing effect Leaves no scratches on the surface Easy to change only the refill Easy to use, cleans quick Multi-purposeful Dry, wet or moist applications Adjustable High quality cleaning tool Punchy sop up	

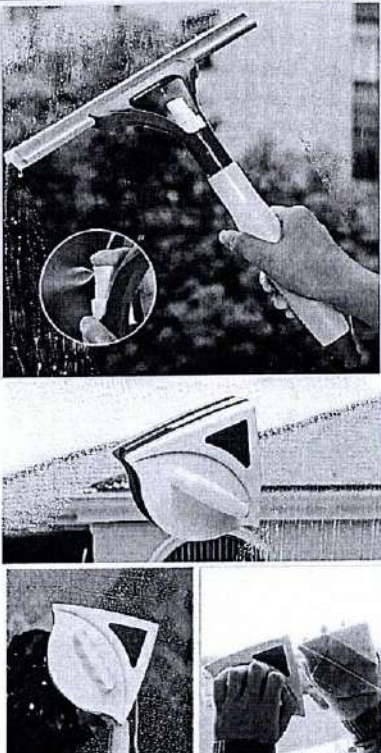


Annexure-01

Sl. No.	Description of Item	Picture
37	Long Handle Floor Brush Brand: Kleen Brush or equivalent Item Code: 851563 Product Type: Floor Brush Main Material: Plastic Attractive Design	
38	Toilet brush Product Size: length about 49CM Color: Purple , Brown, green etc. Material: Plastics Applicable to: household cleaning Base size: 15X15CM Basic toilet brush set with plastic handle Compact design for space saving Clean without dead corners, decontamination does not hurt the glaze Durable and practical, Stain and odor resistant	
39	Long Handle Glass Wiper Usage: Window Feature: Eco-Friendly Color: Pink & Blue etc Material: stainless steel +sponge +PP Size:37.5cm x 1.6cm x 94cm	
40	Microfiber cleaning feather Duster Material: PP Works like magic Size: 60cm long Brush Handle Material; Plastic Style	



Annexure-01

Sl. No.	Description of Item	Picture
41	Glass Spray Cleaner Glass Scraper Cleaning Tools Tile Windows Glass Wiper Clean The Window Device Type: Cleaning Tools Material: Plastic Colour: Random Size: 25.8*30cm Spray evenly Clean more convenient Make cleaning easier Simpler and more convenient & faster No scratch surface, no watermark Easy to use	
42	water bucket Deluxe Bucket 30 Liters Red Brand: RFL Houseware or Equivalent Item code: 917968 Capacity: 30 Liters (approximate) Color: Red	



Annexure-01

Sl. No.	Description of Item	Picture
43	Long Latex Rubber Kitchen Hand gloves Material: Latex Size: Regular Color: Multicolor Special Feature: Allergy Free	
44	Duster towel Ultra soft material & scratch free absorbent & lint free tackle versatile cleaning jobs reusable & long lasting	
45	dishwashing liquid Vim Liquid or Equivalent Net Weight: 500ml Cleans tough grease quickly Removes stains easily. Gives you a pleasant refreshing lemon fragrance. Tough on stains, gentle on your hands.	



Annexure-01

Sl. No.	Description of Item	Picture
45	Detergent Jet Classic Detergent 1Kg Poly Pack capable of removing dirt from deep within the cloth fiber Bright Clean Technology 1Kg Packet	
47	Handwash Sanitizing Hand Wash (Marigold) - 200 ml Spenil or Equivalent	
48	Aerosol 800ml ACI or Equivalent	



Annexure-01

Sl. No.	Description of Item	Picture
49	Toilet cleaner liquid 750ml bottle Harpic or Equivalent Removes tough stains from toilet Leaves toilet sparkly Clean, hygienic and visibly neat Kills 99.9% of germs on toilet Disinfectant Surface Cleaner: Removes powerful stains & kills 99.9% germs of all surfaces	
50	Air freshener Product Type: Air Freshener Spray. Capacity: 300 ml Fragrance: Jasmine or lemon or orange Freshens the air. Act in seconds. Long-lasting freshness. Quality fragrance.	
51	Bathroom Air Freshener Product Type: Air Freshener. Capacity: 50gmX4 Brand: Orchid Convenient and long-lasting home freshener	



Annexure-01

Sl. No.	Description of Item	Picture
52	Flushmatic Marine In-Cistern Toilet Cleaner Block Brand: Harpic Block (50g X 3pcs)	
53	Naphthalene color Balls 12 Pcs Packet Naphthalene balls toilet Naphthalene balls for wardrobe Woolen Clothes Get the best Quality available Color: Multi-Color Uses: Wardrobe, Kitchen, Urinal, Book Shelf Anti-Insect, Anti-Moth	
56	Soap Lux/Savlon Soap 100g size	



