

**Bangladesh House Building Finance Corporation**  
**Branch Office, Gaibandha.**

ANNUAL PROCUREMENT PLAN For The Year 2024-2025

Ministry/Division : Finance/Bank & Financial institution

Agency : Bangladesh House Building Finance Corporation

Procuring Entity Name & Code : Branch Manager, Branch Office, Gaibandha.

Project/Programme Name & Code : N/A

| Package No | Description of Procurement Package works | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds   | Estd. Cost in LacTk. | Time Code for Process | Advertisement for Pre qualification | 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 |
|------------|------------------------------------------|------|----------|---------------------------|------------------------------|-------------------|----------------------|-----------------------|-------------------------------------|--------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| 1          | 2                                        | 3    | 4        | 5                         | 6                            | 7                 | 8                    | 9                     | 10                                  | 11                       | 12             | 13                | 14                | 15                    | 16                  | 17                               | 18                              |
| 1.         | IPS Machine                              | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.15                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 2.         | IPS Battery                              | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.25                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 3.         | Celling Fan                              | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.15                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 4.         | Almera                                   | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.25                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 5.         | Double sofa                              | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.30                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 6.         | Visitor Chair                            | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.10                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 7.         | Cup Set                                  | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.03                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |

*Signature*  
20/01/28

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|------------|-------------------------------------------|------|----------|---------------------------|------------------------------|-------------------|----------------------|-----------------------|-------------------------------------|--------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| 1          | 2                                         | 3    | 4        | 5                         | 6                            | 7                 | 8                    | 9                     | 10                                  | 11                       | 12             | 13                | 14                | 15                    | 16                  | 17                               | 18                              |
| 8.         | Electric Kettle                           | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.02                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 9.         | Glass Set                                 | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.02                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 10.        | Summer& Winter Liveries for Office Staff  | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.17                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 11.        | Repair & Maintenance of Computer Hardware | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.25                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 12.        | Papers for print (printing)               | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.35                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 13.        | Pen, pencil, staples etc (stationary)     | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.50                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 14.        | cleaning and sanitizing materials         | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.10                 | Planned Dates         | N/A                                 | N/A                      | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| Total:     |                                           |      |          |                           |                              |                   | 2.64                 |                       |                                     |                          |                |                   |                   |                       |                     |                                  |                                 |

D.P: Direct Procurement

A.O: Authorised Officer (Branch/Zonal Manager)

N.B:অফিসের জরুরী প্রয়োজনে APA-তে উল্লিখিত ক্রয় পরিকল্পনায় অফিস প্রধান-এর অনুমোদন ক্রমে পরিবর্তন করা যেতে পারে।

মোঃ আব্দুল আজিজ  
অফিসসহ  
কম্পিউটার বিভাগে  
সহকারী অফিস, পাইবাক।

মোঃ আব্দুল আজিজ  
সহকারী অফিস (এস.পি.ও)  
কম্পিউটার বিভাগে  
সহকারী অফিস, পাইবাক।