



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 (PR-283/2025-26)

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/2026-27/0705.05

Issued On: July 05, 2026

Submission Deadline: July 12, 2026, 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 (PR-283/2025-26)

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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 **July 12, 2026**, 12:00 PM. The envelope containing the Quotation must be clearly marked "**Procurement of Stationery Items for the Corporate Office of BCPCL (PR-283/2025-26)**" and "**DO NOT OPEN before July 12, 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;
 - iv) The Tenderer shall have 01 (one) experience in supplying stationary items.

[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. 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 **07 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.

S. M. Rashed
05/07/2018

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/2026-27/0705.05

Issued On: July 05, 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 Stationery Items for the Corporate Office of BCPCL (PR-283/2025-26)**.

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 **July 05, 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	Product Name	Description	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)	Heavy Duty AA Battery Size: AA, UM 3 R-6 Brand: Sunlight	Pcs	300		
2	Remote Battery (AAA)	Heavy Duty AAA Battery Size: AAA, UM-4, R03 Brand: Sunlight	Pcs	30		
3	General Calculator	Model: Deli E1654C Desktop Calculator, Material: Plastic, Digits: 12 Digits, Power: Dual Power, Feature: Auto Power Off, Brand: Deli.	Pcs	5		
4	A4 Size Paper	Page Color: White, Size: A4, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth, Brand: Double A, Total Ream: 160	Rim	160		
5	Punch Machine (Double)	Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20 mm, Distance: 80 mm, Hole Type: 2 Hole, Material: Steel and Plastic, Brand: Kangaro	Pcs	10		
6	Punch Machine (Single)	Hole Type: 1 Hole, Material: Steel and Plastic, Brand: Kangaro	Pcs	10		
7	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		
8	Pin Remover	Size: Small, Feature: 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: Kangaro	Pcs	10		
9	Stapler Pin Box	Size: Pin 24/6-1M, Quantity: 1 Box (20x50), Brand: Kangaro	Box	50		
10	Mouse (Wireless)	A4TECH G3-280N Wireless Mouse, Type: Wireless, Sensor: Optical 1000 DPI, Connectivity: Nano USB Receiver, Brand: A4TECH	Pcs	5		
11	Air Freshener (ACI) (300ml)	Net Weight: 300 ml, Volume: 300 ml, Made in: Bangladesh, Flavor: Different Flavors, Brand: ACI	Pcs	40		



Price Schedule for Goods and Related Services						
Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
12	Air Freshener (Darco)	Net Weight: 180 ml, Made in: Korea, Brand: Draco, Feature: Long-lasting fragrance, quick odor removal, suitable for home, office, and car use. Fragrance Type: Different scents, Brand: Darco	Pcs	80		
13	Aerosol (800ml)	Net Weight:800 ml, fast insect killer, mosquitoes/flies/cockroaches' control, long-lasting effect, easy spray use, indoor use, Brand: ACI	Pcs	80		
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, Heavy Duty, Feature: Safe power distribution, durable build, overload protection, suitable for home and office use, Brand: ENERYPAC	Pcs	10		
16	Register Book (Size R-24)	Size: 24", 12.5" × 8", Paper: 65 GSM, Page Color: Blue, strong binding, good quality, durable, Brand: Local	Pcs	5		
17	Register Book (Size R-06)	Size: 06", 12.5" × 8", 65 GSM paper, Blue page color, strong binding, good quality, durable for office use, Brand: Local	Pcs	10		
18	Matador WoodMark	Colour: Black, Ink Colour: Black, Material: Plastic, Feature: Smooth writing, long-lasting ink, quick dry, suitable for office, school and everyday use, Brand: Matador	Pcs	200		
19	Pentonic pen (Line)	Country of Origin: India, Ink Color: Black, smooth writing, quick dry ink, comfortable grip for long use, Brand: Linc	Pcs	200		
20	Matador i-teen	Plastic body, smooth writing, quick-dry black ink, comfortable grip, suitable for office and school use, Brand: Matador	Pcs	100		
21	Pilot Hi Tecpoint V5 Grip (Black)	Fine tip black ink, smooth and bold writing, quick-dry ink, comfortable grip, ideal for signatures, notes and official use, Brand: V5	Pcs	50		
22	Uni-Ball	Fine tip ink, Black & Blue, smooth writing, quick-dry, fade-resistant ink,	Pcs	100		



Price Schedule for Goods and Related Services

Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
		comfortable grip, suitable for signatures, notes, and official documents, Made in: Japan, Brand: Uni-ball				
23	Toilet Tissue	Quantity: 172 Sheets × 2 Ply, Color: White, GSM: 18.0 – 19.5, Weight: 76 gm (+/-), soft texture, strong absorbency, gentle on skin, suitable for daily hygiene use, Brand: Bashundhara	Pcs	700		
24	Towel Tissue	250 Pcs × 1 Ply Premium Box, White, Non-Perfumed, GSM 36, Sheet Size 210 × 200 mm, soft & highly absorbent, hygienic hand use, Brand: Bashundhara	Pcs	500		
25	Facial Tissue	120 Pcs × 2 Ply, Color: White / Pink, Fragrance: Perfumed, soft & gentle on skin, strong absorbency, hygienic daily use, Brand: Bashundhara	Pcs	150		
26	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	200		
27	Hand Wash (Bottle)	Liquid Hand Wash, Size: 5 Liter, Unit: 5 Liter / Gallons, liquid formula for hygienic hand cleaning, removes germs effectively, suitable for home and office refill use, Brand: Lifebuoy	Ltr	15		
28	Anti Cutter	Product Type: Anti Cutter, Model: 2041, Material: Stainless Steel and Plastic, Blade Size: 0.5 mm × 18 mm, strong and durable cutting tool, safe grip design, suitable for office and packaging use, Brand: Deli	Pcs	5		
29	Scissor	Stainless Steel blade, sharp cutting edge, comfortable plastic handle, rust-resistant and durable, suitable for office, school, and general use, Brand: Deli	Pcs	5		
30	Calling Bell	Product Type: Wireless Doorbell / Calling Bell, Remote Range: up to 100 meters, easy installation, clear sound, suitable for home and office use, durable and reliable	Pcs	5		



Price Schedule for Goods and Related Services						
Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
		performance, Brand: Any Good Quality				
31	Clip Board (A4 Size)	Size: A4, Material: Plastic, strong steel clip with special design, durable and lightweight, smooth writing support, suitable for office, school and documents handling, Brand: Deli	Pcs	20		
32	Clip Board (Legal Size)	Size: Legal, Material: Plastic, strong steel clip with special design, durable and lightweight, smooth writing support, suitable for office, school and document handling, Brand: Deli	Pcs	20		
33	Highlighter	Length: 12 cm, Color: Yellow, Weight: 50 grams, smooth bright ink, quick-dry formula, clear and visible highlighting for study and office use, Brand: Faber Castell (Yellow only)	Pcs	50		
34	Clear Folder A4	Title: A4 Size Clear Plastic File Folder, Size: A4, Colour: Transparent (Clear), durable plastic material, protects documents from dust and damage, lightweight and reusable, suitable for office and school use, Brand: Huajie	Pcs	100		
35	Book Binding Tape	2 Inch, Black & Blue, strong adhesive, durable & flexible, ideal for book binding and document protection, easy to use, Brand: Hunter	Pcs	40		
36	Carton/Packaging Tape	Clear, strong adhesive, high durability, strong sealing for cartons, smooth application, tear-resistant, ideal for packing and shipping use, Brand: Any Good Quality Brand	Pcs	20		
37	Ruler/Scale (Steel)	Stainless steel, clear markings, rust-resistant, durable, accurate measurement, Brand: Deli	Pcs	10		
38	Gems Clip	Metal paper clips, strong grip, rust-resistant, smooth finish, reusable, ideal for office and school document binding, Brand: Any Good Quality Brand	Box	40		
39	Binder Clip (19 mm or 3/4")	19 mm (3/4"), strong steel spring, durable grip, rust-resistant, reusable, secure	Pcs	360		



Price Schedule for Goods and Related Services

Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
		paper holding, Brand: Diamond				
40	Binder Clip (32 mm or 1 1/4")	32 mm (1.25"), strong steel spring, durable grip, rust-resistant, reusable, secure paper holding, Brand: Diamond	Pcs	240		
41	Sticky Note (Big)	Sticky note (multi color), self-adhesive paper, writable surface, easy peel & stick, removable without residue, various sizes (3×3, 4×6, etc.), Brand: Deli	Pcs	30		
42	Card Holder	Visiting card holder, durable plastic material, compact size, lightweight and sturdy, transparent/black finish, holds visiting cards neatly, easy access and desk organization, suitable for office use, Brand: Deli	Pcs	10		
43	Pencil	Pencil, high-quality wood-cased graphite pencil, smooth writing and shading, break-resistant lead, easy sharpening, comfortable grip, suitable for school, office, and drawing use, Brand: Faber-Castell	Pcs	60		
44	Eraser	Eraser, soft high-quality rubber material, clean and smudge-free erasing, minimal paper damage, durable and long-lasting, suitable for pencil marks, school and office use, Brand: Matador	Pcs	40		
45	Glue Stick (25g)	Fevi Stick, solid adhesive glue stick, smooth application, strong bonding, non-toxic and safe for paper use, quick drying, mess-free and easy to use, suitable for school, office, and craft work, Brand: Fevi Stick	Pcs	90		
46	White Board Marker	Smooth writing, easy wipe ink, quick-drying formula, bold and clear marking on whiteboard surfaces, low odor, suitable for office, school, and presentation use, Brand: Red Leaf	Pcs	10		
47	Pen Holder	Pen holder, durable plastic material, compact desktop design, lightweight and stable, multiple compartments for pens, pencils, and stationery, keeps desk organized,	Pcs	10		



Price Schedule for Goods and Related Services						
Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
		suitable for office and study use, Brand: Deli				
48	Keyboard	Keyboard (Bangla & English), Logitech, comfortable typing, responsive keys, USB/Wireless, suitable for office & home use, Brand: Logitech	Pcs	10		
49	Duster (Cloth)	Soft microfiber material, high absorbent, lint-free cleaning, reusable and washable, suitable for cleaning dust from office, home, and electronics surfaces, Brand: Any Brand	Pcs	30		
50	Index File (3")	3 inch, durable plastic cover, strong lever arch mechanism, high-capacity storage for documents, smooth operation, keeps papers organized and secure, suitable for office and file management use, Brand: Good Luck	Pcs	100		
51	Index File (1.5")	1.5 inch, durable plastic cover, strong lever arch mechanism, medium-capacity storage for documents, smooth operation, keeps papers organized and secure, suitable for office and file management use, Brand: Good Luck	Pcs	50		
52	Aerosol (475ml)	Aerosol spray, 475 ml, high-quality formulation, fine mist spray, quick-drying and long-lasting effect, suitable for multipurpose use (cleaning/disinfecting/industrial use depending on type), Brand: ACI	Pcs	40		
53	Legal size Paper	A4 Paper (Legal Size), high-quality white paper, smooth surface, good thickness, suitable for printing, photocopy, and office documents, clear print output, compatible with all printers, Brand: Double A	Rim	3		
54	Coffee (200g)	Category: Coffee, Type: Nescafe Coffee, Net Weight: 200 gm, Origin: Thailand, Brand: Nescafe, Packaging: Jar	Jar	60		
55	Coffee Mate (400g)	Nescafe Coffee Mate 400gm (Jar), Net Weight: 400g, Origin: Thailand,	Jar	90		



Price Schedule for Goods and Related Services

Sl	Product Name	Description	Unit	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
		Brand: Nescafe, Packaging: Plastic Jar				
56	Milk Powder (500g)	Product type: powder, net weight: 400/500 gm, smooth and nutritious dairy powder, easy to mix, suitable for tea, coffee and cooking use, Brand: Fresh or equivalent	Packet	90		
57	Sugar (1 kg)	Red sugar, natural brown/red crystal quality, rich taste, suitable for tea, food, and bakery use, Brand: Fresh or equivalent	Kg	70		
58	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	Box	90		
59	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)	Rim	100		
60	Sharpener	Matador sharpener is a durable plastic item with an SK4 blade for smooth sharpening; models include Smoothy, Sharpmax, Shell-N-Core, Space X, Flyer, and i-teen, some with dust box or eraser. Brand: Matador	Pcs	25		
					Total:	
<i>In Words:</i>						

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 the 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 & 5 to be filled in by the Procuring Entity and Col. 6 & 7 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

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0705.05

Issued On: July 05, 2026

Sl No.	Technical Specification Required		Bidder's Offer (Must mention brand and product specification)
	Product Name	Description	
01.	Mouse Battery (AA)	Heavy Duty AA Battery Size: AA, UM 3 R-6 Brand: Sunlight	
02.	Remote Battery (AAA)	Heavy Duty AAA Battery Size: AAA, UM-4, R03 Brand: Sunlight	
03.	General Calculator	Model: Deli E1654C Desktop Calculator, Material: Plastic, Digits: 12 Digits, Power: Dual Power, Feature: Auto Power Off, Brand: Deli.	
04.	A4 Size Paper	Page Color: White, Size: A4, Page Type: Plain, Quantity: 500 Sheets per Ream, Paper GSM: 80 GSM, Cover GSM: Laminated Print, Special Feature: Thick, Bright & Smooth, Brand: Double A, Total Ream: 160	
05.	Punch Machine (Double)	Model: DP-280, Sheets: 12 Sheets, Punching Capacity: 1.20 mm, Distance: 80 mm, Hole Type: 2 Hole, Material: Steel and Plastic, Brand: Kangaro	
06.	Punch Machine (Single)	Hole Type: 1 Hole, Material: Steel and Plastic, Brand: Kangaro	
07.	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.	
08.	Pin Remover	Size: Small, Feature: 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: Kangaro	
09.	Stapler Pin Box	Size: Pin 24/6-1M, Quantity: 1 Box (20x50), Brand: Kangaro	
10.	Mouse (Wireless)	A4TECH G3-280N Wireless Mouse, Type: Wireless, Sensor: Optical 1000 DPI, Connectivity: Nano USB Receiver, Brand: A4TECH	
11.	Air Freshener (ACI) (300ml)	Net Weight: 300 ml, Volume: 300 ml, Made in: Bangladesh, Flavor: Different Flavors, Brand: ACI	
12.	Air Freshener (Darco)	Net Weight: 180 ml, Made in: Korea, Brand: Draco, Feature: Long-lasting fragrance, quick odor removal, suitable for home, office, and car use, Fragrance Type: Different scents, Brand: Darco	
13.	Aerosol (800ml)	Net Weight: 800 ml, fast insect killer, mosquitoes/flies/cockroaches' control, long- lasting effect, easy spray use, indoor use, 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, Heavy Duty, Feature: Safe power distribution, durable build, overload protection, suitable for home and office use, Brand: ENERGYPAC	
16.	Register Book (Size R-24)	Size: 24", 12.5" x 8", Paper: 65 GSM, Page Color: Blue, strong binding, good quality, durable, Brand: Local	
17.	Register Book (Size R-06)	Size: 06", 12.5" x 8", 65 GSM paper, Blue page color, strong binding, good quality, durable for office use, Brand: Local	
18.	Matador WoodMark	Colour: Black, Ink Colour: Black, Material: Plastic, Feature: Smooth writing, long-lasting ink, quick dry, suitable for office, school and everyday use, Brand: Matador	



Sl No.	Technical Specification Required		Bidder's Offer (Must mention brand and product specification)
	Product Name	Description	
19.	Pentonic pen (Line)	Country of Origin: India, Ink Color: Black, smooth writing, quick dry ink, comfortable grip for long use, Brand: Line	
20.	Matador i-teen	Plastic body, smooth writing, quick-dry black ink, comfortable grip, suitable for office and school use, Brand: Matador	
21.	Pilot Hi Tecpoint V5 Grip (Black)	Fine tip black ink, smooth and bold writing, quick-dry ink, comfortable grip, ideal for signatures, notes and official use, Brand: V5	
22.	Uni-Ball	Fine tip ink, Black & Blue, smooth writing, quick-dry, fade-resistant ink, comfortable grip, suitable for signatures, notes, and official documents, Made in: Japan, Brand: Uni-ball	
23.	Toilet Tissue	Quantity: 172 Sheets × 2 Ply, Color: White, GSM: 18.0 – 19.5, Weight: 76 gm (+/-), soft texture, strong absorbency, gentle on skin, suitable for daily hygiene use, Brand: Bashundhara	
24.	Towel Tissue	250 Pcs × 1 Ply Premium Box, White, Non-Perfumed, GSM 36, Sheet Size 210 × 200 mm, soft & highly absorbent, hygienic hand use, Brand: Bashundhara	
25.	Facial Tissue	120 Pcs × 2 Ply, Color: White / Pink, Fragrance: Perfumed, soft & gentle on skin, strong absorbency, hygienic daily use, Brand: Bashundhara	
26.	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	
27.	Hand Wash (Bottle)	Liquid Hand Wash, Size: 5 Liter, Unit: 5 Liter / Gallons, liquid formula for hygienic hand cleaning, removes germs effectively, suitable for home and office refill use, Brand: Lifebuoy	
28.	Anti Cutter	Product Type: Anti Cutter, Model: 2041, Material: Stainless Steel and Plastic, Blade Size: 0.5 mm × 18 mm, strong and durable cutting tool, safe grip design, suitable for office and packaging use, Brand: Deli	
29.	Scissor	Stainless Steel blade, sharp cutting edge, comfortable plastic handle, rust-resistant and durable, suitable for office, school, and general use, Brand: Deli	
30.	Calling Bell	Product Type: Wireless Doorbell / Calling Bell, Remote Range: up to 100 meters, easy installation, clear sound, suitable for home and office use, durable and reliable performance, Brand: Any Good Quality	
31.	Clip Board (A4 Size)	Size: A4, Material: Plastic, strong steel clip with special design, durable and lightweight, smooth writing support, suitable for office, school and documents handling, Brand: Deli	
32.	Clip Board (Legal Size)	Size: Legal, Material: Plastic, strong steel clip with special design, durable and lightweight, smooth writing support, suitable for office, school and document handling, Brand: Deli	
33.	Highlighter	Length: 12 cm, Color: Yellow, Weight: 50 grams, smooth bright ink, quick-dry formula, clear and visible highlighting for study and office use, Brand: Faber Castell (Yellow only)	
34.	Clear Folder A4	Title: A4 Size Clear Plastic File Folder, Size: A4, Colour: Transparent (Clear), durable plastic material, protects documents from dust and damage, lightweight and reusable, suitable for office and school use, Brand: Huajie	
35.	Book Binding Tape	2 Inch, Black & Blue, strong adhesive, durable & flexible, ideal for book binding and document protection, easy to use, Brand: Hunter	
36.	Carton/Packaging Tape	Clear, strong adhesive, high durability, strong sealing for cartons, smooth application, tear-resistant, ideal for packing and shipping use, Brand: Any Good Quality Brand	



SI No.	Technical Specification Required		Bidder's Offer (Must mention brand and product specification)
	Product Name	Description	
37.	Ruler/Scale (Steel)	Stainless steel, clear markings, rust-resistant, durable, accurate measurement, Brand: Deli	
38.	Gems Clip	Metal paper clips, strong grip, rust-resistant, smooth finish, reusable, ideal for office and school document binding, Brand: Any Good Quality Brand	
39.	Binder Clip (19 mm or 3/4")	19 mm (3/4"), strong steel spring, durable grip, rust-resistant, reusable, secure paper holding, Brand: Diamond	
40.	Binder Clip (32 mm or 1 1/4")	32 mm (1.25"), strong steel spring, durable grip, rust-resistant, reusable, secure paper holding, Brand: Diamond	
41.	Sticky Note (Big)	Sticky note (multi color), self-adhesive paper, writable surface, easy peel & stick, removable without residue, various sizes (3×3, 4×6, etc.), Brand: Deli	
42.	Card Holder	Visiting card holder, durable plastic material, compact size, lightweight and sturdy, transparent/black finish, holds visiting cards neatly, easy access and desk organization, suitable for office use, Brand: Deli	
43.	Pencil	Pencil, high-quality wood-cased graphite pencil, smooth writing and shading, break-resistant lead, easy sharpening, comfortable grip, suitable for school, office, and drawing use, Brand: Faber-Castell	
44.	Eraser	Eraser, soft high-quality rubber material, clean and smudge-free erasing, minimal paper damage, durable and long-lasting, suitable for pencil marks, school and office use, Brand: Matador	
45.	Glue Stick (25g)	Fevi Stick, solid adhesive glue stick, smooth application, strong bonding, non-toxic and safe for paper use, quick drying, mess-free and easy to use, suitable for school, office, and craft work, Brand: Fevi Stick	
46.	White Board Marker	Smooth writing, easy wipe ink, quick-drying formula, bold and clear marking on whiteboard surfaces, low odor, suitable for office, school, and presentation use, Brand: Red Leaf	
47.	Pen Holder	Pen holder, durable plastic material, compact desktop design, lightweight and stable, multiple compartments for pens, pencils, and stationery, keeps desk organized, suitable for office and study use, Brand: Deli	
48.	Keyboard	Keyboard (Bangla & English), Logitech, comfortable typing, responsive keys, USB/Wireless, suitable for office & home use, Brand: Logitech	
49.	Duster (Cloth)	Soft microfiber material, high absorbent, lint-free cleaning, reusable and washable, suitable for cleaning dust from office, home, and electronics surfaces, Brand: Any Brand	
50.	Index File (3")	3 inch, durable plastic cover, strong lever arch mechanism, high-capacity storage for documents, smooth operation, keeps papers organized and secure, suitable for office and file management use, Brand: Good Luck	
51.	Index File (1.5")	1.5 inch, durable plastic cover, strong lever arch mechanism, medium-capacity storage for documents, smooth operation, keeps papers organized and secure, suitable for office and file management use, Brand: Good Luck	
52.	Aerosol (475ml)	Aerosol spray, 475 ml, high-quality formulation, fine mist spray, quick-drying and long-lasting effect, suitable for multipurpose use (cleaning/disinfecting/industrial use depending on type), Brand: ACI	
53.	Legal size Paper	A4 Paper (Legal Size), high-quality white paper, smooth surface, good thickness, suitable for printing, photocopy, and office documents, clear print output, compatible with all printers, Brand: Double A	



Sl No.	Technical Specification Required		Bidder's Offer (Must mention brand and product specification)
	Product Name	Description	
54.	Coffee (200g)	Category: Coffee, Type: Nescafe Coffee, Net Weight: 200 gm, Origin: Thailand, Brand: Nescafe, Packaging: Jar	
55.	Coffee Mate (400g)	Nescafe Coffee Mate 400gm (Jar), Net Weight: 400g, Origin: Thailand, Brand: Nescafe, Packaging: Plastic Jar	
56.	Milk Powder (500g)	Product type: powder, net weight: 400/500 gm, smooth and nutritious dairy powder, easy to mix, suitable for tea, coffee and cooking use, Brand: Fresh or equivalent	
57.	Sugar (1 kg)	Red sugar, natural brown/red crystal quality, rich taste, suitable for tea, food, and bakery use, Brand: Fresh or equivalent	
58.	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: Mirzapur	
59.	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)	
60.	Sharpener	Matador sharpener is a durable plastic item with an SK4 blade for smooth sharpening; models include Smoothy, Sharpmax, Shell-N-Core, Space X, Flyer, and i-teen, some with dust box or eraser. Brand: Matador	

NOTE: 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.



**Purchase Order
FOR**

Procurement of Stationery Items for the Corporate Office of BCPCL (PR-283/2025-26)

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
(PR-283/2025-26)

Issued Ref.: BCPCL/Procurement/RFQ/2026-27/0705.05

Issued On: July 05, 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 **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.

