

**ANNUAL PROCUREMENT PLAN**

**Year: 2021-2022**

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

**Budget: Revenue**

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	Invited/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contra ct Signatu re	Time for Completion of Contract	Unspent money	Remark	
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GR 01 Code: 3257301 Budget 25000	Procurement for 119 & 120 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	Physical program 10000 / Virtual program 7000	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021			
GR 01 (A) Code: 3257301 Budget 15000	Procurement of 121 & 122 Law and Administration Course Closing Ceremony	NO	According to need assessment	OTM (National)	HOPE	GOB	Physical program 10000 / Virtual program 7000	Planned Dates		10 February 2022	25 February 2022	01 March 2022	06 March 2022	06 March 2022			10 May 2021			
GR 1(B) Code: 3257301 Budget	Procurement of various items for different Nationally observed days	NO	According to need assessment	OTM, RFQ (National)	HOPE	GOB	4000	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021			For emergent y purpose 100

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Package No. Budget: Tk in Thousand	Description of Procurement Package GOODS	Lot	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est'd Cost Tk in Thousand	Time Cycle 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 completion of contract	Time for completion of Contract	Unspent money	Remark	
5000	in BCS Administration Academy 1) 15 August= 400 2) 16 December = 1000 3) 21 February= 300 4) 8 March= 200 5) 17 March= 500 6) 26 March= 1000 7) Pohela Boishak= 300 8) International Public service day= 300							Planned Days		0	15	04	04	00			90			
GR2 Code: 3211106 Budget 600	Procurement of supplying & 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	550	Planned Dates Planned Actual Days		10 August 2021 0	25 August 2021 15	29 August 2021 04	02 September 2021 04	02 September 2021 00			10 November 2021 90			
GR2(A) Code: 3211106 Budget 50	Procurement of Pure drinking water (Mukta) from ministry of social welfare	No.	According to need assessment	DPM	HOPE	GOB	50	Planned Dates Planned Actual Days		10 August 2021 0	25 August 2021 15	29 August 2021 04	02 September 2021 04	02 September 2021 00			10 November 2021 90			

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 1. *Wazir*  
 2. *Mujeeb*  
 3. *RS*

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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	Unspent money	Remark
GR3 Code: 3211102  Budget 1200	Procurement of cloth washing in BCS Administration Academy (Bed sheet, bed cover, pillow cover, certain blanket etc)	No.	According to need assessment	OTM Framework contract	HOPE	GOB	700	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021		
								Planned Days		0	15	04	04	00			90		
								Actual Days											
GR 3 (A) Code: 3211102  Budget 500	Procurement of Cleaning materials and other related stuff for BCS Administration Academy (Beauty soap, Hand wash, rock, moving stand etc.)	No.	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021		
								Planned Days		0	15	04	04	00			90		
								Actual Days											
GR 3 (B) Code: 3211102  Budget 200	Procurement of Dish washing Tablet powder	No.	According to need assessment	OTM (National)	HOPE	GOB	200	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021		Review Budget
								Planned Days		0	15	04	04	00			90		
								Actual Days											
GR4 Code: 3252109  Budget 1000	Procurement of medicines & Antidote in BCS Administration Academy	No.	According to need assessment	OTM (National)	HOPE	GOB	700	Planned Dates		10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021		
								Plan days		0	15	04	04	00			90		
								Actual days											
GR4 (A) Code: 3252109	Procurement of health protection in	No.	According to need assessment	DPM (National)	HOPE	GOB	200			10 August 2021	25 August 2021	29 August 2021	02 September 2021	02 September 2021			10 November 2021		
										0	15	04	04	00			90		

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Package No. / Budget Code / Item No.	Description of Procurement Package	Est	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est. in Lacs / Thousand	Time table for Process	Not used to credit	Invite Tender	Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete of contract	Time for completion of contract	Amount	Remark	
Budget 300	BCS Administration Academy (Hand gloves, Mask, hand Sanitizer, Head Cover, Sepail etc)	No.																		
GR 4(B) Code: 3252109	Procurement of machines & Antibiotic in BCS	No.	According to need assessment	DPM (L1, etc)	HOPE	GOB	100	Planned Dates 10 August 2021 Actual days 0		19 August 2021	05 September 2021	08 August 2021	02 September 2021	02 September 2021			10 November 2021			
Budget 100	Administration Academy	No	According to need assessment	DPM	HOPE	GOB	108	Planned Dates 19 August 2021 Planned Days 0 Actual Days		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021			
GR5 Code: 3211101	Procurement of gift items & rewards for resource person in BCS Administration Academy (Crest, gift book etc, mugs, Integrity Award etc.)	No	According to need assessment	Integrity Award	HOPE	HOPE	130	Planned Dates 19 August 2021 Planned Days 0 Actual Days		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021			
GR6 Code: 3211127	Procurement of Books & Periodicals in BCS Administration Academy	No	According to need assessment	OTM (Frame work) (National)	Paper bill, Magazine Bill etc. Books	GOB	520	Planned Dates 19 August 2021 Planned Days 0 Actual Days		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021			
GR7 Code: 3211128	Procurement of Package A: Procurement of Desk Calendar (Yearly) Package B: Procurement of Bangladesh Journal of Administration and	No	According to need assessment	RFQ	HOPE	GOB	175	Planned Dates 19 August 2021 Planned Days 0 Actual Days		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021			
Budget 1000	Procurement of Package A: Procurement of Desk Calendar (Yearly) Package B: Procurement of Bangladesh Journal of Administration and	No	According to need assessment	OTM (National)	HOPE	GOB	400	Planned Dates 19 August 2021 Planned Days 0 Actual Days		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021			

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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 Cycle for Process	Not used in GOB	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete	Time for Completion of Contract	Unspent money	Remark
GR8 (A) Code: 3255101 Budget 500	Procurement of Computer items in BCS Administration Academy (mouse, keyboard & others computer item)	No	According to need assessment	OTM (National)	HOPE	GOB	250	Planned Dates		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021		
								Actual Days		0	17	03	05	00		90			
GR8 (A) Code: 3255101 Budget 250	Procurement of Computer items in BCS Administration Academy (mouse, keyboard & others computer item)	No	According to need assessment	OTM (National)	HOPE	GOB	250	Planned Dates		19 August 2021	05 September 2021	08 September 2021	13 September 2021	13 September 2021			20 November 2021		
								Actual Days		0	17	03	05	00		90			

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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	Invited Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete Contract	Time for completion of Contract	Unspent money	Remark
GR9 Code: 3255105 Budget 1000	Procurement of other Goods in BCS Administration Academy (Costep. file board, clip board, folder etc)	No	According to need assessment	RFQ	HOPE	GOB	250	Planned Dates		25 August 2021	09 September 2021	15 September 2021	21 September 2021	21 September 2021			25 November 2021		
								Actual Dates											
GR9(A) Code: 3255105 Budget 750	Procurement of other Goods in BCS Administration Academy (Note pad, Costep. Art paper, Basket, file board, plastic clip board, folder etc)	No	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates		25 August 2021	09 September 2021	15 September 2021	21 September 2021	21 September 2021			25 November 2021		
								Actual Dates											
GR9 (B) Code: 3255105 Budget 250	Procurement of other Goods in BCS Administration Academy (Note pad, Art paper etc)	No	According to need assessment	RFQ (National)	HOPE	GOB	250	Planned Dates		25 August 2021	09 September 2021	15 September 2021	21 September 2021	21 September 2021			25 November 2021		
								Actual Dates											
GR10 Code: 3256103 Budget 3500	Procurement of Consumables in BCS Administration Academy A: Bed sheet with pillow cover, Mosquito Net, Dryer stand, punch Sandal, Bucket, Mugs, floor mat, apron etc	NO	According to need assessment	OTM (National)	HOPE	GOB	2000	Planned Dates		25 August 2021	09 September 2021	15 September 2021	21 September 2021	21 September 2021			25 November 2021		
								Actual Dates											

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Package No. Budget in Thousand	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est. Cost Th. In. Thousand	Time Cycle for Process	Not used in GOB	Inviter/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contra. Signatu	Time For Completion of Contract	Unspent money	Remark
GR11(A) Code: 3256105 Budget 400	Procurement of raw materials & spare parts in BCS Administration Academy (Different types of flower plants etc	NO	According to need assessment	DPM (National)	HOPE	GOB	200	Planned Days Actual Dates		25 August 2021 0	09 September 2021 15	15 September 2021 06	21 September 2021 06	21 September 2021 00			25 November 2021 90		
GR12 Code: 3256106 Budget 450	Procurement of liveries (dress) BCS Administration Academy (full safari, half safari, shirt, pant, sandle, etc )	NO	According to need assessment	OTM (National)	HOPE	GOB	450	Planned Days Actual Dates		25 August 2021 0	09 September 2021 15	15 September 2021 06	21 September 2021 06	21 September 2021 00			25 November 2021 90		
GR13 Code: 3258102 Budget 300	Procurement of repairing furniture in BCS Administration Academy (sofa cover change, door polish, VVIP	NO	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates Plan Days Actual Days		25 August 2021 0	09 September 2021 15	15 September 2021 06	21 September 2021 06	21 September 2021 00			25 November 2021 90		

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Package No. Budget Rs. in Thousand	Description of Procurement Package GOODS	Lot No	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est. Cost 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 Contra or Separate	Time for completion of Contract	Unspent money	Remark
GR 14 Code: 3258103 Budget 300	Procurement of repairing Computer in BCS Administration Academy (Existing all Computer and related hardwares health check Desktop, laptop, scanner etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates Actual Dates		01 0	15 15	20 05	29 09	04 05	04 00		01 December 2021		
GR 15 Code: 3258104 Budget 300	Procurement of repairing office equipment in BCS Administration Academy (Deep fridge, normal fridge, oven etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates Actual Dates		01 0	15 15	20 05	29 09	04 05	04 00		01 December 2021		
GR 16 Code: 3258115 Budget 1000	Procurement of water purifier machine & water purifier accessories and servicing in BCS Administration Academy (Water purifier machine, membrane, Box carbon)	NO	According to need assessment	OTM (Framework) (National)	HOPE	GOB	1000	Planned Dates Actual Dates		01 0	15 15	20 05	29 09	04 05	04 00		01 December 2021		
GR 17 Code: 4112201	Procurement of various ICT Equipment in BCS	NO	According to need assessment	OTM (National)	HOPE	GOB	2500	Planned Dates Plan Days		01 0	15 15	20 05	29 09	04 05	04 00		01 December 2021		

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Package No Budget in Thousand	Description of Procurement Package (GOODS)	Lot	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est. Cost Tk. In Thousand	Time & date for Process	Not used in COPD	Inviter Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total Time to completion of contract	Time for completion of Contract	Unpaid money	Remarks	
Budget 2500	Administration Academy (RFID card, Zoom, etc)							Actual Days												
GR 18 Code: 4112202 Budget 3500	Procurement of Computer and Computer accessories item for BCS Administration Academy (BCSAA) (Laptop)	NO	According to need assessment	OTM (National)	HOPE	GOB	3500	Planned Dates Actual Dates		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 09	08 December 2021				
GR 19 Code: 4112204 Budget 225	Procurement of Mobile Phone for Rector BCSAA	NO	According to need assessment	RFO (National)	HOPE	GOB	75	Planned Dates Actual Dates		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 09	08 December 2021				
GR 19 (A) Code: 4112204 Budget 151	Procurement of stereo PA set for BCSAA	NO	According to need assessment	DPM, TASIS G to G	HOPE	GOB	151	Planned Dates Actual Dates		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 09	08 December 2021				
GR 20 Code: 4112310 Budget 1000	Procurement of office equipment for BCS Administration Academy (sound system)	NO	According to need assessment	OTM (National)	HOPE	GOB	1000	Planned Dates Actual Dates		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 09	08 December 2021				
GR 21 Code: 4112314 Budget 3000	Procurement of Furniture for BCS Administration Academy (BCSAA) (File Cabinet, almirah etc.)	NO	According to need assessment	Public Works shop/OTM	HOPE	GOB	3000	Planned Dates Actual Dates		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 09	08 December 2021				

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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 Contra Signa re	Time for Completion of Contract	Unspent money	Remark
GR 22 Code: 3258117 3258119 Budget 2350	Procurement of Electrical and electronics item for administration academy (Telephone Cable, electrical imes etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	800	Planned Dates Plan Days Actual Days		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 00		08 December 2021 ---		
GR 22 (A) Code: 3258117 3258119 Budget 1550	Procurement of Electrical and electronics item for administration academy (Digital Clock, General clock.)	NO	According to need assessment	OTM (National)	HOPE	GOB	300	Planned Dates Plan Days Actual Days		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 00		08 December 2021 ---		
GR 23 Code: 4112316 Budget 500	Procurement of others machineries For (rector shoot & kitchen) BCSAA	NO	According to need assessment	OTM (National)	HOPE	GOB	500	Planned Dates Plan Days Actual Days		08 September 2021 0	23 September r 2021 15	30 September 2021 07	05 October 2021 05	11 October 2021 06	11 October 2021 00		08 December 2021 ---		

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**Budget allocated to Pwd for works**

**Fitting and Fixture  
(1070201100721-3258127)**

No		Budget: tk in thousand
01	The work will be done as per demand of BCS Administration Academy Work discription	7000

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

No		Budget: tk in thousand
01	The work will be done as per demand of BCS Administration Academy Work discription	8500

**Residential Sector  
(1070201100721-3258106)**

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

**Interior Decoration  
(1070201100721-4111325)**

No		Budget: tk in thousand
01	The work will be done as per demand of BCS Administration Academy Work discription	45300

**Electrical Installation  
(1070201100721-3258119)**

No		Budget: tk in thousand
01	The work will be done as per demand of BCS Administration Academy Work discription	2000








## OTM

Package No.	Description of Procurement Package GOODS	Amount
GR 01 Code:	Procurement for 119 & 120 Law and Administration Course Closing Ceremony	10000000
GR 01 (A)	Procurement of 121 & 122 Law and Administration Course Closing Ceremony	10000000
GR2	Procurement of supplying snacks & different food items for various meeting in BCS Administration Academy (supply food according to demand)	550000
GR3	Procurement of cloth washing in BCS Administration Academy (Bed sheet, bed cover, pillow cover, certain, blanket etc)	700000
GR 3 (A)	Procurement of Cleaning materials and other related stuff for BCS Administration Academy (Beauty soap, Hand wash, rock, moving stand etc.)	500000
GR 3 (B)	Procurement of Dish washing Tablet/powder	600000
GR4	Procurement of medicines & Antidote in BCS Administration Academy	700000
GR6	Procurement of Books & Periodicals in BCS Administration Academy	1000000
GR7	Procurement of Package B: Procurement of Bangladesh Journal of Administration and Management (Half-yearly), Annual Report (Yearly), Training Calendar (Yearly) Package C: Procurement of Academy Barata (July-September), Academy Barata (October-December), Academy Barata (January- March) Academy Barata (April- June) in BCS Administration Academy	825000
GR8	Procurement of Computer items in BCS Administration Academy (Various type of Color tonner, black & white tonner)	250000
GR8 (A)	Procurement of Computer items in BCS Administration Academy (mouse, keyboard & others computer item)	250000
GR9(A)	Procurement of other Goods in BCS Administration Academy (Note pad, Costep, Art paper, Basket, file board, plastic clip board, folder etc)	500000
GR10	Procurement of Consumables in BCS Administration Academy Package A: Certain, Bed sheet with pillow cover, Mosquito Net, Dryer stand, punch Sandal, Bucket, Mug, floor mat, apron etc Package B: Cookeries and cutleries) Package C: Comforter)	3500000
GR12 Code:	Procurement of liveries (dress) BCS Administration Academy (full safari, half safari, shirt, pant, sandle, etc )	450000
GR 13	Procurement of repairing furniture in BCS Administration Academy (sofa cover change, door polish, VVIP Table polish etc.)	300000
GR 14	Procurement of repairing Computer in BCS Administration Academy (fixing all Computer and related hardwares health check, Desktop, laptop, scanner etc )	300000
GR 15	Procurement of repairing office equipment in BCS Administration Academy (Deep fridge, normal fridge, oven etc)	300000
GR 16	Procurement of water purifier machine & water purifier accessories and servicing in BCS Administration Academy (Water purifier machine, membran, Box carbon)	1000000

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GR 17	Procurement of various ICT Equipment in BCS Administration Academy (RFID card, Zoom, etc)	2500000
GR 18	Procurement of Computer and Computer accessories item for BCS Administration Academy (BCSAA) (Laptop)	3500000
GR 20	Procurement of office equipment for BCS Administration Academy (sound system)	1000000
GR 22	Procurement of Electrical and electronics item for bes administration academy (Telephone Cable, electrical times etc.)	8000000
GR 22 (A)	Procurement of Electrical and electronics item for bes administration academy (Digital Clock, General clock.)	3000000
GR 23	Procurement of others machineries For (rector shoot & kitchen) BCSAA	500000
Total		37175000

### RFQ

Package No.	Description of Procurement Package GOODS	Amount
GR 1(B)	Procurement of various items for different Nationally observed days (15 August)	290500
GR 7	Procurement of Desk Calendar (Yearly)	175000
GR 9	Procurement of other Goods in BCS Administration academy ( Costep, File board, Clip board, folder)	250000
GR 9 (B)	Procurement of other Goods in BCS Administration academy (Note Pad, Art Paper)	250000
GR 11 (A)	Procurement of raw materials and Spare parts in BCS administration academy (fertilizer, pipe soil, different insect killer, labour)	200000
GR 19	Procurement of Mobile Phone for Rector BCSAA	75000
Total=		1240500

### DPM

Package No.	Description of Procurement Package GOODS	Amount
GR2 (A)	Procurement of Pure drinking water (Mukta) from ministry of social welfare G to G	50000
GR4 (A)	Procurement of health protection in BCS Administration Academy (Hand Gloves, Musk, hand Sanitizer, Head Cover, Sappil)	200000
GR 4 (B)	Procurement of medicines and antidote in BCS administration academy G to G	100000
GR 5	Procurement of gift items and rewards for resource person in BCS Administration academy (Crest, gift book, tie, mug)	108000
GR 11	Procurement of raw materials and Spare parts in BCS administration academy (Different types of flower plants etc)	200000
GR 19 (A)	Procurement of stereo PA set for BCSAA G to G	151000
Total=		809000

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