

ANNUAL PROCUREMENT PLAN

Year: 2022-2023

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

Budget: Revenue

No	Package No. Budget: Tk in Thousand	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estid Cost Tk in. Thousand	Time Code for Process	Not used in GOOD	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	GR1 Code: 3211101 Budget 300	Procurement of gift items for VIP guests in BCS Administration Academy (Crest, gift book tie, mugs, etc.)	No.	According to need assessment	OTM/RFQ (National)	HOPE	GOB	160	Planned Dates Planned Days Actual Days		01/08/2022 0 15	16/08/2022 15	31/08/2022 14	07/09/2022 07	14/09/2022 07	21/09/2022 07	65	06/10/2022 15	
02	GR 2 Code: 3211102 Budget 1200	Procurement of Cleaning materials for BCS Administration Academy (Beauty soap, Hand wash, rock, moving stand etc.)	No.	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates Planned Days Actual Days		01/08/2022 0 15	16/08/2022 15	31/08/2022 14	07/09/2022 07	14/09/2022 07	21/09/2022 07	65	06/10/2022 15	
03	GR 2(A) Code: 3211102 Budget 700	Procurement of cloth washing in BCS Administration Academy (Bed sheet, bed cover etc)	No.	According to need assessment	OTM Framework contract	HOPE	GOB	400	Planned Dates Planned Days		01/08/2022 0 15	16/08/2022 15	31/08/2022 14	07/09/2022 07	14/09/2022 07	21/09/2022 07	65	06/10/2022 15	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	21

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No	Package No. Budget: Tk in Thousand	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est'd Cost Tk in Thousand	Time Code for Process	Not used in GOOD	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
04	GR 2 (B) Code: 3211102 Budget 300	Procurement of Dish washing Tablet/powder	No.	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates		01/08/2022	16/08/2022	31/08/2022	07/09/2022	14/09/2022	21/09/2022	65	06/10/2022	
05	GR3 Code: @/@ 3211106 Budget 300	Procurement of supplying snacks & different food items for various meeting in BCS Administration Academy (supply food according to demand)	No.	According to need assessment	OTM Frame work contract	HOPE	GOB	300	Planned Dates		01/08/2022	16/08/2022	31/08/2022	07/09/2022	14/09/2022	21/09/2022	65	05/10/2022	ৱৰ্ণ যজ্ঞালয়, ৱৰ্ণ বিজ্ঞান, বাৰ্কেট অনুষ্ঠান-১, ৱৰ্ণ ০৭.১০১.০২০.০০.০০. ০০১.২০০৯.০১; তারিখ: ০৬ জুলাই ২০২২ এর পরিসর অনুযায়ী সর্বোচ্চ ৫০% ব্যায় করা যাবে
06	GR4 Code: 3211115 Budget 4000	Procurement of Pure drinking water (Mukta) from ministry of social welfare	No.	According to need assessment	G2G (As per Contract)	HOPE	GOB	100	Planned Dates		-	-	-	-	-	-	-	-	
07	GR5 Code: 3211125 Budget 3000	Procurement of Documentary for BCS Administration Academy	No.	According to need assessment	OTM or QCBS (National)	HOPE	GOB	1500	Planned Dates		10/08/2022	25/08/2022	08/09/2022	15/09/2022	22/09/2022	06/10/2022	147	06/01/2023	
08	GR5(A) Code: 3211125 Budget 1500	Advertisement Bill	No.	According to need assessment	As per Government Rules	HOPE	GOB	150	Planned Dates		-	-	-	-	-	-	-	-	
09	GR6 Code: 3211127 Budget 1000	Procurement of Books & Periodicals in BCS Administration Academy	No.	According to need assessment	OTM (National)	Hope	GOB	500	Planned Dates		10/08/2022	25/08/2022	08/09/2022	15/09/2022	22/09/2022	29/09/2022	65	14/10/2022	
10	GR6(A) Budget 1000	Paper bill,	No.	According	As per	Hope	GOB	500	Planned Dates		-	-	-	-	-	-	-	-	

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11	GR7 Code: 3211128 Budget 1500	Procurement of Package A: Procurement of Desk Calendar (Yearly)	No.	According to need assessment	RFQ/OTM (National)	HOPE	GOB	175	Planned Dates		10/08/2022	25/08/2022	08/09/2022	15/09/2022	22/09/2022	06/10/2022	72	15		
				to need assessment	govt. rules				Plan Days											
				1					Actual Days											
12	GR7(A) Code: 3211128 Budget 1325	Procurement of Package B: Procurement of Bangladesh Journal of Administration and Management (Half-yearly), Annual Report (Yearly), Training Calendar (Yearly)	No	According to need assessment	RFQ/OTM (National)	HOPE	GOB	400			10/08/2022	25/08/2022	08/09/2022	15/09/2022	22/09/2022	06/10/2022	72	21/10/2022		
13	GR7(B) Code: 3211128 Budget 925	Procurement of Package C: Procurement of Academy Barta (July-September), Academy Barta (October-December), Academy Barta (January- March) Academy Barta (April- June) in BCS Administration Academy	No	According to need assessment	RFQ/OTM (National)	HOPE	GOB	400			0	15	14	07	07	14	72	15		

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14	GR8 Code: 3252109 Budget 1050	Procurement of medicines & Antidote in BCS Administration Academy	No.	According to need assessment	OTM (National)	HOPE	GOB	700	Planned Dates Plan days Actual days		16/08/2022 0 -	31/08/2022 15 -	14/09/2022 14 -	21/09/2022 07 -	28/09/2022 07 -	26/10/2022 28 -	86	15	10/11/2023	
15	GR8(A) Code: 3252109 Budget 350	Procurement of health protection in BCS Administration Academy (Hena machine Chemical, Hand Gloves, Musk etc)	No.	According to need assessment	OTM	HOPE	GOB	200	Planned Dates Plan days Actual days		16/08/2022 0 -	31/08/2022 15 -	14/09/2022 14 -	21/09/2022 07 -	28/09/2022 07 -	05/10/2022 07 -	65	15	20/10/2022	
16	GR 8(B) Code: 3252109 Budget 150	Medicines, Antidote and others medical item in BCS Administration Academy	No.	According to need assessment	EDCL As per Govt. Rules	HOPE	GOB	150	Planned Dates Plan days Actual days		- - -	- - -	- - -	- - -	- - -	- - -	-	-	-	
17	GR9 Code: 3255101 Budget 500	Procurement of Computer items in BCS Administration Academy (Various type of Color tonner, black & white tonner)	No	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates Plan Days Actual Days		16/08/2022 0 -	31/08/2022 15 -	14/09/2022 14 -	21/09/2022 07 -	28/09/2022 07 -	05/10/2022 07 -	65	15	20/10/2022	
18	GR10 Code: 3255105 Budget 500 (1000)	Procurement of other Goods in BCS Administration Academy (Scotch Tape, file board, clip board, folder etc)	No	According to need assessment	RFQ/OTM (National)	HOPE	GOB	250 (500)	Planned Dates Plan Days Actual Dates		25/08/2022 0 -	09/09/2022 15 -	25/09/2022 15 -	02/10/2022 07 -	09/10/2022 07 -	16/10/2022 07 -	66	15	31/10/2022	

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অর্থ সচিবালয়, অর্থ বিভাগ, বাজেট অনুবিভাগ-১, অফিসাধী-১ এর ০৭.১০১.০২০.০০.০০. ০০১.২০০৯.০১; তারিখ: ০৩ জুলাই ২০২২ এর শ্রিগত অনুযায়ী সর্বোচ্চ ৫০% খারিজ করা যাবে

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19	GRI0(A) Code: (@/@) 3255105 Budget 250 (500)	Procurement of other Goods in BCS Administration Academy (Note pad, Art paper, Basket, sharpener, high lighter, Ball pen etc)	No	According to need assessment	RFQ/OTM (National)	HOPE	GOB	250 (500)	Planned Dates Plan Days Actual Dates		25/08/2022	09/09/2022	25/09/2022	02/10/2022	09/10/2022	16/10/2022	66	31/10/2022	অর্থ সঞ্চালনা, অর্থ বিভাগ, যাকোট অফিস-১, অফিস-১ এর ০১.২০১.০০.০০.০০. ০০১.২০০১.০১; জারিখ: ০৩ জুলাই ২০২২ এর পরিলেখ অনুযায়ী সর্বোচ্চ ৫০% বাণ্য করা যাবে
20	GRI1 Code: 3256103 Budget 2000	Procurement of Consumables in BCS Administration Academy Package A: Bed sheet with pillow cover, pillow, Sponge Sandal, etc Package B: Cookies and cutleries)	NO	According to need assessment	OTM (National)	HOPE	GOB	1000	Planned Dates Plan Days Actual Dates		25/08/2022	09/09/2022	25/09/2022	02/10/2022	09/10/2022	16/10/2022	66	31/10/2022	
21	GRI2 Code: 3256105 Budget 450	Procurement of raw materials & spare parts in BCS Administration Academy (Different types of flower plants, fertilizers, various insect killers etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	450	Planned Dates Plan Days Actual Dates		25/08/2022	09/09/2022	25/09/2022	02/10/2022	09/10/2022	16/10/2022	66	31/10/2022	4
22	GRI3 Code: 3256106 Budget 500	Procurement of liveries (dress) BCS Administration Academy (full safari, half	NO	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates Plan Days Actual Dates		25/08/2022	09/09/2022	25/09/2022	02/10/2022	09/10/2022	16/10/2022	66	31/10/2022	

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		safari, shirt, pant, sandle, etc)																		
23	GR14 Code: 3257301 Budget 27500	Procurement for 124, 125 & 126 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	11625	Planned Dates		01/08/2022	16/08/2022	31/08/2022	07/09/2022	14/09/2022	12/10/2022	86	27/10/2022		
24	GR14(A) Code: 3257301 Budget 15875	Procurement for 127, 128 & 129 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	11625	Planned Dates		04/01/2023	19/01/2023	03/02/2023	10/02/2023	17/02/2023	17/03/2023	86	01/04/2023		
25	GR 14(B) Code: 3257301 Budget 4250	Procurement of various items for different Nationally observed days in BCS Administration Academy	NO	According to need assessment	OTM, RFQ (National)	HOPE	GOB		Planned Dates		01/08/2022	16/08/2022	31/08/2022	07/09/2022	14/09/2022	28/09/2022	72	28/10/2022		
		1) International Public Service Day						100	Planned Dates		0	15	14	07	07	14		15		
		2) 15 August						250	Actual Days											
		3) 16 December						450												
		4) 21 February						300												
		5) 7 March						400												
26	GR 14(C) Code: 3257301 Budget 2750	Procurement of various items for different Nationally observed days in BCS Administration Academy	NO	According to need assessment	OTM, RFQ (National)	HOPE	GOB		Planned Dates		18/12/2022	02/01/2023	16/01/2023	23/01/2023	30/01/2023	13/02/2023		28/02/2023		
		6) Women's Day 8 th March						250												

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27	GR 14(D) Code: 3257301 Budget 1250	Procurement of various items for different Nationally observed days in BCS Administration Academy 10) Pohela Boishak	NO	According to need assessment	OTM, RFQ (National)	HOPE	GOB	400			0	02/01/2023	16/01/2023	23/01/2023	30/01/2023	13/02/2023	72	28/02/2023							
												15	14	07	07	14	72	15							
												15	14	07	07	14	72	15							
28	GR 15 Code: 3258102 Budget 350	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	350	Planned Dates	01/09/2022	15/09/2022	29/09/2022	06/10/2022	13/10/2022	20/11/2022	65	05/12/2022								
																		Plan Days	0	15	14	07	07	65	15
																		Actual Days							
29	GR 16 Code: 3258103 Budget 350	Procurement of repairing Computer in BCS Administration Academy (Existing all	NO	According to need assessment	OTM (National)	HOPE	GOB	350	Planned Dates	01/09/2022	15/09/2022	29/09/2022	06/10/2022	13/10/2022	20/11/2022	65	05/12/2022								
																		Plan Days	0	15	14	07	07	65	15
																		Actual Dates							

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30	GR 17 Code: 3258104 Budget 500	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	500	Planned Dates Plan Days Actual Days		01/09/2022 0 15	15/09/2022 15	29/09/2022 14	06/10/2022 07	13/10/2022 07	20/11/2022 07	65	05/12/2022 15	
31	GR 18 Code: 3258115 Budget 1000	Procurement of water purifier machine & water purifier accessories in BCS Administration Academy (Water purifier machine, memhren, Box carbon)	NO	According to need assessment	OTM (National)	HOPE	GOB	600	Planned Dates Plan Days Actual Days		01/09/2022 0 15	15/09/2022 15	29/09/2022 14	06/10/2022 07	13/10/2022 07	20/11/2022 07	65	05/12/2022 15	
32	GR 18 (A) Code: 3258115 Budget 300	Procurement of water purifier accessories servicing in BCS Administration Academy (Water purifier machine, memhren, Box carbon)	NO	According to need assessment	OTM (Framework) (National)	HOPE	GOB	400	Planned Dates Plan Days Actual Days		08/09/2022 0 15	23/09/2022 15	07/10/2022 14	14/10/2022 07	21/10/2022 07	28/10/2022 07	65	12/12/2022 15	
33	GR 19 Code: 3258117	Procurement of Electrical and electronics item	NO	According to need assessment	OTM (National)	HOPE	GOB	1000	Planned Dates Plan Days		08/09/2022 0	23/09/2022 15	07/10/2022 14	14/10/2022 07	21/10/2022 07	04/11/2022 14	72	03/12/2022 15	

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	3258119 Budget 2178	for bcs administration academy (Telephone Cable, electrical items etc.)																		
34	GR 20 Code: 4112201 Budget 1500	Procurement of various ICT Equipment in BCS Administration Academy (LED Display Board)	NO	According to need assessment	OTM (National)	HOPE	GOB	1500	Planned Dates Plan Days Actual Days		08/09/2022 0 15	23/09/2022 15	07/10/2022 14	14/10/2022 07	21/10/2022 07	04/11/2022 14	72	03/12/2022 15		
35	GR 21 Code: (@@) 4112202 Budget 4599	Procurement of Computer and Computer accessories item for BCS Administration Academy (Laptop, Printer, Color Printer, SSD etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	2299.5 (4599)	Planned Dates Plan Days Actual Dates		08/09/2022 0 15	23/09/2022 15	07/10/2022 14	14/10/2022 07	21/10/2022 07	04/11/2022 14	72	03/12/2022 15	অর্থ মন্ত্রণালয়, অর্থ বিভাগ, বাংলাদেশ অনুরিচনা-১, অর্থ অধিদপ্তর-১ এর ০৭.১০১.০২০.০০.০০. ০০১.২০০১.০১; তারিখ: ০৩ জুলাই ২০২২ এর পরিপত্র অনুযায়ী মর্মানক ৫০% কার্য করা যাবে	
36	GR 22 Code: 4112204 Budget 250	Procurement of Mobile Phone for Rector BCSAA	NO	According to need assessment	RFQ (National)	HOPE	GOB	75	Planned Dates Plan Days Actual Dates		03/05/2023 0 10	13/05/2023 10	13/05/2023 0	20/05/2023 07	27/05/2023 07	27/05/2023 07	46	11/06/2023 15		
37	GR 22(A) Code: 4112204 Budget 175	Procurement of steno PA set for BCSAA	NO	According to need assessment	DPM, TESIS G to G	HOPE	GOB	175	Planned Dates Plan Days Actual Dates		- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -		
38	GR 23 Code: 4112310 Budget 175	Procurement of office equipment for BCS Administration	NO	According to need assessment	OTM (National)	HOPE	GOB	1200	Planned Dates Plan Days		20/09/2022 0	05/10/2022 15	19/10/2022 14	26/10/2022 07	02/11/2022 07	16/11/2022 14	72	24/11/2022 15		

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39	GR 24 Code: @@@ 4112314 Budget 2500	Procurement of Furniture for BCS Administration Academy (BCSAA) (File Cabinet, almirah, Executive Chair, Computer Table, Director Table etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	1250 (25000)	Planned Dates		20/09/2022	05/10/2022	19/10/2022	26/10/2022	02/11/2022	16/11/2022	72	24/11/2022	অর্থ মন্ত্রণালয়, অর্থ বিভাগ, বাজেট অধিদপ্তর, অফিস নং: ১১৩৩/১৯.০১.০০১.২০০৯.০১; অফিস নং: ০৩ অফিস নং: ২০২২ এর পরিদপ্তর অনুযায়ী সর্বোচ্চ ৫০% ব্যয় করা যাবে
40	GR 25 Code: 4112316 Budget 500	Procurement of others machineries For BCSAA	NO	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates		20/09/2022	05/10/2022	19/10/2022	26/10/2022	02/11/2022	09/11/2022	65	24/11/2022	

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

No	Work description	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	4000	০১। বিসিএস প্রশাসন একাডেমির কম্পাউন্ডের চারপাশে Walk Way নির্মাণ ০২। বিসিএস প্রশাসন একাডেমিতে ছাদ টাইলসকরণ ও ছাদবাগানকরণ ০৩। বিসিএস প্রশাসন একাডেমির গাভির গ্যারেজ টাইলসকরণ ০৪। গার্ডরুম আধুনিকায়ন ০৫। অন্যান্য চাহিদা অনুযায়ী কাজ

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

No	Work description	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	5000	০১। বিসিএস প্রশাসন একাডেমির পুরাতন ও নতুন ক্রসিংয়ের প্রশিক্ষণার্থীদের ব্যবহৃত টয়লেট সংস্কারসহ অন্যান্য প্রয়োজনীয় কাজ। ০২। পরিচালক (প্রশিক্ষণ) এর অফিস রুম সুসজ্জিতকরণ। ০৩। নামাযঘর প্রস্তুতকরণ ০৪। সাউন্ড সিস্টেম ০৫। গেস্টরুম প্রস্তুতকরণ ০৬। বঙ্গবন্ধু ম্যুরাল নির্মাণ

**Residential Sector
(1070201100721-3258106)**

No	Work description	Budget: tk in thousand	Remarks
01	The work will be done as per demand of BCS Administration Academy	3000	

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	340000	০১। বিসিএস প্রশাসন একাডেমির বঙ্গবন্ধু স্টাডি সেন্টারের বকেয়া পরিশোধসহ সৌন্দর্যবর্ধনএর সম্ভাব্য চাহিদা মোতাবেক কার্য সম্পাদন ০২। বিসিএস প্রশাসন একাডেমির পুরাতনভবনের পিছনের খেলার মাঠ সংলগ্ন দেয়ালের সৌন্দর্যবর্ধন ০৩। ফোয়ারা নির্মাণ ০৪। 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	1178	বিসিএস প্রশাসন একাডেমির চাহিদা মোতাবেক সকল বৈদ্যুতিক কাজ

Signature
মোঃ জাহিদুর রহমান
ডাটা এন্ড ইনফ্রা স্ট্রাকচার
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা

Signature
মোঃ নাইয় হানান খান
সহকারী পরিচালক (সেবা)
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা

Signature
আবু আসলাম
উপপরিচালক (সেবা)
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা

Signature
ড. কে এম কামরুজ্জামান সেলিম
পরিচালক (প্রশাসন)
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা

Signature
ড. মোঃ জাহাঙ্গীর আলম
এম ডি এস (প্রশাসন ও প্রশিক্ষণ)
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা

Signature
মোহাম্মদ রশিদ আহমদ
রেজিষ্টার (সিটিব)
বিসিএস প্রশাসন একাডেমি
শাহবাগ, ঢাকা