

ANNUAL PROCUREMENT PLAN
Year: 2020-2021

Ministry/Division : Ministry of Public Administration
Agency : Bangladesh Civil Service Administration Academy
Procuring Entity Name & Code : Bangladesh Civil Service Administration Academy

Budget: Revenue

Package No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Est'd Cost In Tk. Millions	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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
GR1 Code: 3211101	Procurement of gift items & rewards for resource person in BCS Administration Academy (Crest, tie, mugs etc.)	No.	According to need assessment	RFQ (National)	HOPE	GOB	0.185	Planned Dates		10 September 2020	14 September 2020	15 September 2020	20 September 2020	21 September 2020			06 October 2020	
								Planned Days		0	04	01	05	01			15	
								Actual Days										
GR2 Code: 3211102	Procurement of Cleaning materials and other related stuff for BCS Administration Academy (Toilet tissue 11x10 inch Facial Tissue 100x2 ply Harpic powder 400 gm Aerosol 300ml, air freshener 475ml etc.)	No.	According to need assessment	OTM (National)	HOPE	GOB	1.0	Planned Dates		10 September 2020	14 September 2020	15 September 2020	20 September 2020	21 September 2020			06 October 2020	
								Planned Days		0	04	01	05	01			15	
								Actual Days										
GR3 Code: 3211106	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/DPM	HOPE	GOB	0.397	Planned Dates		10 September 2020	14 September 2020	15 September 2020	20 September 2020	21 September 2020			06 October 2020	
								Planned Days		0	04	01	05	01			15	
								Actual Days										
GR4 Code: 3211109	Procurement of man power supply by out sourcing in BCS Administration Academy	No.	According to need assessment	OTM (National)	HOPE	GOB	45.00	Planned Dates										Implement by Administration Section
								Plan Days										
								Actual Days										
GR5 Code: 3211127	Procurement of Books & Periodicals in BCS Administration Academy	No.	According to need assessment	OTM (National)	HOPE	GOB	0.5	Planned Dates		14 September 2020	29 September 2020	06 October 2020	14 October 2020	20 October 2020	27 October 2020		11 November 2020	Implement by service Section according to needs by library section
								Plan Days		0	15	07	08	06	07		15	
								Actual Days										

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GR6 Code: 3211128	Procurement of Publications in BCS Administration Academy (Yearly desk calendar, Training Manual, Mujib year compilation etc)	No	According to need assessment	OTM (National)	HOPE	GOB	1.5	Planned Dates		14 September 2020	29 September 2020	06 October 2020	14 October 2020	20 October 2020	27 October 2020		11 November 2020	
								Plan Days		0	15	07	08	06	07		15	
								Actual Days										
GR7 Code: 3252109	Procurement of medicines & Antidote in BCS Administration Academy	No	According to need assessment	DPM, OTM (National)	HOPE	GOB	0.990	Planned Dates		22 September 2020	07 October 2020	14 October 2020	22 October 2020	28 October 2020	04 November 2020		19 November 2020	Implement by service Section according to need by medical section
								Plan Days		0	15	07	08	06	07		15	
								Actual Days										
GR8 Code: 3255101	Procurement of Computer items in BCS Administration Academy (Printer, printer toner, scanner, laptop etc)	No	According to need assessment	OTM (National)	HOPE	GOB	0.3	Planned Dates		22 September 2020	07 October 2020	14 October 2020	22 October 2020	28 October 2020	04 November 2020		19 November 2020	
								Plan Days		0	15	07	08	06	07		15	
								Actual Days										
GR9 Code: 3255105	Procurement of other Goods in BCS Administration Academy (Auto sill, visiting card, DO Pad etc.)	No	According to need assessment	RFQ/OTM (National)	HOPE	GOB	0.585	Planned Dates		22 September 2020	07 October 2020	14 October 2020	22 October 2020	28 October 2020	04 November 2020		19 November 2020	
								Plan Days		0	15	07	08	06	07		15	
								Actual Dates										
GR10 Code: 3256103	Procurement of Consumables in BCS Administration Academy (Full plate, half plate, flax, spoon, dish, bowl etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	0.87	Planned Dates		30 September 2020	15 October 2020	22 October 2020	30 October 2020	08 November 2020	15 November 2020		19 November 2020	
								Plan Days		0	15	07	08	08	07		15	
								Actual Dates										
GR11 Code: 3256105	Procurement of raw materials & spare parts in BCS Administration Academy (fertilizer, pipe, soil, differ flower plants, labour etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	0.4	Planned Days		15 October 2020	01 November 2020	08 November 2020	16 November 2020	24 November 2020	01 December 2020		17 December 2020	
								Plan Days		0	17	08	08	08	07		16	
								Actual Dates										
GR12 Code: 3256106	Procurement of liveries (dress) BCS Administration Academy (full safari, half safari, shirt, pant, sandale, umbrella etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	0.8	Planned Days		15 October 2020	01 November 2020	08 November 2020	16 November 2020	24 November 2020	01 December 2020		17 December 2020	
								Plan Days		0	17	08	08	08	07		16	
								Actual Days										
GR13 Code: 3257103	Procurement of research BCS Administration Academy	NO	According to need assessment	OTM (National)	HOPE	GOB	1.00	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 December 2020	
								Plan Days		0	15	08	07	08	07		15	
								Actual Days										
GR14 Code:	Procurement of various items for 15 August in BCS	NO	According to need assessment	RFQ (National)	HOPE	GOB	0.295	Planned Dates		03 August 2020	06 August 2020	06 August 2020	10 August 2020	11 August 2020			20 August 2020	Retrospective Approval

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32572	Administration Academy (Banner, festoon, roman banner, invitation card with kham, various food items etc)							Plan Days		0	03	0	04	01			09	
								Actual Days										
GR 15 Code: 3255101	Procurement of various items for different Festival in BCS Administration Academy (national & international festival, Prime minister program, Academy establishment anniversary etc)	NO	According to need assessment	RFQ/OTM (National)	HOPE	GOB	209.33	Planned Dates										According to calendar
								Plan Days										
								Actual Days										
GR 16 Code: 3258102	Procurement of repairing furniture in BCS Administration Academy (comb, chair, table, differ types of lock etc)	NO	According to need assessment	DPM (National)	HOPE	GOB	0.3	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 June 2021	
								Plan Days		0	15	08	07	08	07		—	
								Actual Days										
GR 17 Code: 3258103	Procurement of repairing Computer in BCS Administration Academy (Desktop, laptop, scanner etc)	NO	According to need assessment	RFQ (National)	HOPE	GOB	0.194	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 June 2021	
								Plan Days		0	15	08	07	08	07		—	
								Actual Dates										
GR 18 Code: 3258104	Procurement of repairing office equipment in BCS Administration Academy (Deep fridge, normal fridge, oven etc.)	NO	According to need assessment	RFQ (National)	HOPE	GOB	0.265	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 June 2021	
								Plan Days		0	15	08	07	08	07		—	
								Actual Days										
GR 19 Code: 3258115	Procurement of water purifier machine & water purifier accessories and servicing in BCS Administration Academy (Water purifier machine, membren, Box carbon, Net carbon, PP filter etc.)	NO	According to need assessment	OTM (Framework) (National)	HOPE	GOB	1.7	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 June 2022	
								Plan Days		0	15	08	07	08	07		---	
								Actual Days										
GR 20 Code: 4112201	Procurement of various machinery item for implementation of innovative idea in BCS Administration Academy (BCSAA) (RFID Card, finger scanner device etc)	NO	According to need assessment	RFQ (National)	HOPE	GOB	0.070	Planned Dates		28 June 2020	05 July 2020	05 July 2020	04 August 2020	09 August 2020			24 August 2020	Retrospective Approval
								Plan Days		0	07	0	30	05			15	
								Actual Days										
GR 21	Procurement of Auto	NO	According to need	RFQ (National)	HOPE	GOB	0.290	Planned Dates		28 June	05 July 2020	05 July 2020	04 August	09 August			24 August	Retrospective Approval

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Code: 4112201	Attendance System Software Development & Implementation for BCS Administration Academy (BCSAA) (Auto attendance machine etc)		assessment							2020			2020	2020			2020	
								Plan Days		0	07	0	30	05			15	
								Actual Days										
GR 22 Code: 4112201	Procurement of information and communication technological item for BCS Administration Academy (BCSAA) Medicine software, zoom software, Ciscowebex etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	3.64	Planned Dates		01 November 2020	15 November 2020	23 November 2020	30 November 2020	08 December 2020	15 December 2020		30 June 2021	
								Plan Days		0	15	08	07	08	07		---	
								Actual Days										
GR 23 Code: 4112202	Procurement of Computer and Computer accessories item for BCS Administration Academy (BCSAA) (Desktop computer, pocket mic pendrive, presenter, antivirus etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	2	Planned Dates		15 November 2020	30 November 2020	08 December 2020	15 December 2020	23 December 2020	30 December 2020		17 January 2021	
								Plan Days		0	15	08	07	08	07		17	
								Actual Dates										
GR 24 Code: 4112204	Procurement of telecommunication equipments for BCS Administration Academy (BCSAA) (Telephone set, PA set etc)	NO	According to need assessment	OTM (National)	HOPE	GOB	0.026	Planned Dates		15 November 2020	30 November 2020	08 December 2020	15 December 2020	23 December 2020	30 December 2020		17 January 2021	
								Plan Days		0	15	08	07	08	07		17	
								Actual Dates										
GR 25 Code: 4112310	Procurement of office equipments for BCS Administration Academy (BCSAA) (Dinning chair, Sofa set etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	2.0	Planned Dates		30 November 2020	15 December 2020	23 December 2020	30 December 2020	23 December 2020	30 December 2020		14 January 2021	
								Plan Days		0	15	08	07	08	07		17	
								Actual Dates										
GR 26 Code: 4112314	Procurement of Furniture for BCS Administration Academy (BCSAA) (Full Secretary table, half secretary table, classroom chair, classroom table)	NO	According to need assessment	OTM (National)	HOPE	GOB	1.4	Planned Dates		30 November 2020	15 December 2020	23 December 2020	30 December 2020	23 December 2020	30 December 2020		14 January 2021	
								Plan Days		0	15	08	07	08	07		17	
								Actual Dates										
GR 27 Code: 4112316	Procurement of others machinery and equipments BCS Administration Academy (BCSAA) (Modern Kitchen Equipment)	NO	According to need assessment	OTM (National)	HOPE	GOB	4.95	Planned Dates		30 November 2020	15 December 2020	23 December 2020	30 December 2020	23 December 2020	30 December 2020		14 January 2021	
								Plan Days		0	15	08	07	08	07		17	

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								Actual Dates										
GR 29 Code: 3258115	Procurement of water purifier machine servicing in BCS Administration Academy (PP Box, Net box, Net carbon, Flow limit valb, high pressure switch, low pressure switch etc.)	NO	According to need assessment	RFQ/OTM (National)	HOPE	GOB	1.688	Planned Dates		04 January 2021	07 January 2021	08 January 2021	13 January 2021	14 January 2021			29 January 2021	
								Plan Days		0	03	01	05	01			15	
								Actual Days										
GR 30 Code: 3258117 3258119	Procurement of Electrical and electronics item for bcs administration academy (Tube light, starter, Led Mattel halide light etc.)	NO	According to need assessment	OTM (National)	HOPE	GOB	0.3	Planned Dates		04 January 2021	07 January 2021	08 January 2021	13 January 2021	14 January 2021			29 January 2021	
								Plan Days		0	03	01	05	01			15	
								Actual Days										

স্বাক্ষর নেহা
মেজর (সচিব)

বি সি এস প্রশাসন একাডেমি
জনপ্রশাসন মন্ত্রণালয়
পাহাৰা, ঢাকা-১০০০