

Annual Procurement Plan
Accounts Division (HQ), BADC, Dhaka.

Revenue Budget: 2022-23

Office Operating costs:

Package No.	Budget Section	Budget Code	Descriptions of Procurement Package Goods	Unit	Quantity	Procurement Method & type	Contact Approving authority	Sources of funds	Estd. Cost in thousand tk	Time Code for process	Not used in Goods	Invite/ Advertisement of tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of contract	Total time to contract signature	Time for completion of contract	Remarks	
01	Books & Magazine	3211127	Purchases of PPR-2008, and Other related books.			Direct Cash Purchases	PE	Revenue Budget	15	Planned dates											
										Actual Dates											
										Planned Days											
02	Computers Accessories & Equipment	3255101	Purchase of Mouse, mouse pad, Key pad, keyboard, antivirus, & others Accessories			Direct Cash Purchases / RFQ	PE	Revenue Budget	350	Planned dates											
										Actual Dates											
										Planned Days											
										Mouse											
										Keyboard											
										Mouse pad											
03	Printing & binding	3255102	Printing and binding of booklet, note book, printing of file cover, and purchase of file board			Direct Cash Purchases / RFQ	PE	Revenue Budget	150	Planned dates											
										Actual Dates											
										Planned Days											

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Revenue Budget: 2022-

Office Operating costs:

Package No.	Budget Section	Budget Code	Descriptions of Procurement Package Goods	Unit	Quantity	Procurement Method & type	Contact Approving authority	Sources of funds	Estd. Cost in thousand tk	Time Code for process	Not used in Goods	Invite/ Advertisement of tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of contract	Total time to contract signature	Time for completion of contract	Remarks	
04	Stamp & Seal	3255104	Purchase of autoseal, stamp pad, audit pencil etc.			Direct Cash Purchases	PE	Revenue Budget	30	Planned dates											
										Actual Dates											
										Planned Days											
05	Machinery & Office equipment (maintenance & repair)	3258105	Yearly Servicing and machinery & Equipment check up			Direct Cash Purchases	PE	Revenue Budget	150	Planned dates											
										Actual Dates											
										Planned Days											
										Computers,											
										Fan, Water Filter, Photocopier,											
										printer.											
06	FURNITURE (maintenance & repair)	3258102	Yearly Servicing of Furniture			Direct Cash Purchases	PE	Revenue Budget	125	Planned dates											
										Actual Dates											
										Planned Days											
										Almirah											
Showcase, chair, Table																					

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**Annual Procurement Plan
Accounts Division (HQ), BADC, Dhaka.**

Revenue Budget: 2022-2

Office Operating costs:

Package No.	Budget Section	Budget Code	Descriptions of Procurement Package Goods	Unit	Quantity	Procurement Method & type	Contact Approving authority	Sources of funds	Estd. Cost in thousand tk	Time Code for process	Not used in Goods	Invite/ Advertisement of 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	19	20	21
07	Entertainment Cost	3211106	Entertainment cost			Direct cash Purchases	PE	Revenue Budget	50	Planned dates Planned Days					As per Required					
08	Gas & Fuel	3243102	Monthly Purchase of Gas & Fuel for Controller & 3 Joint Controller's Car		4	Direct Cash Purchases / DPM	PE	Revenue Budget	850	Planned dates Planned Days Actual Dates				per month as per Ceiling when Required						
09	Others Stationery	3255105	Purchase of others stationery			Direct Cash Purchases / RFQ	PE	Revenue Budget	500	Planned dates Planned Days Actual Dates					As per Required					

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Office Operating costs:

Package No.	Budget Section	Budget Code	Descriptions of Procurement Package Goods	Unit	Quantity	Procurement Method & type	Contract Approving authority	Sources of funds	Estd. Cost in thousand tk	Time Code for process		Not used in Goods	Invite/ Advertisement of tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of contract	Total time to contract signature	Time for completion of contract	Remarks
										Planned dates	Actual Dates										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
10	Motor Car (maintenance & repair)	3258101	Yearly Servicing and machinery & Equipment check up			Direct cash Purchases / RFQ	PE	Revenue Budget	300	Planned dates						As per Required					
11	Holding Tax	3821103	Car Tax		4	Direct cash Purchases	PE	Revenue Budget	40	Planned dates						As per Due date					
										Actual Dates						When Purchases					
12	Internat/ Fax/ Talex	3821103	Softwear (Hosting)			Direct cash Purchases	PE	Revenue Budget/ Softwear Hosting	240	Planned dates						As per Due date					
										Actual Dates						When Purchases					
Total Amount Of taka									2800												

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Accounts Division (HQ), BADC, Dhaka.**

Revenue Budget: 2022-23

Capital Expenditure:

Package No.	Budget Section	Budget Code	Descriptions of Procurement Package Goods	Unit	Quantity	Procurement Method & type	Contract Approval authority	Sources of funds	Estd. Cost in thousand tk	Time Code for process		Not used in Goods	Invite/ Advertisement of tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of contract	Total time to contract signature	Time for completion of contract	Remarks
										Planned dates	Planned Days										
1	Office Equipmen :	3	Purchase of AC (General)		3 Set	RFQ	PE	Own Source	450	11	12		13	14	15	16	17	18	19	20	As per Budget Allocation from Finance Division
										Planned dates	Planned Days										
			Purchase of Furniture		15 Set Table, 15 Set Executive Chair, 30 set Visitors Chair	RFQ	PE	Own Source	840	11	12		13	14	15	16	17	18	19	20	Total Amount Of Taka
										Planned dates	Planned Days										
Total Amount Of Taka										1290											

স্বাক্ষর
 ২৩.০৭.২০২২
 আনসকার অফিসার
 নরকারী অফিসার
 বিএডিসি, ঢাকা।

স্বাক্ষর
 ২৩.০৭.২০২২
 মহাশয় কর্মসূচী বাণীনা আঞ্চলিক
 পরিচালিত নং-০৪০০১২
 স্বাক্ষর নিয়ন্ত্রক (অফিস)
 বিএডিসি, ঢাকা।

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 কোর্স অফিসার (অফিস)
 বিএডিসি, ঢাকা।