

BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH

**PBS INSTRUCTION 300-22**

**SUBJECT: GUIDELINES FOR REPAIR AND MAINTENANCE OF PBS TRANSPORTS**

Date of Approval : 21-09-1983

Last Revision : 19-02-2020

**PURPOSE :** To establish and set forth policies and guidelines for repair and maintenance of PBS Transports.

**POLICY :** PBS Transports, e.g., Jeep, Pick-up, Motorcycle and etc., as and when necessitated, is to be repaired and maintained under the guidelines laid down in this policy Instruction.

**GENERAL GUIDELINES :**

1. PBS Transports, as and when necessitated, is to be repaired and maintained by the PBS as per **Part A** below. In addition to the procedures as detailed under this **Part A**, the terms and conditions and details of procedures for evaluation process, approval process, documentation process and other relevant processes as laid down in PBS Instruction 300-36 shall be applied for this purpose.
2. The PBS may repair or maintenance the PBS transports by enlisting the Pre-qualified transport repair workshop under Limited Tendering Method (LTM). BREB Pre-qualified transport repair workshop will be automatically enlisted to each PBS.
3. In addition to pre-qualified workshop, PBSs, if necessary, may repair their vehicles from manufacture's authorised workshop through the approval of BREB.
4. The Pre-qualified Transport repair workshops shall furnish a detail list of spare parts and accessories needed for repair and maintenance works of the transport after thorough

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checking, along with a quotation specifying labour cost for repair and maintenance works of the transport as per standard rate. The quoted labour cost for repairs and maintenance works is to be paid after the completion of the works with full and final satisfaction.

5. All spare parts and accessories needed for repair and maintenance works of PBS Transports may be procured and supplied by the PBS.

**PART A: PROCEDURE FOR REPAIR AND MAINTENANCE OF PBS TRANSPORTS**

**(1) REPAIR AND MAINTENANCE PROCEDURE:**

- a. **Direct Procurement Method (DPM):** If the estimated price of spare parts and accessories including maintenance cost comes upto Tk. 25,000/= (Taka Twenty Five Thousand), the maintenance work may be accomplished through Direct Procurement Method (DPM) safeguarding the interest of the PBS.

The PBS shall follow the procedures as outlined in PBS Instruction 300-36 for transport maintenance works under this Method.

- b. **RFQ Method :** If the estimated price of spare parts and accessories including maintenance cost is above Tk.25,000/= (Taka Twenty Five Thousand) to TK.1,00,000/= (tk. One Lac) the maintenance work may be accomplished under Request for Quotation (RFQ) method.

In this case Assistant General Manager (Administration) will prepare RFQ documents and issue in writing and/or electronically to the prospective genuine/ bonafied suppliers/workshops for sealed quotation with the break up of the price of the spare parts and labour cost within a specified time and date (not more than ten days) The paper and/or digital/electronic documents for the issuance of RFQ documents shall be maintained properly.

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The Tender Evaluation Committee specified at Clause-(4) will examine the quoted prices and specifications of the materials, prepare a comparative statement and give its recommendations in a minutes. The Evaluation Committee shall confirm and certify in the Evaluation Reports/minutes that the awarding price of the supplies in commensurate with the existing market prices and PBS shall not suffer any loss from such purchase.

The approving authority as specified at Clause-(2) will approve or disapprove the recommendation for work-order against the threshold value safeguarding the interest of the PBS.

**c. LTM Method**

If the estimated price of spare parts and accessories including maintenance cost is above Tk.1,00,000/= (Taka One Lac) to 3,00,000/= (tk. Three Lac) the maintenance work will be accomplished by Limited Tendering Method (LTM).

In this case Assistant General Manager (Administration) will, in writing and/or electronically through e-mail, request the PBS pre-qualified (they may also include BREB pre-qualified when needed) genuine/bonafied spare parts and accessories suppliers and workshops along with the LTM documents to offer their sealed quotations with the break up of the price of the spare parts and labour cost within a specified time and date (not more than fourteen days). The paper and/or digital/electronic documents for the issuance of LTM documents shall be maintained properly.

The Tender Evaluation Committee specified at Clause-(4) will examine the quoted prices and specifications of the materials, prepare a comparative statement and give its recommendations in a minutes. The Evaluation Committee shall confirm and certify in the Evaluation Reports/minutes that the awarding price of the supplies in commensurate with the existing market prices and PBS shall not suffer any loss from such purchase.

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The approving authority as specified at Clause-(2) will approve or disapprove the recommendation for work-order against the threshold value safeguarding the interest of the PBS.

**d. OTM Method**

In consideration of necessity and importance, the PBS management may also obtain OTM method to accomplish the maintenance works of the PBS transports.

In this case Assistant General Manager, Administration will prepare tender document, which will be approved by Senior General Manager/ General Manager, and arrange for press tender in at least one national daily (Bangla) one national daily (English) as well as publish the tender in the BREB and PBS web-sites with a specified time and date (at least 14 days). The paper and/or digital/electronic documents for the issuance of OTM documents shall be maintained properly.

The Tender Evaluation Committee specified at Clause-(4) will examine the quoted prices and specifications of the materials in the tender, prepare a comparative statement and give its recommendations in a minutes. The Evaluation Committee shall confirm and certify in the Evaluation Reports/minutes that the awarding price of the supplies in commensurate with the existing market prices and PBS shall not suffer any loss from such purchase.

The approving authority as specified at Clause-(2) will approve or disapprove the recommendation for work-order against the threshold value safeguarding the interest of the PBS.

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## (2) APPROVING AUTHORITY AND THRESHOLD

The approving authority shall give approval or disapproval safeguarding the interest of the PBS. The approving authority for repair and maintenance works of the PBS transports will be as per following:

- a. **Assit General Manager( For Sub-Zonal office):** The value of repair and maintenance works of the PBS transports upto tk. 5000/=(tk. Five Thousand) for each case under DPM method.
- b. **Deputy General Manager(For Zonal office):** The value of repair and maintenance works of the PBS transports upto tk. 10,000/=(tk. Ten Thousand) for each case under DPM method.
- c. **Senior General Manager/ General Manager:** The value of repair and maintenance works of the PBS transports upto tk.25,000/=(tk. Twenty five thousand) for each case under **Direct Procurement Method (DPM)**; the said value upto Tk.1,00,000/=(One Lac) for each case under **RFQ/LTM** method. In case of procurement of tyre, the said value upto tk. 2,00,000/= (tk. Two lac) Senior General Manager/ General Manager will give approval for each case under RFQ method.
- d. **PBS Board of Directors:** The value of repair and maintenance works of the PBS transports above Tk.1,00,000/=(tk. One Lac) upto Tk.2,00,000/=(Two Lac) for each case.
- e. **Director, PBS Management Operation (Concerned Zone) , BREB:** The value of repair and maintenance works of the PBS transports above Tk.2,00,000/=(Two Lac) upto Tk.4,00,000/=(tk. Four Lac) for each case.
- f. **Executive Director, BREB:** The value of repair and maintenance works of the PBS transports above Tk.4,00,000/=(tk. Four Lac) to Tk.7,00,000/=(tk. Seven Lac) for each case.
- g. **Member (PBS Management):** The value of repair and maintenance works of the PBS transports above Tk.7,00,000/=(tk. Seven Lac) to Tk.10,00,000/=(tk. Ten Lac) for each case.

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