

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

ট্রান্সক্রিপশন সার্ভিস

বাংলাদেশ বেতার, ঢাকা।

বিষয় :- The Public Procurement-2008 এর প্রতিধান অনুসরণপূর্বক ট্রান্সক্রিপশন সার্ভিস, বাংলাদেশ বেতার, আগারগাঁও, ঢাকার ২০২৪-২৫ অর্থ বছরের প্রস্তাবিত বার্ষিক ক্রয় পরিকল্পনা অনুমোদন প্রসঙ্গে।

(a) Financial Year : 2024-2025	Office Code: 1330608-141478	(d) Ministry : Ministry of Information & Broadcasting
(b) Reporting Period : July-2024 to June-2025	Transcription Service	(e) Head of Procuring Entity : Director
(c) Procuring Entity : Transcription Service, Bangladesh Betar	Bangladesh Betar, Dhaka	

package No	Description of Procurement package Goods	Description of Procurement package Goods/Works	Qty	Procurement Method & type	Contract Approving Authority	Source of Taka	Estimated cost Taka	Time code for process	Start to prepare tender documents	Invite/advertise ment of tender	Tender openi ng	Tender Evaiuti on	Approval to Award	Singi ng of contra ct	Deliv ery time	Time for compl eti on
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12	13.	14.	15	16	17
1.	Code: 3211 102 Cleaning and washing items	Purchase of Harpic, phenyle, glass cleaner, brush, mob, Garbage Bag, paddle bin, bleaching powder, broom etc.	As Required	RFQ	Director	GOB	50,000/-	1 st Quarter	07/08/24	14/08/24	28/08/24	28/08/24	03/09/24	05/09/24	12/09/24	37 days
2.	Code: 3211 106 Entertainment expenses	Meeting/VIP Artist Entertainment (Bongobondhu Sheikh Mujibur Rahman, Rabindronath Tagore, Kaji Nojorul Islam Death Aniversery)	As Required	DPM	Director	GOB	50,000/-	1 st Quarter								
		Meeting/VIP Artist Entertainment (National Victory Day)						2 nd Quarter								
		Meeting/VIP Artist Entertainment (World Radio Day)						3 rd Quarter								
		Meeting/VIP Artist Entertainment (Bengali New Year)						4 th Quarter								

	Code: 3211111 Seminar/Conference expenses	Seminar, honorarium, pen, bag/folder, flower notebook, banner, refreshment (1.SDG and Smart Bangladesh 2.My GOV platform 3.Smart Office Management 4. Smart Financial Management)	As Required	DPM	Director	GOB	50,000/-	1 st Quarter	3 rd month 1 st Quarter							
								2 nd Quarter	2 nd month of 2 nd Quarter							
								3 rd Quarter	1 nd month 3rd Quarter							
								4 th Quarter	2 nd month of 4 th Quarter							
4.	Code: 3211 128 Publications	Book, Booklet, poster, Archival Index etc.	As Required	DPM	Director	GOB	25,000/-	3 rd Quarter	2 nd month of 2 nd Quarter							
							25,000/-	3 rd Quarter	2 nd month of 3rd Quarter							
5.	Code: 3231 301 Training	1.National Integrity Strategy (NIS) 2.Right to Information	As Required	As Required	Director	GOB	1,00,000/-	1 st Quarter	1 st month of 1 st Quarter 3 rd month of 1 st Quarter							
		Grievance Redress System(GRS)	As Required	As Required	Director	GOB		2 nd Quarter	1 st month of 2 nd Quarter							
		1.Citizen Charter 2.Women and Children safety and security	As Required	As Required	Director	GOB		3rd Quarter	1 st month of 3rd Quarter 2 nd month of 3rd Quarter							
		Official manner & etiquette	As Required	As Required	Director	GOB		4 th Quarter	1 st month of 4 th Quarter							
6.	Code: 3252108 Sanitation materials	Purchase of hand sanitizer, soap, Liquid soap, Germ kill Spray, Aerosol, Savlon, health issue related accesories etc.	As Required	DPM	Director	GOB	25,000/-	1 st Quarter	2 nd month of 1 st Quarter							
							25,000/-	3rd Quarter	2 nd month of 3rd Quarter							
7.	code: 3255 101 Computer	Purchase of mouse, key board, monitor, UPS, Portable Hard Disk Drive, Pen Drive, RAM Web camera, toner, Antivirus, sound box etc.	As Required	RFQ	Director	GOB	1,00,000/-	1 st Quarter	07/08/24	14/08/24	28/08/24	28/08/24	03/09/24	05/09/24	12/09/24	37 days
							50,000/-	4 th Quarter	08/04/25	15/04/25	19/04/25	19/04/25	24/04/25	30/04/25	08/05/25	31 days

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পাবিচালক
ট্রান্সজ্ঞিপশন সার্ভিস
বাংলাদেশ বেতার, ঢাকা।

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	Code: 3255102 Printing and binding	Many kinds of registers, forms, Envelop, Archival Index, Official Pad, forms, etc.	As Required	RFQ	Director	GOB	50,000/-	2 nd Quarter	19/11/ 24	25/11/ 24	03/12/ 24	03/12/ 24	09/12/ 24	12/12/ 24	22/12/ 24	33 days
	Code: 3255105 Other Stationery	Purchase of Paper, Air freshener, pen, Pencil, Eraser, Tissue box, plastic file, file cover, paper weight, gemes clip, CD marker, highlighter, penholder etc.	As Required	RFQ	Director	GOB	1,50,000/-	1 st Quarter	07/08/ 24	14/08/ 24	28/08/ 24	28/08/ 24	03/09/ 24	05/09/ 24	12/09/ 24	37 days
							1,50,000/-	4 th Quarter	08/04/ 25	15/04/ 25	19/04/ 25	19/04/ 25	24/04/ 25	30/04/ 25	08/05/ 25	31 days
10.	Code: 3256103 Consumable items	towel, window screen, plate, glass, cupset, jug, bucket, spoon, water filter etc.	As Required	DPM	Director	GOB	15,000/-	1 st Quarter	3 rd month of 1 st Quarter							
							15,000/-	3 rd Quarter	3 rd month of 3 rd Quarter							
11.	Code: 3256 106 Uniforms	Purchase of nameplate, safaris, shirts, Apron, Shoes, shari, socks, umbrella etc. for Employees.	As Required	RFQ	Director	GOB	1,00,000/-	4 th Quarter	08/04/ 25	15/04/ 25	19/04/ 25	19/04/ 25	24/04/ 25	30/04/ 25	08/05/ 25	31 days
12.	Code: 3257 301 Ceremonies/ Festivals	National Victory day	As Required	As Required	Director	GOB	50,000/-	2 nd Quarter	3 rd month of 1 st Quarter							
		World Radio day	As Required	As Required	Director	GOB		3rd Quarter	2 nd month of 3rd Quarter							
13.	Code: 3258 102 Furniture Maintenance	Repair & maintenance of official tables, chairs, computer tables, steel file cabinets, steel almeries, wooden admiral, sofa set, lock and key, bookshelf etc.	As Required	RFQ	Director	GOB	1,00,000/-	1 st Quarter	07/08/ 24	14/08/ 24	28/08/ 24	28/08/ 24	03/09/ 24	05/09/ 24	12/09/ 24	37 days
14.	Code: 3258 103 Computer Maintenance	Repair and maintenance of different computers and photocopier by components like mother board, sound card, Hard Disk, Ram, Power unit, UPS battery, CD drive etc.	As Required	DPM	Director	GOB	25,000/-	1 st Quarter	2 nd month of 1 st Quarter							
							25,000/-	3rd Quarter	3 rd month of 3 rd Quarter							
15.	Code : 4112303 Electric Equipment	Purchase of lights, Switch, Ac, Fan, Regulator, Sockets, Cables, Calling bell, battery, kettle etc.	As Required	RFQ	Director	GOB	99,000/-	1 st Quarter	07/08/ 24	14/08/ 24	28/08/ 24	28/08/ 24	03/09/ 24	05/09/ 24	12/09/ 24	37 days
17.	Code: 4112314 Furniture	Purchase of full secretariat table, High back revolving chair, low back chair, visitors chair etc.	As Required	RFQ	Director	GOB	1,00,000/-	2 nd Quarter	19/11/ 24	25/11/ 24	03/12/ 24	03/12/ 24	09/12/ 24	12/12/ 24	22/12/ 24	33 days

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পরিচালক
ট্রাস্টিপশন সার্ভিস
যাইলাদেশ বেতার, ঢাকা

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রবীন্দ্রনাথ বন্দ্যো
মহাপরিচালক
বাংলাদেশ বেতা