

**ANNUAL PROCUREMENT PLAN**  
**Year: 2023-2024**

**Budget: Revenue**

Ministry/Division : Ministry of Public Administration  
 Agency : Bangladesh Civil Service Administration Academy  
 Procuring Entity & Code : Director (Administration)  
 BCS Administration Academy

No	Package No. Budget: tk in Thousand	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estid Cost Tk. in Thousand	Time Code for Process	Not used in GOOB	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remark
01	GRI Code: 3211101	Procurement of Prize items for Trainees and others in BCS Administration Academy (Crest, Hand Book, Tie Mugs, Bag, Crest, folder etc.)	No.	According to need assessment	OTM/RFO (National)	HOPE	GOB	330	Planned Dates Planned Days Actual Days		0	15	14	07	07	07	65	15	
02	GR 2 Code: 3211102	Procurement of Cleaning materials for BCS Administration Academy by frame work contract (Washing powder, Soap, Hand wash, Floor Cleaner, Moving stand etc.)	No.	According to need assessment	OTM (National)	HOPE	GOB	550	Planned Dates Planned Days Actual Days		0	15	14	07	07	07	65	15	
03	GR 2(A) Code: 3211102	Procurement of clothe washing in BCS Administration	No.	According to need assessment	OTM Framework contract	HOPE	GOB	450	Planned Dates Planned Days		0	15	14	07	07	07	65	15	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	21

*Sham. 05/11/20*

*09.09.2020*

*TC.*

04	GR 2 (B) Code: 3211102	Academy (Bed sheet, bed cover, Pillow cover, window Curtain, Mosquito Net etc)	No.	According to need assessment	OTM (National) Frame work Contract	HOPE	GOB	320	Planned Dates Planned Days Actual Days	0	15	14	07	07	07	65	15
05	GR3 Code: 3211106	Procurement of supplying snacks & different food items for various meetings in Administration Academy (supplying food according to the demand of BCSAA)	No.	According to need assessment	OTM Frame work contract	HOPE	GOB	630	Planned Dates Planned Days Actual Days	0	15	14	07	07	07	65	15
06	GR4 Code: 3211125	Procurement of Documentary for BCS Administration Academy	No.	According to need assessment	OTM or QCBS (National)	HOPE	GOB	1000	Planned Dates Plan Days Actual Days	0	15	14	07	07	14	147	90
07	GR5 Code: 3211127	Procurement of Books & Periodicals and Book Card, Book Pocket, Catalog Card, Journal Card in BCS Administration Academy	No.	According to need assessment	OTM (National)	Hope	GOB	750	Planned Dates Plan Days Actual Days	0	15	14	07	07	65	15	
08	GR6 Code: 3211128	Procurement of <b>Package A:</b> Procurement of Desk Calendar (Yearly), Diary	No.	According to need assessment	RFQ/OTM (National)	HOPE	GOB	300	Planned Dates Plan Days Actual Days	0	15	14	07	07	72	15	
09	GR6(A) Code: 3211128	<b>Package B:</b> Procurement of Bangladesh Journal of Administration and Management (Half- yearly), Annual Report (Yearly), Calendar Training	No.	According to need assessment	RFQ/OTM (National)	HOPE	GOB	600	Planned Dates Plan Days Actual Days								



Code:	Computer items in BCS Administration Academy	assessment	Frame work Contract	HOPE	GOB	1300	Plan Days	0	15	14	07	07	07	07	65	15
16	Code: 3255101 Procurement of Goods in BCS Administration Academy (Scotch Tape, file board, clip board, folder, Note pad, Art paper, Basket, sharpener, high lighter, Ball pen etc)	No According to need assessment	OTM (National) Frame work contract	HOPE	GOB	1300	Planned Dates Plan Days	0	15	15	07	07	07	07	66	15
17	Code: 3256103 Procurement of Consumables in BCS Administration Academy Bed sheet with pillow cover, pillow, Sponge Sandal, etc	NO According to need assessment According to need assessment	OTM (National)	HOPE	GOB	1800	Planned Dates Plan Days Actual Dates	0	15	15	07	07	07	07	66	15
18	Code: 3256103 Procurement of Consumables in BCS Administration Academy : Cookeries and cutleries)	NO According to need assessment According to need assessment	OTM (National)	HOPE	GOB	1000	Planned Dates Plan Days Actual Dates	0	15	15	07	07	07	07	66	15
19	Code: 3256105 Procurement of raw materials & spare parts in BCS Administration Academy (Different types of flower plants, various fertilizers, various insect killers etc	NO According to need assessment	OTM (National)	HOPE	GOB	500	Planned Days Plan Days	0	15	15	07	07	07	07	66	15
20	Code: 3256106 Procurement of liveries (dress) BCS Administration Academy (full safari, half safari, shirt, pant etc )	NO According to need assessment	OTM (National)	HOPE	GOB	700	Planned Days Plan Days Actual Dates	0	15	15	07	07	07	07	66	15

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten mark]*

21	GR15 Code: 3257301	Procurement for 130 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	7000	Planned Dates																				
22	GR15(A) Code: 3257301	Procurement for 131, 132 & 133 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	20000	Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				
23	GR 15(B) Code: 3257301	Procurement of various items for different Nationally observed days in BCS Administration Academy	NO	According to need assessment	OTM, RFO (National)	HOPE	GOB		Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				
24	GR 15(C) Code: 3257301 Budget	Procurement of various items for different Nationally observed days in BCS Administration Academy	NO	According to need assessment	OTM, RFO (National)	HOPE	GOB	919	Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				
25	GR 15(D) Code: 3257301 Budget	Procurement of various items for different Nationally observed days in BCS Administration Academy	NO	According to need assessment	OTM, RFO (National)	HOPE	GOB	500	Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				
									Planned Days																				
									Actual Days																				
									Planned Dates																				

*[Handwritten signature]*

*[Handwritten mark]*

*[Handwritten mark]*

26	GR 17 Code: 3258102 Budget 400	14) Nazrul Jayanti Procurement of repairing furniture in BCS Administration Academy (sofa cover change, door polish, VVIP Table polish etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	365 400					15	14	07	07	14	72	15
27	GR 18 Code: 3258103 Budget 400	Procurement of repairing Computer in BCS Administration Academy (Existing all Computer and related hardware health check, Desktop, laptop, scanner etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	364					0	15	14	07	07	65	15
28	GR 19 Code: 3258104 Budget 600	Procurement of repairing office equipment in BCS Administration Academy (CC TV Camera, Fridge, Oven, Television etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	600					0	15	14	07	07	65	15
29	GR 20 Code: 3258115 Budget 1100	Procurement of water purifier machine & water purifier accessories in BCS Administration Academy (Water Plant, Water purifier machine, membren, Box carbon)	NO	According to need assessment	OTM (National)	HOPE	GOB						0	15	14	07	07	65	15
30	GR20 (A) Code: 3258115 Budget	Procurement of water purifier accessories servicing in BCS Administration Academy	NO	According to need assessment	OTM (Framework) (National)	HOPE	GOB	400					0	15	14	07	07	65	15







**Budget allocated to Pwd for works  
Fitting and Fixture  
(1070201100721-3258127)**

No	Work discription	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	6000	০১। বিসিএস প্রশাসন একাডেমির কম্পাসের চারপাশে Walk Way নির্মাণ ০২। বিসিএস প্রশাসন একাডেমিতে ছাদবাগানকরণ ০৩। বিসিএস প্রশাসন একাডেমির মূল গেইট হতে গাড়ি বারান্দা পর্যন্ত টাইলসকরণ ০৪। গার্ডরুম আধুনিকায়ন

**Non residential Sector  
(1070201100721-3258107)**

No	Work discription	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	8000	০১। প্রশাসনিক ভবনের ৬ষ্ঠ ও ৭ম তলা ঐইলসকরণ ০২। একাডেমিতে পৌছানোর জন্য রাস্তার মোড়ে Indicator লাগানো ০৩। একাডেমি ছাদে বা সুবিধাজনক স্থানে LED Sign লাগানো ০৪। নামাযঘর প্রস্তুতকরণ

**Residential Sector  
(1070201100721-3258106)**

No	Work discription	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	6000	

*Signature*

*Signature*

*Signature*


*Signature*


**Interior Decoration**  
**(1070201100721-4111325)**


No	Work description	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	11850	০১। বিসিএস প্রশাসন একাডেমির পুরাতন ভবনের নিরাপত্তার জন্য পিছনের খেলার মাঠ সংলগ্ন দেয়ালের আবৃতকরণ ও সৌন্দর্যবর্ধন ০২। ফোয়ারা নির্মাণ ০৩। অন্যান্য চাহিদা অনুযায়ী কাজ


**Electrical Installation**  
**(1070201100721-3258119)**


No	Work description	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	2200	বিসিএস প্রশাসন একাডেমির চাহিদা মোতাবেক সকল বৈদ্যুতিক কাজ

  
৩১/৭/২৩  
মোঃ আশিক উন নবী ভল্লুকদার  
সরকারী পরিচালক (সেবা)  
বিসিএস প্রশাসন একাডেমি  
শাহবাগ, ঢাকা

  
৩১.০৭.২০২৩  
শফিকুর রিদোয়ান আরমান শাকিল  
উপপরিচালক (সেবা)  
বিসিএস প্রশাসন একাডেমি  
শাহবাগ, ঢাকা

  
৩১/০৭/২৩  
মোঃ আব্দুল রাহমান  
পরিচালক (প্রশাসন)  
বিসিএস প্রশাসন একাডেমি  
শাহবাগ, ঢাকা

  
৩১/৭/২৩  
মোহাম্মদ মোখলেসুর রহমান সরকার  
এম ডি এস (প্রশাসন ও প্রশিক্ষণ)  
বিসিএস প্রশাসন একাডেমি  
শাহবাগ, ঢাকা

  
৩১/০৭/২৩  
ড. মোঃ ওমর ফারুক  
রেজ্টার (সচিব)  
বিসিএস প্রশাসন একাডেমি  
শাহবাগ, ঢাকা