

# Bangladesh House Building Finance Corporation

## Branch Office, Lalmonirhat.

### 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, Lalmonirhat.  
 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 Lac Tk. | Time Code for Process | Advertisement for Pre qualification | Invite/ Advertisement 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.         | Ceiling Fan                              | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.08                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 2.         | window & door curtain                    | 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                             |
| 3.         | Executive Chair                          | 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                             |
| 4.         | Executive Table                          | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.20                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 5.         | Corner Rack                              | 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                             |
| 6.         | Almirah                                  | 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                             |
| 7.         | Plate                                    | 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                             |



০১.০৭.২৪

মোঃ মাসুদ রাসা

প্রিন্সিপাল অফিসার

বি. এইচ. বি. এক. সি



০১.০৭.২৪

মোঃ মাসুদ রাসা

প্রিন্সিপাল অফিসার

বি. এইচ. বি. এক. সি

| Package No | Description of Procurement Package works        | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds   | Estd. Cost in Lac Tk. | Time Code for Process | Advertisement for Pre qualification | Invite/ Advertisement 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                              |
| 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.        | Honour Board                                    | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.08                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 11.        | Computer Hardware (Monitor, printer)            | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.60                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 12.        | Library Books                                   | 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                             |
| 13.        | Repair & Maintenance of Computer Hardware       | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.32                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 14.        | Papers for print (stationary)                   | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.20                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 15.        | Pen, Register, pencil, staples etc (stationary) | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.07                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| 16.        | cleaning and sanitizing materials               | N/A  | N/A      | D.P                       | A.O                          | BHBFC's Own Funds | 0.05                  | Planned Dates         | N/A                                 | N/A                          | N/A            | N/A               | N/A               | N/A                   | N/A                 | N/A                              | N/A                             |
| Total:     |                                                 |      |          |                           |                              |                   | 2.50                  |                       |                                     |                              |                |                   |                   |                       |                     |                                  |                                 |

D.P: Direct Procurement

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

N.B: অফিসের কর্মসূচী প্রয়োজনে A.P.A-তে উল্লিখিত ক্রয় পরিকল্পনায় অফিস প্রধান-এর অনুমোদনক্রমে পরিবর্তন করা যাবে।

মোঃ গোলাম সরাওয়ার  
সিনিয়র অফিসার  
বি. এইচ. বি. এফ. সি  
শাখা অফিস, লালমনিরহাট,

মোঃ শাহীন আলম  
শাখা ম্যানেজার  
বিএইচবিএফসি  
লালমনিরহাট শাখা