

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH

PBS INSTRUCTION 300-36

SUBJECT: PROCUREMENT PROCEDURE FOR THE PBS.

Date of Approval : 25-02-1981

Date of Last Revision : 19-02-2020

PURPOSE :

1. To establish and set forth a procedure for the procurement of Goods, Works and Services for PBS.
2. To ensure transparency, accountability, equitable treatment, free and fair competition among all persons wishing to participate in the procurement of Goods, Works and Services using PBS funds.

A Definitions: In this Instruction, unless there is anything repugnant to the subject or context--

- (1) "Administrative Authority" means the concerned authority of PBS and BREB respectively
- (2) "Advertisement" means an advertisement published in newspapers, websites or any other mass media for the purposes of wide publicity of tender;
- (3) "Applicant" means a person who intends to get enlisted under the Limited Tendering Method or to be pre-qualified in response to an Invitation for Pre- Qualification under, or to be short-listed in response to a request for Expression of Interest under the Instruction;
- (4) "Approval Procedures" means the approval procedures of a Tender or a Proposal;
- (5) "Approving Authority" means the authority which, in accordance with the administrative power, Delegation of Financial Powers to approve the award of contract for the Procurement of Goods, Works of Services;
- (6) "Completion Date" is the date of completion of the Works as certified by the respective Senior General Manager/ General Manager;

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- (7) **"Conflict of Interest"** means any act or creation of situation where personal or business interests of any person in a Procurement process would adversely affect the interest of a PBS in achieving economy, efficiency, transparency, accountability, quality, fairness and equitable treatment of Tenders or Proposals;
- (8) **"Consultant"** means a Person under contract with a PBS for providing intellectual and professional services;
- (9) **"Contractor"** means a Person under contract with a PBS for the execution of any Works;
- (10) **"Contract Price"** is the price stated in the Notification of Award and there after in accordance with the provisions of the Contract.
- (11) **"Days"** means calendar days unless otherwise specified as working days;
- (12) **"Day-works"** means work carried out following the instructions of the PBS or the authorized Assistant General Manager and is paid for on the basis of time spent by the Contractor's workers and equipment at the rates specified in the Bill of Quantities (BOQ), in addition to payments for associated Materials and Plant;
- (13) **"Defect"** is any part of the Works not completed or completed having any fault in accordance with the Contract;
- (14) **"Defects Correction Certificate"** is the certificate issued by authorized Assistant General Manager upon correction of defects by the Contractor;
- (15) **"Defects Liability Period"** is the period named in the Contract and calculated from the Completion Date;
- (16) **"Delegation of Financial Powers"** means the instructions with regard to the delegation of financial authority, issued time to time by BREB, relating to the conduct of PBS Procurement or sub-delegation of financial powers under such delegation;
- (17) **"Evaluation Committee"** means a Tender or a Proposal Evaluation Committee constituted under this Instruction;

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- (18) **"Evaluation Report"** means the report prepared after the evaluation of Tenders, Quotations, Expressions of Interest or Proposals;
- (19) **"Framework Contract"** means a contract, effective for a given period of time, between one or more PBSs and one or more Suppliers, establishing the terms governing the Procurement of Goods and related Services, with regard to price, and, where appropriate, the quantity or quantities envisaged;
- (20) **"Goods"** means raw materials, products and equipment, objects in solid, liquid or gaseous form, electricity, and related Services if the value of such Services does not exceed that of the Goods themselves;
- (21) **"Head of the Procuring Entity"** means The Chairman, Bangladesh Rural Electrification Board under the Instruction;
- (22) **"Intellectual and Professional Services"** means Services performed by Consultants with outputs of advisory, design, supervision or transfer of a know-how nature;
- (23) **"Multiple Dropping"** means submitting Tenders to more than one place as designated by the PBS/BREB;
- (24) **"Opening Committee"** means a Tender Opening Committee (TOC), BID Opening Committee (BOC) or a Proposal Opening Committee (POC) constituted under Instruction;
- (25) **"PBS"** means Palli Bidyut Samity registered with Bangladesh Rural electrification Board under REB Act, 2013;
- (26) **"Person"** means and includes an individual, body of individuals, sole proprietorship, partnership, company, association or cooperative society that wishes to participate in Procurement proceedings;
- (27) **"Physical Services"** means the following services with measurable outputs, either-
- (28) **"Pre-Qualification"** means a procedure for demonstrating qualifications as a pre-condition for being invited to Tender;

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- (29) **"Primary place"** means the office of the PBS where all Tenders shall primarily be received and opened;
- (30) **"Procurement"** means the purchasing or hiring of Goods, or acquisition of Goods through purchasing and hiring, and the execution of Works and performance of Services following any contractual means;
- (31) **"Procuring Entity"** means a PBS having administrative and financial powers to undertake Procurement of Goods, Works or Services using PBS funds;
- (32) **"Quality"** means quality of Goods, Works or Services;
- (33) **"Quotation"** means the price offer in writing received from Tenderers for the Procurement of readily available standardized Goods, Works or physical Services subject to the threshold value as prescribed by this Instruction;
- (34) **"Related Services"** means Services linked to the supply of Goods contracts;
- (35) **"Responsive"** means qualified for consideration for contract awarding on the basis of evaluation criteria declared and specified in the Tender Document or in the request for Proposal Document;
- (36) **"Schedule"** means a schedule appended to this Instruction;
- (37) **"Services"** means goods related Services, physical Services, or intellectual and professional Services;
- (38) **"Short-list"** means a list of Applicants deemed suitable to be invited to submit Proposals for intellectual and professional Services following the evaluation of Expressions of Interest;
- (39) **"Supplier"** means a Person under contract with a PBS for the supply of Goods and related Services;
- (40) **"Tender or Proposal"**, depending on the context, means a Tender or a Proposal submitted by a Tenderer or a Consultant for delivery of Goods, Works or Services to a PBS in response to an Invitation for Tender or a Request for Proposal; and for the purposes of the Instruction, Tender also includes quotation;

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- (41) **"Tender Document or Request for Proposal Document"**, means the Document provided by a PBS to a Tenderer or a Consultant as a basis for preparation of its Tender or Proposal;
- (42) **"Tenderer"** means a Person who submits a Tender;
- (43) **"Works"** means all Works associated with the construction, reconstruction, site preparation, demolition, repair, maintenance or renovation of railways, roads, highways or a building, an infrastructure or structure or an installation or any construction work relating to excavation, installation of equipment and materials, decoration, as well as physical Services ancillary to Works, if the value of those Services does not exceed that of the Works themselves.

B. GENERAL PROCEDURE

- (1) Procurement, being a part of material management includes the task and responsibility of the Pally Bidyut Samity personnel for the materials requisitioned until it is delivered to the Palli Bidyut Samity stores. This includes direct responsibility for selection of suppliers/contractors/items, analysis of prices, assurance of quality and delivery on schedule.
- (2) In selecting the suppliers and determining prices, the PBS as buyer must be certain that what the PBS is procuring shall:
- Meet procurement rules and instructions, required standard and specification;
 - Compliance on delivery schedule;
 - be in stock in quantity sufficient to meet the requirements without causing excessive inventory carrying expenses, ensuring economic quantity;
 - commensurate with the existing market prices and estimated prices;
 - the supplier is bonafide/genuine and capable enough to supply the materials as per requirements.
- (3) The administrative aspect of all procurement functions shall be handled by the PBS Departmental Head of Administration Department and his staff, who shall keep up-dated list of suppliers, estimated price, standard and specification, historical information, catalogue, procurement guidelines, Tender documents on file for use by all the PBS Departments.

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C. PROCUREMENT GUIDELINES

- a. The PBS shall identify first the Procurement Cycle (Supply Chain) for a specific type of goods, works or services under the budgetary provision on financial year basis. This includes the series of events which takes place during the process progress of procurement activity of any specific type of goods, works or services from requisition of need to completion of the contract.
- b. The PBS shall set the Lead Time of a specific type of goods, works or services so that the PBS shall procure the item at economic quantity and maintain the minimum but sufficient inventory/stocks to discharge the PBS activity with the best possible output.
- c. The PBS Department Head, Administration shall prepare Procurement Plan for a specific type of goods, works or services well ahead of commencing the financial year under the budgetary provision, based on the requisitions from the concerned departments.

In order to attain this objective, the PBS Department Head, Administration shall notify to submit for requisition of materials/equipments for next financial year under the budgetary provision by first week of March (for original budget) and by first week of September (for revised budget).

The PBS Departmental Heads, Assistant General managers/ Deputy General managers or concerned officers, shall submit the requisition (list of materials/ equipments) under the budgetary provision to the PBS Department Head, Administration through PBS Senior General Manager/ General Manager latest by second week of March (for original budget) and by second week of September (for revised budget) as mandatory activity.

- d. PBS Senior General Manager/ General Manager after reviewing and examining the indent and its budgetary provision shall give administrative approval for preparation of procurement plan and will send the same to procurement Division i.e. Departmental Head, Administration.

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- e. PBS Departmental Head, Administration shall review the indent for the following:
- Quantity and quality of supplies,
 - Source of supply and method of procurement,
 - Review of estimate,
 - Obtain informal/ formal price information,
 - Technical specification and design, description of materials,
 - Schedule of supply,
 - Review lead time and post adjustment on indent, if required.
 - End user certificate from the field.
- f. The following terms and conditions must be abided by the PBS when procurement is made:
- Ascertain Procurement Plan against the Budgetary Provision.
 - Ascertain budgetary provision along with fund provision.
 - Ascertain Administrative Approval for the procurement

D. METHODS OF PROCUREMENT

The PBS shall identify the method of procurement at the time of preparing procurement plans (a sample is at Annexure-1). As soon as procurement plan is approved by the **Chairman, BREB**, the PBS shall generally follow its schedule and time frame of the procurement plan of each item. The usual method of PBS procurement shall be as per following:

1. PROCUREMENT: OPEN TENDERING METHOD

(1) Use of Open Tendering Method in the Procurement of Goods, Works and Services Etc.

- The open Tendering shall be the preferred method of Procurement for Goods and related Services, Works and Services etc. unless the threshold or special circumstances relating to a specific requirement make it more appropriate for one of the other Procurement methods to be used.
- Tenders shall be invited from all eligible Tenderers through public advertisement, **BREB, PBS and CPTU(if applicable) Website**.
- The minimum time allowed for Tenderers to prepare and submit their Tenders for Goods and related Services, Works and Services

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etc. shall not be less than following days provided that the Tender Documents are ready for sale and made available by the date of publication of the advertisement:-

up to 2 crore – mini. 14 days

above 2 crore to 5 crore- mini. 21 days

above 5 crore- mini. 28 days

for Digester(emergency procurement)-mini. 10 days

For retender-

up to 2 crore- 10 days

above 2 crore-14 days

for Digester-mini. 07 days

- (d) In the case of an urgent need of Procurement, BREB may reduce the time for Procurement processing.
- (e) In the case of Procurement of Goods and related Services, Works, Services etc. under Open Tendering Method process and proceedings, and usual procedures in this regard.
- (f) **e-GP (Electronic Government Procurement)**

Electronic Government Procurement (e-GP) has been started in Bangladesh since 2010 with inauguration of e-GP portal by the Honorable Prime Minister of The People's Republic of Bangladesh. Central Procurement Technical Unit (CPTU) has provided a Guideline regarding e-GP named 'Bangladesh e-Government Procurement (e-GP) Guideline' as provisioned under Section 65 of Public Procurement Act, 2006 and Rule 128 of Public Procurement Rules, 2008, for the use of the e-GP System. The objectives of the e-GP is to enhance the efficiency, reduce time and ensure the transparency in public procurement.

The e-GP system is a single web portal, where procuring agencies and entities perform their procurement related activities, i.e. to publish Annual Procurement Plans (APP), Invitation for Tender (IFT), Request for Proposal (RFP), Request for Quotation (RFQ), Tender/ Application/ Proposals submission, Opening, Evaluation, Contract Award Notice, Contract Management System, Payment, Procurement Management Information System with Key Procurement Performance Indicator Reports and other procurement related information as required by the PPA 2006 and PPR 2008.

All the stakeholders including general public, tenderers/applicants/ consultants, procuring entities, payment service providers, development partners, media, e-GP System administrators and auditors get access to e-GP system. To conduct e-procurement activities

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through e-GP portal by the Procurement Entities (PE), e-GP Government users and Tenderers Community have to create e-mail ID in e-GP system. Annual Procurement Plan (APP), Tender Notice, Tender Document, Tender Opening Committee, Tender Evaluation Committee will be prepared electronically in the e-GP Dashboard. Approving authority approves the recommendation of Tender Evaluation Committee electronically in e-GP system as per the Financial Delegation and NOA is generated automatically to the first lowest responsive evaluated tenderer. After signing of contract, agreement will be uploaded and published in e-GP system. Tenderer submits their tender with tender security electronically through e-GP system. After getting the NOA by the tenderer, they will accept the NOA electronically within the stipulated time as per provision of tender document and they will submit the performance security electronically in the e-GP system. Contract Management System and Payment procedure will be done electronically in the e-GP system.

(2) Use of Other Methods for Procurement of Goods, Works, and Services Etc.

- (a) The PBS may use a Procurement method other than Open Tendering Method for Procurement of Goods and related Services, Works, etc. in accordance with the requirements set out in this Instruction, namely--
- (i) Limited Tendering Method (LTM),
 - (ii) Request for Quotations (RFQ) Method,
 - (iii) Direct Procurement Method (DPM),
- provided that the selection of any Procurement method other than open Tendering, should be recorded stating the reasons or justifications for the method selected in compliance with the conditions specified in the Instruction
- (b) In the case of Procurement of Goods and related Services, Works and Services etc. under Limited Tendering Method (LTM), Request for Quotations (RFQ) Method and Direct Procurement Method (DPM), process and proceedings as specified in this Instruction shall be followed

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2. PROCUREMENT: LIMITED TENDERING METHOD (LTM)

a. Use of the Limited Tendering Method.

- (1) The PBS may undertake Procurement by means of Limited Tendering Method (LTM) in the following circumstances, namely:
 - (a) when Goods and related Services, Works Services etc. by reason of their specialized nature such as vehicles, Grounding Rod, Conductors, etc., are available only from a limited number of qualified potential Suppliers or Contractors; or
 - (b) when there is an urgent need for Procurement of Goods, Works and Services etc. and appear as such that open competitive Tendering would be impractical.; or
 - (c) when the circumstances giving rise to the urgency under Sub-Clause-(1) were neither foreseeable by the PBS nor caused by delay on its part; or
 - (d) when BREB establishes a policy to standardize on a certain number of brands to cut down spare parts stock requirements and maintenance costs such as computers, etc.
- (2) The PBS may invite Tenders from enlisted Suppliers or Contractors when required time and administrative cost for going through Open Tendering would be high compared to the value of the Procurement subject to the threshold specified later.
- (3) In cases where the lowest evaluated Tender price exceeds the financial threshold of Sub-Clause (2), the approval for award of Contract shall be obtained from the next higher level of authority.
- (4) The Limited Tendering Method (LTM) shall be used subject to provision in Annual Procurement Plan. The change of this method to OTM or RFQ or DPM shall require prior approval of the Chairman, BREB.
- (5) The submission of Tender Security shall not be mandatory under this method but the submission of Performance Security shall be required.

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b. Procedures for the Limited Tendering Procurement Method.

- (1) The PBS who need to purchase Goods and related Services of a specialized nature and who know the limitations on the availability of number of Suppliers may directly invite Tenders from the potential Suppliers.
- (2) The PBS, who maintain updated lists of enlisted potential Suppliers or Contractors may for Procurement, invite Tenders from those enlisted Suppliers or Contractors.
- (3) In addition to invitations under Sub-Clause-(2), advertisement in the Local News Paper, BREB and PBS website is recommended to increase competition and transparency.
- (4) The PBS, who do not maintain updated lists of enlisted Suppliers or Contractors, may use such lists that are maintained by other PBSs in case of emergency situation subject to prior approval from Executive Director, BREB.
- (5) The time allowed for the submission of Tenders shall be as specified in Tender Document.

3. PROCUREMENT : REQUEST FOR QUOTATION (RFQ) METHOD

a. Conditions and Procedures for Use of Request for Quotation(RFQ) Method.

- (1) The PBS may undertake Procurement by means of the RFQ for readily available in the market standard off-the-shelf Goods and related Services, low value simple Works, Services etc., provided that the estimated value of such Procurement shall not exceed the threshold separately specified later.
- (2) The BREB/PBS shall strictly control the use of the RFQ Method in order to ensure that there is no abuse and that its use by the PBS is restricted to the items specified in this Instruction.
- (3) The Request for Quotation (RFQ) shall be used subject to provision in Annual Procurement Plan. The change of this method to DPM, LTM or OTM shall require prior approval of the Chairman, BREB for the said object of Procurement.
- (4) In deciding or justifying the use of the RFQ Method, the following shall be considered –

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- (a) The PBS shall not use the RFQ Method as means to either bypass more competitive methods of Tendering or split large potential contracts into smaller ones solely to allow the use of this method.
- (b) the RFQ Method should not require complex Documentation or all the formalities of a full Tendering process.
- (5) Quotations for low value simple Works or Services may be requested in the form of –
 - (a) unit rate prices, provided quantities can be estimated with a reasonable degree of accuracy; or
 - (b) "cost plus fee" arrangements, when quantities cannot be reasonably determined or estimated in advance; or
 - (c) a lump sum, if the PBS has prepared an accurate cost estimate for the Works or physical Services.
- (6) The PBS may engage in Procurement by means of RFQ Method for Procurement of Goods and related Services required for maintenance and urgent repairs to -
 - (a) procurement by the PBS of any spare parts or related Services for the maintenance repair of any utility workshops (power stations or installations, sub-stations, etc), so long as the value does not exceed the amount of threshold specified;
 - (b) procurement of any spare parts or related Services for the urgent maintenance or repair of distribution lines, sub-station, switching stations, or similar others if it is maintaining or repairing the equipment in its own workshops or by its own manpower so long as value does not exceed the threshold specified.

b. Documentation Needed for the RFQ Method.

- (1) The Request for Quotations (RFQ) shall contain a clear statement concerning the Procuring Entity's requirements in respect of the Goods and related Services and low value simple Works or physical Services, such as quality, quantity or volume of Goods, scope of physical Services and their duration, terms and time of delivery or completion, and payment terms and invoicing procedures, including special requirements.
- (2) Tenderers may be required to furnish documentary evidence(s) demonstrating its eligibility by providing a valid trade license, Tax

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Identification Number(TIN), Value Added Tax(VAT), Liquid Asset (Bank Certificate) and others as per Standard Tender Document as developed by BREB in this regard.

- (3) Tenderers shall be requested to quote prices or rates in a process similar to those in Open Tendering Method.
- (4) The evaluation criteria to be used shall be stated in the requests for quotations considering type and value of Goods and related Services and low value simple Works or physical Services to be procured using the RFQ Method.
- (5) The PBS shall use the standard Document specified by BREB for RFQ Method.
- (6) No Tender or Performance Securities are required when the RFQ Method is used.

C. Procedures for use of Request for Quotations (RFQ) Method Invitation.

- (1) The PBS shall invite quotations from the prospective Suppliers in a written form invited through registered mail, fax or e-mail, indicating the last date by which the quotations shall be submitted.
- (2) Requests for Quotation do not need to be advertised in the newspaper; but for the maximum circulation shall publish that advertisement in the BREB and PBS website, including PBS Notice Board and shall send with request for publication to the other PBSs.
- (3) The PBS shall not charge any fees for the RFQ Document.
- (4) Time for invitation shall be kept minimal but reasonable.
- (5) The PBS shall carefully select the Tenderers to be invited to submit quotations for Procurement of Goods or Works taking into account its specific requirements as well as the reputation and capability of the Tenderers.
- (6) The PBS shall request quotations from as many Tenderers as practical as possible and shall obtain and compare at least three (3) responsive quotations to establish the competitiveness of the quoted price. The PBS shall have the option to diversify the source of supply and treat all potential Tenderers equally as long as they provide good performance and economic price.

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- (7) The PBS shall also ensure that the maximum number of potential Tenderers are always invited to quote.
- (8) The RFQ Method for Procurement is generally limited to persons resident and commercially registered in Bangladesh and to the supply of Goods, of both local and foreign manufacture, which are usually available from more than one source within Bangladesh at a competitive price.
- (9) The PBS, who do not maintain updated lists of potential Suppliers or Contractors, may use such lists that are maintained by other PBSs or such lists posted for this purpose by the office of Executive Director, BREB on their website.

4. **PROCUREMENT: DIRECT PROCUREMENT METHOD**

a. **Use of the Direct Procurement Method.**

- (1) The PBS may use the Direct Procurement Method for Procurement of Goods and related Services, Works and Services etc. from one source without going through Tendering or other Procurement methods but shall under no circumstances be used to avoid competition or to favour a particular Person, Supplier or Contractor to discriminate among Persons, Suppliers or Contractors.
- (2) The BREB/PBS shall strictly control the use of the Direct Procurement Method as it does not provide the benefits of competition, lacks transparency and could encourage unacceptable and fraudulent practices.
- (3) The Direct Procurement Method (DPM) shall be used subject to provision in Annual Procurement Plan for value not exceeding the threshold value in order to ensure that there is no abuse and its use is restricted to the circumstances specified in this Instruction. The change of this method to RFQ, LTM or OTM shall require prior approval of the Chairman, BREB for the said object of Procurement.

b. **Forms of Direct Procurement.**

- (1) Until contrary to the context Direct Procurement shall be applicable in the cases of Direct Cash Purchase.
- (2) When the PBS engages in direct Procurement according to this provision, it shall prepare a description of its needs and any special requirements concerning quality, quantity, terms and times of delivery.

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- (3) The PBS shall, in the first place, ask for a priced Offer from a Tenderer directly and afterwards shall be free to negotiate with the selected sole Tenderer, when applicable/necessary.
- (4) There shall be no requirement for direct Procurement to be advertised.
- (5) There shall be no requirement for a Tender security in case of Direct Procurement. But a Performance Security shall be obtained from the Supplier or Contractor when formal work-order/contract exists as a regular procedure.

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c. Use of Direct Procurement

- (1) The PBS may invite an offer from only one Supplier or Contractor under any of the following conditions:
- (a) Procurement of Goods and related Services of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets and copyrights prohibit others from manufacturing the same item; or
 - (b) where the Procurement of critical or emergency components from a specific manufacturer, Supplier or distributor is a condition precedent to hold such manufacturer, Supplier or distributor to guarantee its performance; or
 - (c) those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms; or
 - (d) Procurement of perishable commodities such as fresh fruit, vegetables or other similar items on the basis of reasonable market price valid at the time of purchase; or
 - (e) Procurement of Goods and related Services, in special cases, from a Government-owned industry or manufacturer using PBS funds under administrative order from BREB time to time; or
 - (f) Procurement of spare parts of existing equipment where a change of Supplier would result in the Procurement of equipment, spare parts or Services which would not be interchangeable with the existing equipment or required for repairment, spare parts or Services, or.
 - (g) Emergency procurement of Goods. Works and services arising from natural disasters within the threshold value or BREB approved value; or
 - (h) Procurement of Goods, works and services of very essential nature such as catering services, ambulance services, transportation services, event management services, repair/maintenance services, within the thresholds.

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- (2) Contracts for stand alone services such as catering services, security services, courier services, and other of a similar nature, with original contractor may be renewed on annual or term basis, if the original contract was awarded on competitive basis, provided that the renewal will not be given more than twice.
- d. Use of Direct cash purchase.
- (1) The PBS may undertake direct cash purchase of cheaper or smaller quantity in nature, most urgent and essential services.
- (2) The PBS may undertake any purchase under this Instruction by an officer within the threshold value of ten thousand, or a purchase committee comprising of maximum three members, formed by it for this purpose, depending on the nature and volume of the purchase.
- (3) Payments for a purchase under Sub-clause-(1) may be made by cash against the threshold value or cheque. A purchase order or contract shall not be required.
- (4) Direct cash purchase shall be made through a single invoice/memo without any supporting quotation. Direct cash purchase from the shopping mall or shopping store or sales-center which have Electronic Cash Register(ECR) machine is preferable.
- (5) PBS may procure goods/materials from Government, semi Government organization or manufacturing unit by DPM method ensuring competitive market price under administrative order from BREB time to time ensuring best interest of the PBS.

5. PROCUREMENT: FRAMEWORK CONTRACTS

a. Provisions for framework contract.

- (1) The PBS may enter into a framework contract for the supply of a quantity of similar items at specified prices during a defined period, in order to avoid repeated tendering for the same requirement as well as obtain better prices through economics of scale.

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- (2) Framework contract may be concluded following open or limited tendering with one or more suppliers to provide a range of Goods and physical Services over a defined period of time not exceeding 03(Three) years.
- (3) Framework Contracts shall not be used to procure items or goods for prices higher than the prevailing market prices.
- (4) Farmework Contracts may take serveral froms,namely-
- Procurement of definite quantities from a sole Supplier for successive deliveries over a defined period of time and where necessary, be combined with an option to purchase additional quantities;
 - Procurement of approximate quantities from a sole Supplier for Successive deliveries over a defined period of time with or without an option for extension of Period;
 - Procurement of approximate quantities from several Suppliers, on item-by-item basis for Successive deliveries within a defined period of time, with or without an option for extension of period.
 - the PBS may also procure approximate quantities of one (1) item or more items from a sole or a number of suppliers for successive deliveries over a shorter period of time without an option for extension of period of time.

b. Procedure to from Framework Contracts

The Framework Contrcts may be effected by inviting Contractors to tender on item or lot basis within a defined period of time not exceeding 03 (Three) years and in such case the following procedures shall be followed-

- the items shall be selected for Framework Contracts;based on the unit or quantity of the item for particular period;
- a delivery schedule of materials/items shall be provided indicating the peak periods with the highest expected quantities;
- the PBS shall declare the qualifing criteria of the Tenderers in the specifed Tender Document prepared by BREB;
- Tenderers may be asked to submit two envelopes including Technical and Financial Proposals;

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- v) Only the Technical proposals of Tenderers shall be evaluated and only the Financial Proposals of the Technically responsive proposals shall be opened and Considered;
- vi) the contracts shall be awarded to the Tenderers with the lowest price per item of lot as the case may be;
- vii) the PBS shall use the Standard Tender Document Prepared by BREB for Goods and Physical Services for this kind of Procurement.

D. PROCUREMENT PROCEDURE:

The following Procedure shall be followed in performing procurement activities;

- (1) Requisition of Goods, works & Services as required from the departments/offices after prior approval of Senior General Manager /General Manager.

Note : The Forms for "Requisition" from the departments and its compilation at Administrative Department are attached at Annexure-2 and Annexure-3. The "Requisition" forms for the materials/ equipments to be procured under Deposit work and O&M works is attached at Annexure-4

- (2) Preparation of Annual Procurement plan (APP) and Ensuring fund/budgetary provision (the sample form of APP is attached at Annexure-1)

(3) Preparation of Estimate of Procurement:

- a. The following Committee shall prepare the estimate against the procurement of Goods, Works and services for the PBS procurement:

01	DGM (Technical)	Convenor
02	Assistant Engineer (Directorate of MPSS or Concerned Project Division)	Member
03	Assistant General Manager (Administration)	Member Secretary
04	Assistant General Manager (Finance or Accounts)	Member

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Note:

1. The Committee may include one as expert in case of specialized item (s).
2. The Committee shall be formed before the processing of Tender time to time at the beginning of the Financial Year.

b. Procedure to prepare Estimate:

- i) The Committee shall consider at least 03 (Three) last / recent procurement price of the item (s) to be procured and average of the prices shall be considered as estimate;
 - ii) To determine the estimate as average, the Committee shall consider the prices of own PBS , nearby PBSs and BREB. The PBS shall collect the last procurement prices through e-mail/hard-copy maintaining proper records;
 - iii) The Committee shall also consider the prevailing market price of the item(s) to be procured to determine an estimate (when necessary);
 - iv) The Estimate prepared by the Committee or Determined by BREB shall also be considered by the PBS in order to procure PBS materials/equipments.
 - v) The Committee, in all respect, shall consider the best interest of the PBS in determining estimated price of an item(s) to be procured.
- (4) Preparation of Annual Procurement plan: process/ Procedures is laid down in section-E.

(5) PBS Procurement Procedures/process:

a. Necessary Requirement:

The following procedures/process shall be maintained by the PBS in discharging procurement activities:

- i) Invitation for Tender shall be made in written and electronic process (where possible) to ensure participation of maximum number of Tenderers.
- ii) For OTM: the Tender shall be published in widely-circulated one Bengali and one English National Dailies considering the threshold value. In addition to that the Tender shall be published simultaneously in the CPTU website, PBS and BREB website before the Tender Selling Date, which shall remain published till closing date. The records of uploading of electronic

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publications shall be printed immediately and preserved in the Concerned file which shall be ensured by Assistant General Manager, Administration.

iii) For LTM: The hardcopy of LTM Tender Document shall be sent by mail to the enlisted Suppliers / Manufacturers/Firms well-ahead of starting time/date of Tender Schedule. The PBS may also include BREB enlisted Suppliers/ Manufacturers/Firms in the mailing list for this purpose. The following procedures shall be followed under this Method:

(a) The softcopy of LTM Tender Document shall be sent by e-mail to all of the enlisted Suppliers / Manufacturers/Firms on the same day of mailing hardcopy of the same. The records of sending e-mail (copy of sent – window) shall be printed immediately and preserved in the concerned file which shall be ensured by Assistant General Manager, Administration.

The LTM Tender Document shall simultaneously be published in the PBS and BREB web-site before the starting time/date for Tender Schedule, which shall remain published till closing date. The records of uploading of electronic publications shall be printed immediately and preserved in the concerned file which shall be ensured by Assistant General Manager, Administration.

(c) The LTM Tender Document shall not be sent by-hand in any way. The PBS Shall enlist a reasonable number of prospective Suppliers / Manufacturers/Firms and maintain their address with e-mail communication numbers. Any valid Suppliers/Manufacturers/Firms may also intend to be enlisted for this purpose.

(d) The PBS Shall publish the advertisement for the LTM Tender Document in the following premises for transparency purposes:

- i) PBS Notice Board;
- ii) BREB/PBS web-site;
- iii) Other PBSs E-mail;
- iv) Notice board of the office(s) of BREB Project Division
- v) Notice board of the office(s) of Deputy Commissioner, Superintendent of Police, LGED, UNO etc.
- vi) Notice board of the PBS Management Operation, BREB, Dhaka etc;

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(Kamrul Ahsan Mollik)
Asst. Secy. (TAPP), BREB

iv) For RFQ: The hard-copy of Tender Document shall be sent to the Prospective Suppliers / Manufacturers/Firms well-ahead of starting time/date of Tender Schedule. The following procedures shall be followed under this Method:

- a) The PBS Shall collect and maintain the list(s) of potential or prospective Suppliers/Manufacturers/Firms along with their mailing addresses, e-mail numbers, contact persons, contact numbers etc. In order to procure items under the RFQ method. The Assistant General Manager, Administration shall be responsible to keep the said list (s) updated.
- b) The soft copy of RFQ Tender Document shall be sent by-e-mail (where applicable) as well as hardcopy of the same to all of the prospective Suppliers/Manufacturers/Firms as per list for this purpose. The records of sending e-mail (copy of sent-window) shall be printed immediately and preserved in the concerned file which shall be ensured by Assistant General Manager, Administration.

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- c) The RFQ Tender Document shall not be sent by-hand in any way. The PBS shall collect maximum member of prospective Suppliers/ Manufacturers/ Firms and maintain their address with e-mail communication numbers. Any valid Suppliers/ Manufacturers/Firms may also intend to be enlisted for this purpose.
- d) The RFQ Tender Document shall also be published simultaneously in the PBS, BREB and CPTU web-site before the starting time/date for Tender Schedule, which shall remain published till closing date for Tender Schedule and which shall remain published till closing date. The records of uploading of electronic publications shall be printed immediately and preserved in the concerned file which shall be ensured by Assistant General Manager, Administration.
- e) The PBS shall publish the advertisement for the RFQ Tender Document in the following premises:
 - (i) PBS Notice board;
 - (ii) BREB/PBS web-site
 - (iii) Other PBS s by e-mail
 - (iv) Notice board of the office(s) of BREB Project Division;
 - (v) Notice board of the office(s) of Deputy Commissioner, Superintendent of Police, LGED, UNO etc.

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- (vi) Notice board of concerned PBS Management Operation, BREB, Dhaka, etc.
- v) For DPM: No publication or advertisement is required, but procurement shall be effected under the Annual Procurement Plan. The preservation of records of such Procurement in the file and a statement as listing of yearly basis shall be maintained and ensured properly by Assistant General Manager (Administration).
- vi) For Framework Contract: The PBS shall select the items which are used and needed to be frequently procured for PBS activities and take step to appoint the supplier(s) through LTM or OTM following procedures and conditions ensuring prevailing market price of the item(s) as laid down in this regard. The term for this type of appointment shall be for a period of minimum 12 (Twelve) months, which can be extended upto 03(Three) years, but not more than 02 (two) times from original contract. It is to be noted that the supplier who is using Electronic Cash Register (ECR) machine will get preference in this regard.

Time Frame for Tenders: A specified time frame shall be ensured between the date of issuance and the date of submission of Tenders. Generally the following schedule shall be maintained:

b. the following schedule shall be maintained:

For OTM:-

upto 2 Crore- Minimum 14 Days

above 2 Crore to 5 Crore- Minimum 21 Days

above 5 Crore- Minimum 28 Days

for Digester(emergency procurement)- Minimum 10 days
for re-tender

up to 2 crore- Minimum 10 Days

above 2 crore- Minimum 14 days

for Digester(emergency procurement)- Minimum 07 days

For LTM:-

All Threshold- Minimum 14 Days

retender -Minimum 7 Days

Natural digester(Emmergency Procurement)- Below 7 Days

For RFQ:-

All threshold - up to 10 days from the date of request for quotation.

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For DPM;-
All threshold- Minimum 3 Days

- c. No price shall be charged for the Schedule of Tender under Limited Tendering Method(LTM) or Request for Quotation (RFQ) Method. A lumpsum amount of price as per following will be charged for the Schedule under Open Tendering Method(OTM):

UP to Tk. 25.00 (twenty five) lac	:	Tk. 1000.00 (One Thousand Taka)
Above Tk. 25.00 (twenty five) lac to Tk.1.00 (one) Crore	:	Tk. 1500.00 (One Thoudsnd Five Hundred Taka)
Above Tk. 1.00 (one) Crore	:	Tk. 3000.00 (Three Thoudsnd taka)

- d. The Qualification of Tenderers shall be ensured by the PBS as outlined in the Tender Document shall be published by BREB.

(5) SUBMISSION OF TENDER/QUOTATION :	
(a)	Sealed Tender.
(b)	Multiple Dropping: The Tender dropping point will be one at PBS HQ and the other one at concerned Directorate of PBS Monitoring & Management Operation, BREB, Dhaka.
(c)	<p>Opening Tender : The Tenders received against the methods of OTM and LTM (Tender Opening no need for Tender Received against RFQ and DPM) shall be opened as per following procedure:</p> <p>a. Tender Opening Committee(TOC): Maximum 03 numbers shall be existing in TOC . One TOC member will be present at the time of opening at PBS HQ and other Two members will be present at concerned Directorate of PBS Monitoring and Management Operation, BREB, Dhaka.</p> <p>b. Constitution of Tender or Proposal Opening Committee : Tender or proposal Opening Committee comprising of three (03) members well-ahead of opening of Tender:</p> <p>i) 01 (one) shall be from the Tender/Proposal Evaluation Committee(TEC/PEC);</p> <p>ii) 2 (two) other members from the concerned PBS/concerned Directorate of BREB and the Committee shall be as below:</p>

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Asst. Secy. (Board), BREB.

(a) Chairperson

(b) Member

(c) Member-Secretary

iii) The PBS may form standing Opening Committee(For OTM/LTM) as follows:-

S.no.	Eastimated value	TOC		
(1)	Upto 25 lac	1. Additional GM/Senior DGM when additional GM is not available /senior AGM when DGM is not available	Convener	
		2. Assistant Engineer (Project Division), Concerned Project Division, BREB	Member	
		3. Assistant General Manager (Administration)	Member Secretary	
		4. Assistant General Manager (Finance or Accounts)	Member	
		5. Assistant General Manager (O&M)	Member	
		6. Assistant General Manager (IT) (When AGM (IT) is not available junior Engineer (IT)/ Assistant junior Engineer (IT)/ will be Co-opted as Member (IT)/will be co-opted as Member for the Procurement of Computer & its Accessories or any Electronic items.	Member	
		Note: There must be a quorum of at least 4(four) members, including the Convenor of the Evaluation Committee, to take action and recommend a Tender.		
(2)	Above 25 lac	1. General Manager (Concerned PBS)	:	Convenor
		2. Deputy Director (Concerned PBS Monitoring & Management Operation	:	member
		3. Assit. General Manager(Administration)	:	member-secretary

c. **Opening Time:** The opening time of the received offers shall be after 30 (thirty) minutes from the Tender closing time. In case of Multiple Dropping System, one TOC

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member shall be open the received offers at all the places, but the opening time shall be same.

- d. Tender Opening sheet shall be signed and maintained. The received offers shall also be signed by the Tender Opening Committee where ever present.
- e. The Tender Opening Committee shall submit a copy of the Tender Opening Sheet within 30 (thirty) minutes with a copy to the concerned Directors of the PBS Management Operation, BREB through e-mail at the earliest after the Tender Opening.
- f. The Assistant General Manager, Administration shall hand-over all the received offers to the Convener of the TEC within 03(three) days for evaluation.

(6) PROCUREMENT OF MATERIALS\EQUIPMENTS UNDER PBS SELF-FINANCE

The Procurement under these heads shall be furnished as per following procedures:

- a. The PBS shall assess/forecast the requirement of materials/equipments by considering the number of consumer- applications and expected load, and accordingly prepare the project proposal for Deposit Work of the PBS against which Annual Procurement Plan shall prepared in timely manner.
- b. The PBS Shall assess/forecast the requirement of materials /equipments for the maintence of electric distribution /transmission lines, sub-stations or others under O&M works, and accordingly prepare the project proposal or Schedule of Requirement of materials/ equipments against which Annual Procurement plan shall be prepared in a timely manner
- c. The PBS shall ensure the sending of indent of materials / equipments to the concerned lead PBS for Deposit Work as well as O&M .Works maintaining the terms & conditions under relevant Instruction(100-58 & 100-64) as per

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Schedule of Annual Procurement Plan. The maximum lots against each of the items under above heads shall be 04 (four) in same financial year.

- d. The PBS Shall ensure and maintain the best practicing design of RE electric network in Furnishing the tasks under Deposit work as well as O&M works.
- e. The PBS shall ensure the best consumer relation and/or service in furnishing the works under Deposit.

(7) EVALUATION OF TENDERS/PROPOSALS

- a. All Tenders/Proposals Submitted against notice shall be evaluated by the Tender/Proposals Evaluation Committee (TEC/PEC). A Technical Sub-Committee comprising the following (maximum 03 three members) members may be formed to assist the TEC/PEC in regard to evaluation with prior approval from Member, Samity Management, BREB:
 - i. An officer from Directorate of .MPSS, BREB (Nominated by Director)
 - ii. An officer from Directorate of PBS Monitoring & Management Operation, BREB (Nominated by Director)
 - iii. An officer from the concerned PBS (Nominated by General Manager)
- b. TEC/PEC shall prepare detailed Minutes, which also mentions the causes of rejection of a Tender/Proposal where applicable.
- c. Each member of the TEC shall, when signing an evaluation report/minutes-
 - i) individually sign a declaration of impartially and
 - ii) Collectively certify that the Tenders or proposals have been evaluated following the provision of this instruction maintaining best interest of the PBS.
- d. In case of difference of opinion of any member of the TEC/PEC, it shall be mentioned in the evaluation report and the approving authority shall take appropriate decisions after examining the reasons of such difference of opinion as stated in the evaluation report.
- e. The Member-Secretary of TEC/PEC Shall, having sealed the evaluation report along with recommendations in one envelop, submit the sealed envelop

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directly to the PBS Senior General Manager /General Manager who in turn place the same for approval to the Approving Authority.

- f. Notice inviting meeting shall be sent to all members of the Evaluation Committee and the meeting shall be held valid only when the following minimum numbers shall be present at meeting:-

For OTM/LTM:-

Estimated value upto 25 lac- mini. 03 members

Estimated value above 25 lac - mini. 05 members (One External member is mandatory)

For RFQ/DPM:-

Upto 05 lac- mini. 03 members

- g. The Tender/Proposal Evaluation Committee (TEC/PEC) shall evaluate the Tender/Proposal at the earliest and shall complete the evaluation of Tenders Tenders/Proposals within 30(thirty) days from the date of receipt of Tenders.
- h. The Evaluation Committee members themselves on their own responsibility following the provision of this Instructions and the terms and conditions of Application, Tender or Proposal Documents shall:
- Examine and evaluate the Applications, Tenders, Expressions of Interest or Proposals;
 - Prepare the Evaluation Report with recommendations; and
 - Submit the Evaluation Report directly to the Senior General manager/ General manager of PBSs.
- i. Removal of The Members: The members of the Evaluation committee can only be removed, with the aproval of member (Samity Management) under following grounds:
- If any member does not disclose his or her connection with an Applicant or a Tender/Proposal, even if he continues to act in an impartial manner;
 - If any member remains absent in two (2) consecutive Evaluation committee meetings;
 - If any member is in direct breach of professional activities; and
 - If the case of transfer, death or absence of any member in the country
 - If any member is not capable to evaluate the Tender/Proposal(s).

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j. If Tender/Proposal(s) are received from tenderers with whom any member(s) of the TEC/PEC has business or other close links, such member(s) shall be replaced.

k. The each member of the Evaluation committee shall-

(a) Sign individually a declaration of the imparatality in the following manner-

“I (name of the Evalution committee member & desingnation) do hereby declare and confirm that I have no business or any other links or any interest to any of the competing tenders of the tenderers;” and

(b) Sign Collectively in the tender or proposal Evaluation Report, by certifying that-

“The Evaluation committee certifies that the examination and evaluation has followed the requirements of the instruction, the provisions made there under and the terms and conditions of the prescribed Applications, Tender or proposal

Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted’”.

1) TENDER EVALUATION COMMITTEE (for all procurement Methods)

Tender Evaluation committee for PBS procurement shall be as per following:-

S. no.	Easti. value	TEC/PEC		
(1)	Upto 25 lac	1. Additional GM/Senior DGM when additional GM is not available /senior AGM when DGM is not available	Convener	
		2. Assistant Engineer(Project Division) (Concerned Project Division) BREB	Member	
		3. Assistant General Manager (Administration)	Member Secretary	
		4. Assistant General Manager (Finance or Accounts)	Member	
		5. Assistant General Manager (O&M)	Member	
		6. Assistant General Manager (IT) (When AGM (IT) is not available junior Engineer (IT)/ Assistant junior Engineer (IT)/ will be Co-opted as Member (IT)/will be co-opted as Member for the Procurement of Computer & its Accessories or any Electronic items.	Member	
		Note: There must be a quorum of at least 4(four) members,		

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		including the Convenor of the Evaluation Committee, to take action and recommend a Tender.		
(2)	Above 25 lac	1. Additional GM/when Additional GM is not available one competent DGM/when DGM is not available Senior most AGM	Convenor	
		2. Assistant General Manager (Administration)	Member Secretary	
		3. Assistant General Manager (Finance or Accounts)	Member	
		4. Assistant General Manager (O&M)	Member	
Note: There must be a quorum of at least 3(three) members for upto 25 lac and at least 5(five) members including one External member for above 25 lac of the Evaluation Committee to take action and recommendation for a tender.				

(8) APPROVAL PROCESS

- (1) The Approving Authority shall take decisions on the recommendations of the Evaluation Committee
- (2) The Approving Authority, Considering the overall recommendations of the Evaluation Committee may either-
 - (a) Approve the recommendations; or
 - (b) Seek any clarification from the TEC on any specific issues in connection with such recommend actions; or
 - (i) Reject the recommendations and request the Committee for a re-evaluation; or
 - (ii) Reject the recommendations and instruction to reprocess the procurement in accordance with the provisions.
- 3) The PBS, with regard to Approval of the Evaluation Report and Award of Contract shall follow the threshold as mentioned later.

(9) NOTIFICATION OF AWARD/AWARD OF CONTRACT:

The PBS shall award NOTIFICATION OF AWARD against the Tender following the procedure as laid down the in the Tender Document. The NOTIFICATION OF AWARD shall be given within :

- (a) 07(seven) working days after getting approval. But before expire of Tender Validity.

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(10) PRE-DELIVERY INSPECTION AND POST-DELIVERY INSPECTION

All materials/equipments/service against the contract/work-order shall be received by the PBS management strictly conforming following conditions:

a. PRE-DELIVERY INSPECTION:

- (i) The PBS shall ensure pre-delivery Inspection of materials/equipments/services as per Tender Document;
- (ii) The PBS shall form an Inspection Committee well-ahead of the supply of materials. The PBS may also form standing Inspection Committee(s) on item-basis comprising competent PBS personnel, which shall be maximum 03 (three) in number.
- (iii) The Inspection Committee, shall inspect the materials/equipments/services within least possible time after the notice of inspection of pre-delivery or post delivery, and the PBS Management shall finalize the decision of receiving the materials/equipments/services within 03 (three) days for Submission of inspection report.

c. post-Delivery Inspection:

- (i) The PBS Inspection Committee shall complete the materials/equipments/services supplied against the contract/work-order within 03(three) days of completing supply and furnish the Inspection Report by next day.
- (ii) The Computer and its Accessories, Server and other electronic equipments shall also be inspected by the PBS Inspection committee. The PBS shall include Assistant Engineer, Project Division, BREB and AGM(IT)/JE (IT)/AJE (IT) in this Committee. The BREB ICT directorate may also inspect any of these items including Server after supply at its discretion and schedule without interruption of PBS Activities.

d. Scope of inspection:

It is the primary responsibility of PBS to arrange pre-delivery Inspection and post – delivery Inspection of materials, but BREB may inspect any material/equipment/services as and when needed.

(11) PAYMENT OF BILL

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The payment against the PBS procurement shall be ensured as outlined in the standard Tender Document to be prepared/finalized by BREB.

E. PROCUREMENT PLANNING AND SELECTION OF PROCUREMENT METHODS

a. Area of PBS Procurement plan(s):

The PBS shall prepare the following procurement plan (s) for a specific type of goods, works or services well ahead of commencing the financial year under the budgetary provision, e.g. :

GOODS

- (a) Procurement plans for Revenue Items:
 1. Stationary, Liveries etc :
 2. printing materials :
 3. Toner/Ribbon:
 4. Battery/Tier etc.
- (b) Procurement plans for Capital Items/materials
 1. Office furniture ;
 2. Office equipments ;
 3. Communication equipments, electronic equipments; etc.
- (c) Procurement plans for Computer & computer Accessories;
- (d) Procurement plans for Engine Driven Transports;
- (e) Procurement plans for O&M Items:
 1. Transformer Repair & Maintenance Items;
 2. Materials for Repair of Equipments/Materials for Sub-Station/ Distribution Lines;
 3. Line Tools, Lineman Tools and Electrical Operating Equipments;
 4. Grounding Rod;
 5. Meter Board/Meter Seal;
 6. Transformer Oil etc.
- (f) Procurement plans for Deposit Work Items;
- (g) Procurement plans for materials/equipments/services for Emergency/Disaster Management ;
- (h) Procurement plans for Miscellaneous regular Items:
 1. Advertisements;
 2. Carrying;
 3. Decoration for AGM/Annual sports/National Days;

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4. Gardening ; etc.

WORKS:

- (a) Procurement plans for new Civil Works;
- (b) Procurement plans for maintenance under Civil Works;
- (c) Procurement plans for White Wash/distemper/Weather-coat Snocem etc.

SERVICES

- (a) Appointment of Consultant: Method/Procedure may be selected as outlined in the concerned PBS Instruction.

b. Format of PBS Procurement Plan

For each of the items mentioned at Clause-C.or the materials to be procured by the PBS, the Procurement Plan shall include The following items and shall be approved by Chairman, BREB.

Procuring Entity Name (PBS)
Procurement Planning and selection of Procurement Method for Liveries
 (FY -)
 Annual Procurement Plan
 For Goods

Packag e No	Description of Procurement package GOODS	Unit	Quantity	Procurement method & Type	Contract Approving Authority	Source of Funds	Estd.c ost. in Million Tk.	Time Code for process	Net Used in GOO Ds	invite/ Advertis e Tender	Tender Opinin g	Tender Evaluatio n	Approval to Award	Notific ation of Aware	Signin g of Contra ct	Total time to Contract Signature	Time for compl etion of Contac t
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned Dsles									
								Planned Days									
								Actual Dates									

c. Effectiveness of Procurement:

The Procurement Plan and the Revised Procurement Plan shall be immediately effected on approval of PBS Board as resolution, BREB may review the said Procurement Plan at the time of approval of PBS Board resolution, accordingly the Procurement Plan shall have to be updated by the PBS management, when

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necessary. The PBS shall arrange procurement of materials maintaining the schedule of Procurement Plan.

d. Preparation of procurement planning

- (1) Prior to the preparation of a procurement plan in the case of splitting up a single procurement object into more than one package, the PBS shall decide on splitting the packages and the applicability of the procurement methods considering the nature and size of the procurement, by carefully reviewing the proposed procurement activities and issues.
- (2) The PBS shall take into account the following when determining the method of procurement and consolidation of Goods packages:
 - (a) Type of goods to be procured;
 - (b) Estimated cost of items to be procured as set by Estimate committee; (MPSS, if required),
 - (c) Availability of the relevant Goods in the local market;
 - (d) Quality, sources and brand of the Goods available in the local market;
 - (e) Capacity of local suppliers to supply the required quantities ;
 - (f) Capacity of the national industry and quality of its product and administrative order regarding procurement;
 - (g) Market conditions and expected competition;
 - (h) Urgency of the procurement (item);
 - (i) Capacity of beneficiary stores and proposed terms of delivery and schedule; and
 - (j) Risks related to supply in the local markets.
- (3) The PBS may decide to use Framework contracts for reputitive supplies and may decide to go for Tenders on lot-by-lot or item- by-item basis if advantageous.
- (4) The PBS shall be very cautious in preparing the packages and shall not include too many items in one package, in order to ensure that the number of potential Suppliers is not reduced.
- (5) The PBS shall organize the lot by integrating only those items that are normally supplied by the same range of suppliers.

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- (6) For special type of supplies Tenders may be invited on item-by-item basis.
- (7) In the case of determining the method of procurement for works, the PBS Shall consider the following:-
- Estimated cost of items to be procured as set by Estimate Committee (MPSS, if required) ;
 - The prevalent conditions of the contracting PBS;
 - Capacity of local Contractors;
 - Expected competition;
 - Geographic location;
 - Intended completion date; and
 - Other related matters, where necessary.

e. Conditions of Procurement Plan

- Preparation of a Procurement Plan shall be mandatory for the PBSs.
- The Procurement Plan shall include all targeted objects of issues to be Procured by the PBS under budgetary provision, irrespective of value or Methods, classified by category "such as Goods and related Service, Works, etc."
- The Procurement Plan shall be separately prepared for different heads under the PBS Revenue Budget, Deposit Works, O&M Works etc.
- The PBS shall, for procurement under Deposit Works or O&M Work prepare a total Procurement Plan for the entire project period in the formats prescribed by BREB from time to time and attach the same with the Development Project Proposal (DPP) or else.
- At the beginning of each financial year procuring entity shall update the total Procurement Plan and the official cost estimates for a Deposit Works programme or O&M works programme on an annual basis and in a rational manner.
- At the beginning of each financial year, the PBS Shall, for procurement under the Revenue Budget, prepare separate annual procurement plans under different heads (**sample App is attached at Annexure-1**).
- The updated Annual Procurement Plan and the official cost estimates and Annual Procurement Plan for the Revenue Budget shall require approval of the PBS Board as Board resolution, which may be reviewed at the time of approval of PBS Board resolution by BREB.

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- (8) In case of preparation of total Procurement Plan, updated Annual Procurement Plan for Deposit works or O&M works the formats prescribed by BREB shall be followed.
- (9) The PBS shall, for its own purposes, may update the Procurement Plan on a quarterly basis to accommodate delays, re-tendering and other unforeseen changes or constraints.
- (10) The PBS Shall keep the BREB/PBS posted online/off-line, if online is not possible, with the Total Procurement Plan and updated Procurement Plan for Deposit works of O&M works programme and Annual Procurement Plan for Revenue Budget, Which shall be published on a regular basis in BREB/PBS website as well.

(f) Splitting the schedule of requirements

- (1) The PBS Shall not generally split a project or a Schedule of Requirements of materials/equipments/services into successive packages of lower value when preparing its Procurement Plan with the intention of avoiding either a particular procurement method or the obligations of seeking the approval of a higher authority.
- (2) The PBS shall usually split the yearly total procurement of an item into adequate lots in the plan, but these lots shall not usually be more than 05(five).

F. SAFE CUSTODY OF RECEIVED TENDERS, ETC.

The PBS shall ensure the safe custody of the received Applications, Tenders, Quotations or Proposals until they are handed over to the Convenor of the Evaluation Committee, within the period specified, who will then be responsible for their safety.

G. RESTRICTIONS ON THE DISCLOSURE OF INFORMATION RELATING TO THE PROCUREMENT PROCESS.

- (1) Following the opening of Applications, Tenders, Quotations, Expression of Interests or Proposals until issuance of Notification of Award no Tenderer or Applicant shall, unless requested to provide clarification to its Application, Tender or proposal or unless necessary for submission of a complaint, communicate with the concerned PBS.

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- (2) Tenderers or Applicants shall not seek to influence in anyway, the examination and evaluation of the Applications, Tenders, Expressions of Interest or proposals.
- (3) Any effort by a Tenderer or an Applicant to influence a procuring entity in its decision concerning the evaluation of Tenders, Quotations, Applications, Expressions of Interest, Proposals or Contract Awards may result in the rejection of its Tender, Application or proposal, as well as further action leading to debar, suspension for a period in participating in Tender or black-listed.

H. CONTRACT ADMINISTRATION AND MANAGEMENT

- (1) The contract administration and management shall include all administrative, financial, managerial and technical takes to be performed by the PBS from contract award until it is successfully concluded or terminated and payment is made and disputes or claims under it resolved .
- (2) The PBS shall apply professional ethics for adopting the contract administration and management techniques to ascertain the proper implementation of the signed contracts in line with the agreed conditions covering delivery, payments, quality control, contract implementation liquidated damages and other related issues.
- (3) The PBS shall ensure that Goods, Works or Services to be procured conform to the technical requirements set forth in the procurement Contract. For such purpose, the PBS may establish inspection and testing facilities and form inspection teams.
- (4) The main elements of contract administration and management may include-
- Review and approval of the work plan against the contract/work -order;
 - Monitoring periodically progress in implementation of the contract, including determination of volume of works accomplished according to the work plan and inspection & testing of quality aspects;
 - Management of contract suspension and termination, contract remedies such as imposition of liquidated damages, and delayed payments;
 - Management of financial aspects and budget of Contract implementation including payments, cost analysis and accounting;
 - Organization and management of documentation related to contract implementation and preparation of periodic reports in this regard.
- (5) The concerned Departmental Head of a PBS shall be responsible to supervise implementation of contract/Works.

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- (6) The PBS shall make available the logistic support and staffing necessary for effective contract administration and management which may include, but not limited to, the following-
- (a) Engineering and design services where necessary, including providing design and monitoring functions for preparation and implementation of the Contract;
 - (b) Establishment of control on finance and payments;
 - (c) Management information systems for co-ordinated processing and communication and access to relevant information by all concerned involved in Contract administration and management; and
 - (d) Soliciting legal advice.
- (7) The price of a contract shall usually be fixed in which case the unit prices may not be modified in response to changes in economic or commercial conditions except when a Contract for Works has a provision for price adjustment.
- (8) The PBS shall take follow-up steps as mentioned below in regard to payment of those liabilities for which the supplier or contractor shall be liable for payment of an agreed sum as specified in the Particular Conditions of Contract in the Tender Document, for the cause of delay in the performance due under the contract such as-
- (a) Recovery of the agreed sum to be paid per time-unit of delay;
 - (b) Recovery of the amount due under the liquidated damages;
 - (c) Not relieving the supplier or contractor of its contractual obligations by virtue of payment under the liquidated damages.
- (9) The PBS shall provide the Documents, Reports and other information required by the concerned Persons for the purpose of Monitoring Contract Administration and Management

I MAINTAINING RECORDS RELATING TO ISSUE OF PROCUREMENT RELATED DOCUMENTS

The PBS shall record the following information when issuing the Pre-Qualification or Tender or RFP Documents to a Person, namely-

- (a) Reference number relating to the issuance of a procurement related document;
- (b) Name and mailing address;
- (c) Telephone, web address and electronic mail address, if applicable;

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(d) Any other information that is considered necessary by the PBS.

J. MAINTAINING RECORDS OF PROCUREMENT

- (1) The PBS shall maintain records and Documents regarding their public Procurement activities for a minimum period of five (5) years for assisting the BREB in carrying out its Procurement monitoring responsibilities, meaningful Procurement Post Reviews and Audits to take place.
- (2) The Procurement record shall be maintained from the beginning of procurement planning up to the full completion of contractual obligations.
- (3) Each Procurement record shall, as a minimum, contain the following Documents and information:-
 - (a) A brief description of the Goods and related Services, Works and Physical Services or intellectual and professional Services procured and where applicable, the justification for using a method other than open Tendering.
 - (b) A copy of the published advertisement as well as a copy of the invitation for Applications, Tenders, Proposals, Quotations or other solicitations;
 - (c) A copy of the original cost estimate for the Contract;
 - (d) The names and addresses of Tenderers or Applicants who submitted Tenders, Proposals or Quotations; the name and address of the Tendered or Consultant to whom the Contract was awarded as well as the Contract price;
 - (e) A copy of any Pre-Qualification, Tender, Proposal or other solicitation Documents;
 - (f) Minutes of Tender or Proposal Evaluation meeting and Opening sheet;
 - (g) All communications with Tenderers or Applicants;
 - (h) The pre-disclosed criteria for evaluation criteria and its application and evaluation report and comparative statement of Tenders or Proposals or Quotations received;
 - (i) The record of approval of the Evaluation Report and the Contract Document;
 - (j) Information relating to any decision on temporary suspension or annulment of any Procurement proceedings after having been initiated;
 - (k) Documentation with respect to any appeal or complaint concerning the Procurement proceedings;
 - (l) Delivery and acceptance reports for Goods, completion report and measurement books for Works and completion report for Services;

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- (m) Copies of all amendments made to the Contract and those documents affecting the conditions of the Contract relating to the Contract price and the delivery or Work completion schedule; and
- (n) All records of the payment including the bills, invoices for Procurement of Goods, Works and Services.

k. SCHEDULE OF PROCUREMENT

The PBS shall maintain the following Threshold Limit in preparation of Procurement Plan for the PBS Procurement of Goods, Works and Services:-

the PDS Procurement of Goods, Works and Services.-				
	Items (area)	Procure. Method	Threshold Limit	Remark
(1)	Capital Items & other materials	DPM	Maximum Tk.25,000.00	Estimate of Package
		RFQ	Maximum Tk.5.00 Lac	
		LTM	Maximum 25.00 Lac	
		OTM	Above Tk. 5.00 Lac	
(2)	Computer, Printers & its Accessories	DPM	Maximum Tk. 25,000.00	Estimate of Package
		RFQ	Maximum Tk. 2.00 Lac	
		LTM	Up to 10.00 Lac	
		OTM	Above Tk. 2.00 Lac	
(3)	Revenue Items (Printing, Stationary & etc.)	DPM	Maximum Tk.25,000.00	Estimate of Package
		RFQ	Maximum Tk. 3.00 Lac	
		LTM	Up to 10.00 Lac	
		OTM	Above Tk. 3.00 Lac	
(4)	(Liveries: Shoe/ Gumboot)	DPM	From Distributor/authorized Sole Agent of Bata, EPSI, BMTF/ through Cheque under APP	
(5)	Revenue Items (Ribbon/Toner)	DPM	From Distributor/authorized Sole Agent through Cheque under APP	
(6)	Repair & Maintenance under Works	DPM	MaximumTk. 25,000.00	Estimate of Package
		RFQ	Maximum Tk. 2.00 Lac	
		LTM	Above Tk.25,000.00	
		OTM	Above Tk.2.00 Lac	
(7)	Items for X-former Repair,Sub-stations maintenance, Line Tools, Lineman Tools and Electrical Operating Equipments	DPM	Maximum Tk.25,000.00	Estimate of Package
		RFO	Maximum Tk.2.00 Lac	
		LTM	Maximum Tk.25.00 Lac	
		OTM	Above Tk.2.00 Lac	
(8)	Transportation/ Service	DPM	Maximum Tk.25,000.00	Estimate of Package
		RFO	Maximum Tk.3.00 Lac	
		LTM	Above Tk.25,000.00 to Tk.25.00 Lac	
		OTM	Above Tk. 3.00 Lac	

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(9)	X-former Oil	RFQ	From Govt-owned Oil Companies	
(10)	Materials/equipments for Emergency/ Disaster Management	As per approval of Chairman, BREB		Estimate of Package
(11)	Materials/equipments for O&M for Deposit Works	Generally through Lead PBS under Annual Procurement Plan of individual PBS, May be procured under Annual Procurement Plan, approval of which along with method shall be obtained from the competent authority of BREB.		
(12)	(a) Power Transformer carrying (Due to damaged X-former replacement)	DPM	Maximum 5,00,000.00	Estimate of Package
	(b) ACR & other Sub-station equipment Repairing			

L AUTHORITY OF ADMINISTRATIVE APPROVAL FOR PBS PROCUREMENT

On approval of Annual Procurement Plan, the PBS will proceed to procure materials/equipments subject to maintaining following conditions:

- (1) The Revenue items shall require no other Administrative Approval for procurement against Annual Procurement Plan.
- (2) The Capital Items like CCTV Camera, Photocopier Machine, Computer & Accessories, Air Conditioner(AC), Generator, Sound System and other Electric items whose estimated value is more than 50,000(Fifty Thousand) taka and electrical materials/equipments (Power Transformer, ACR, OCR etc.) shall require Administrative Approval from competent authority of BREB. Other Capital Items shall require Administrative Approval as per threshold.
- (3) All sorts of Engine Driven Transports/other Vehicles, e.g., Jeep, Pick-up, Ambulance, etc. shall for procurement against Annual Procurement Plan, be subject to the Administrative Approval from the competent authority of BREB as per PBS Instruction 300-01

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-36 : PROCUREMENT PROCEDURE FOR THE PBS				
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Consultant TAPP, BREB

(Md. Duhidul Islam)
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(Md. Mozammel Haq)
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Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (4) Construction of any sort of PBS office building or residential building shall, for procurement against Annual Procurement Plan, require Administrative Approval from Chairman of BREB as per PBS Instruction.
- (5) The Annual Procurement Plan shall primarily identify the need of the materials/equipments under the above mentioned Capital Items and accordingly PBS Board proposal shall be sent to the Directorate of PBS Monitoring & Management Operation (Concerned Zone), BREB for approval, where applicable.

M. AUTHORITY FOR FINANCIAL APPROVAL FOR PBS PROCUREMENT

(1) **Financial Approval Authority for the procurement of Revenue Materials including Printing/Stationary:-**

The approving authority shall safeguard the interest of the PBS. The approving authority of the approval or disapproval of procurement of revenue materials including Printing/ Stationary will be as follows:

Item: Revenue Materials including Printing/ Stationary			
Proc. Method	Authority	approval Limit	Remarks
DPM	AGM (Sub-Zonal Office)	5,000.00 (Five Thousand) tk.	each lot
		50,000.00 (Fifty Thousand) tk.	Yearly max.
	DGM (Zonal Office)	10,000.00 (Ten Thousand) tk.	each lot
		1,50,000.00 (One Lac Fifty Thousand) tk.	Yearly max.
	Sr. GM/GM	25,000.00 (Twenty Five Thousand)	each lot
		3,00,000.00 (Three Lac) tk.	Yearly max.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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	<p>Note:</p> <ol style="list-style-type: none"> 1. The total amount of approval under Direct Procurement Method approved by the Senior General Manager/General Manager, Deputy General Manager (Zonal Office) and Assistant General Manager (Sub-Zonal Office) shall not exceed the amount of TK.5,00,000.00 (Five Lac) in a financial year. 2. All procurement under DPM shall be maintained under Annual Procurement Plan. 3. Procurement under Direct Procurement Method (DPM) will be given preference from the shopping mall or shopping store or sale centers which have Electronic Cash Register (ECR). 		
OTM/ LTM/ RFQ/ FW	Sr.GM/GM	upto tk. 3.00 (three) Lac	each lot
	PBS Board	Above tk.3.00 (Three) Lac	each lot

(2) **Financial Approval Authority for the procurement of Capital Items & other materials**

Item: Capital Items & other materials			
Proc. Method	Authority	Approval Limit	Remarks
DPM	AGM (Sub-Zonal Office)	5,000.00 (Five Thousand) tk.	each lot
		50,000.00 (Fifty Thousand) tk	Yearly max.
	DGM (Zonal Office)	10,000.00 (Ten Thousand) tk.	each lot
		1,50,000.00 (One Lac Fifty Thousand) tk.	Yearly max.
	Sr.GM/GM	25,000.00 (Twenty Five Thousand)tk.	each lot
		300,000.00 (Three Lac) tk.	Yearly max.
	<p>Note:</p> <ol style="list-style-type: none"> 1. The total amount of approval under Direct Procurement Method approved by the Senior General Manager/General Manager, Deputy General Manager (Zonal Office) and Assistant General Manager (Sub-Zonal Office) shall not exceed the amount of Tk. 5,00,000.00 (Five Lac) in a financial year. 2. All procurement under DPM shall be maintained under Annual Procurement Plan. 		

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

OTM/LTM/ RFQ/FW	Sr.GM/GM	upto tk. 5.00 (Five) Lac	each lot
	PBS Board	Above tk.5.00 (Five) Lac to tk. 10.00 (Ten) Lac	each lot
	Director, PBS Moni. & Mgt. Operation, BREB	Above tk.10.00 (Ten) Lac to tk. 15.00 (Fifteen) Lac	each lot
	Executive Director, BREB	Above tk.15.00 (Fifteen) Lac to tk. 25.00 (Twenty Five) Lac	each lot
	Member (Samity Management), BREB	Above tk. 25.00 (Twenty Five) Lac to tk. 50.00 (Fifty) Lac	each lot
	Chairman , BREB	Above tk. 50.00 (Fifty) Lac to tk. 1.00 (One) Crore	each lot
	BREB Bord	Above tk. 1.00 (One) Crore	each lot

Revision:				
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Asst. Secy. Genl. BREB

৬২ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(3) **Financial Approval Authority for the procurement of Transportation and/or Service:-**

Item: Transportation and/or Service			
Proc. Method	Authority	Approval Limit	Remarks
DPM	AGM (Sub-Zonal Office)	5,000.00 (Five Thousand) tk.	each lot
		50,000.00 (Fifty Thousand) tk	Yearly max.
	DGM (Zonal Office)	10,000.00 (Ten Thousand) tk.	each lot
		1,50,000.00 (One Lac Fifty Thousand) tk.	Yearly max.
	Sr.GM/GM	tk. 25,000.00 (Twenty Five Thousand)	each lot
		tk. 300,000.00 (Three Lac)	Yearly max.
	Note: 1. The total amount of approval under Direct Procurement Method approved by the Senior General Manager/General Manager, Deputy General Manager (Zonal Office) and Assistant General Manager (Sub-Zonal Office) shall not exceed the amount of Tk.5,00,000.00 (Five Lac) in a financial year. 2. All procurement under DPM shall be maintained under Annual Procurement Plan.		
OTM/LTM/ RFQ/FW	Sr.GM/GM	upto tk. 3.00 (Three) Lac	each lot
	PBS Board	Above tk.3.00 (Three) Lac to tk. 5.00 (Five) Lac	each lot
	Director, PBS Moni. & Mgt. Operation, BREB	Above tk. 5.00 (Five) Lac to tk.10.00 (Ten) Lac	each lot
	Executive Director,BREB	Above tk.10.00 (Ten) Lac to tk.15.00 (Fifteen) Lac	each lot
	Member (Samity Management), BREB	Above tk.15.00 (Fifteen) Lac to tk. 25.00 (Twenty Five) Lac	each lot
	Chairman, BREB	Above tk. 25.00 (Twenty Five) to tk. 50.00 (Fifty) Lac	each lot
	BREB Board	Above tk. 50.00 (Fifty) Lac	each lot

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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Consultant TAPP, BREB

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Molla)
Asst. Secy. (Board) BREB.

(4) **Financial Approval Authority for the procurement of Repair & Maintenance under Works:-**

Item: Repair & Maintenance under Works/Construction			
Proc. Method	Authority	Approval Limit	Remarks
OTM/LTM/ RFQ/FW	Sr.GM/GM	upto tk. 3.00 (Three) Lac	each lot
	PBS Board	Above tk.3.00 (Three) Lac to tk. 7.00 (Seven) Lac	each lot
	Director, PBS Moni. & Mgt. Operation, BREB	Above tk. 7.00 (Seven) Lac to tk. 20.00 (Twenty) Lac	each lot
	Executive Director, BREB	Above tk. 20.00 (Twenty) Lac to tk. 50.00 (Fifty) Lac	each lot
	Member (Samity Management), BREB	Above tk. 50.00 (Fifty) Lac to tk. 3.00 (Three) crore	each lot
	Chairman, BREB	Above tk.3.00 (Three) crore to 50.00 (Fifty) crore	each lot
	BREB Board	Above tk. 50.00 (Fifty) crore	each lot
<p>Note:</p> <p>a. The PBS Management will take approval of works plan from PBS Board for annual civil work and maintenance work. PBS management will apply snocem/ weather coat outside the office building/residential buildings and distemper inside the office residential buildings after every three year.</p> <p>b. PBS management will accomplish the said civil work/maintenance work by its own manpower upto the estimated price is 7,00,000.00 (Seven Lac) tk. In this case PBS will finalize the estimate and perform the work by PBS manpower. If required, PBS may take the assistance of the concerned project division, BREB.</p> <p>c. If the estimated price civil work/maintenance work exceeds tk. 7,00,000.00 (Seven Lac) then the said work has to be performed according to PBS Instruction 100-57</p>			

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(Md. Abdul Khaleque)
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(Kamrul Ansan Mollia)
Asst. Secy. (Board), BREB.

(5) **Financial Approval Authority for the procurement of Computer and its Accessories and their Maintenance:-**

Item: Computer and its Accessories and their Maintenance			
Proc. Method	Authority	Approval Limit	Remarks
DPM	Sr.GM/GM	25,000.00 (Twenty Five Thousand) tk.	each lot
		3,00,000.00 (Three Lac) tk.	Yearly max.
	Note: 1. The total amount to be approved by senior General Manager/ General Manager under Direct Procurement Method shall not exceed the amount of Tk. 3,00,000.00(Three Lac) in a financial year. 2. All procurement under DPM shall be maintained under Annual Procurement Plan.		
OTM/LTM/ RFQ/FW	Sr.GM/GM	upto tk. 2.00 (Two) Lac	each lot
	PBS Board	Above tk.2.00 (Two) Lac to tk. 4.00 (Four) Lac	each lot
	Director, PBS Moni. & Mgt. Operation, BREB	Above tk.4.00 (Two) Lac to tk. 10.00 (Ten) Lac	each lot
	Executive Director, BREB	Above tk. 10.00 (Ten) Lac to tk. 20.00 (Twenty) Lac	each lot
	Member, Samity Management, BREB	Above tk. 20.00 (Twenty) Lac to tk. 30.00 (Thirty) Lac	each lot
	Chairman, BREB	Above tk. 30.00 (Thirty) Lac	each lot

(6) **Financial Approval Authority for (a) Carrying of Power Transformer (Due to Damage and its replacement) and (b) Repairing of ACR & other Sub-station equipment**

Item: Carrying of Power Transformer (Due to Damage and its replacement) and (b) Repairing of ACR & other Sub-station equipment			
Proc. Method	Authority	Approval Limit	Remarks
DPM	Senior GM/GM	Maximum 2,00,000.00 (Two Lac) tk.	each lot
	PBS Board	Above tk.2.00 (Two) Lac to tk. 4.00 (Four) Lac	
	Director, PBS Moni. & Mgt. Operation, BREB	Above tk. 4.00 (Four) Lac to tk. 7.00 (Seven) Lac	
	Executive Director, BREB	Above tk. 7.00 (Seven) Lac to tk. 10.00 (Ten) Lac	
	Member, Samity Management, BREB	Above tk. 10.00 (Ten) Lac to tk. 25.00 (Twenty Five) Lac	each lot
	Chairman, BREB	Above 25.00 (Twenty Five) Lac	each lot

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(7) Financial Approval Authority for the procurement of Engine Driven Transports and other Vehicles

Item: Engine Driven Transports, and other Vehicles			
Proc. Method	Authority	Approval Limit	Remarks
DPM/ RFQ/ LTM OTM	Chairman, BREB	All threshold value.	Jeep, Pick-up, Ambulance, Motor cycle, etc..

(8) Procurement of Driven Transports, Launch, Speed-Boat-Etc.

- a) Committee for procurement of engine driven transports, launch speed-boat, motor cycle etc. shall be as per following:

1.	Si. GM/General Manager	Convener
2	Deputy Director(concernred PBS Moni. & Mgt. Operation, BREB	Member
2.	Assistant General Manager, Administration	Member-Secretary
3.	Assistant General Manager (O&M)	Member

9) Financial Approval Authority for the procurement of Services:-

Item: Transportation and/or Service			
Proc. Method	Authority	Approval Limit	Remarks
DPM	AGM (Sub-Zonal Office)	5,000.00 (Five Thousand) tk.	each lot
		50,000.00 (Fifty Thousand) tk	Yearly max.
	DGM (Zonal Office)	10,000.00 (Ten Thousand) tk.	each lot
		1,50,000.00 (One Lac Fifty Thousand) tk.	Yearly max.
	Sr.GM/GM	tk. 25,000.00 (Twenty Five Thousand)	each lot
		tk. 300,000.00 (Three Lac)	Yearly max.
OTM/LTM/ RFQ/FW	Note:		
	1. The total amount of approval under Direct Procurement Method approved by the Senior General Manager/General Manager, Deputy General Manager (Zonal Office) and Assistant General Manager (Sub-Zonal Office) shall not exceed the amount of Tk.5,00,000.00 (Five Lac) in a financial year.		
	2. All procurement under DPM shall be maintained under Annual Procurement Plan.		
OTM/LTM/ RFQ/FW	Sr.GM/GM	upto tk. 3.00 (Three) Lac	each lot
	PBS Board	Above tk.3.00 (Three) Lac to tk. 5.00 (Five) Lac	each lot

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Director, PBS Moni. & Mgt. Operation, BREB	Above tk. 5.00 (Five) Lac to tk.10.00 (Ten) Lac	each lot
Executive Director, BREB	Above tk.10.00 (Ten) Lac to tk.15.00 (Fifteen) Lac	each lot
Member (Samity Management), BREB	Above tk.15.00 (Fifteen) Lac to tk. 25.00 (Twenty Five) Lac	each lot
Chairman, BREB	Above tk. 25.00 (Twenty Five) to tk. 50.00 (Fifty) Lac	each lot
BREB Board	Above tk. 50.00 (Fifty) Lac	each lot

b) Four wheeler (Car, Jeep, Pick-up, etc.)

- The Four wheeler drive (Car, Jeep, Pickup, Ambulance etc.), transport shall be procured according to the specifications to be laid down by Bangladesh Rural Electrification Board from time to time by the MPSS Directorate, BREB to be formed in this regard. The Lead PBS shall arrange procurement OTM or as per method to be decided by Chairman, BREB on emergency or special ground.
- Such procurement process will start after obtaining administrative approval of the Chairman, BREB. The Committee will evaluate the quotations and recommend to award to the Lowest Responsive Tenderer ensuring fair market price.

c) Launch/Speed Boat:

On receiving administrative approval the purchase of Launch/ Speed-Boat will be done by OTM on the basis of the specifications to be laid down by BREB. The tenders so received will be evaluated by a Committee as per M (8) a). Ensuring fair market price the purchase deal will be finalized by the respective PBS.

- On receiving administrative approval from Chairman, BREB the procurement shall be made from Govt./ Semi Govt./ Autonomous Bodies who manufacture/ assemble/ supply such motor cycle. In such case PBS may directly purchase from such organization on the basis of single quotation provided that the price of such materials have been fixed by proper authority of such organization from time to time.

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৬২১ তম বোর্ড সভায় অনুমোদিত নিকট নং ১৭৭০০

- e) In case of non availability in above mentioned organization the purchase of Motor Cycle the committee as stated in 8(a) above shall collect quotations from genuine/bonafide suppliers/ manufacturer. Ensuring fair market price the purchase deal will be finalized on the basis of lowest responsive bid.

R. PROCEDURE FOR PRE-QUALIFICATION OF SUPPLIERS

A. PRE-QUALIFICATION OF SUPPLIERS

1. Before starting of the preferably in the month of March/April preceding the financial year, the PBS Departmental Head, Administration shall arrange to prepare Annual Procurement Plan(APP) after getting requisition of materials/equipments/services from the Departmental Heads as per procedure mentioned in the concerned section. The Senior General Manager/General Manager shall review the requisition of materials/equipments/services and route it to the PBS Departmental Head, Administration
2. On the Basis of the Annual Procurement plan(APP) the PBS Departmental Head, Administration will invite application from Genuine, bonafide suppliers/ manufacturers/vendors for pre-qualification through National or local press/ direct invitation, as the case may be.
3. The interested vendors shall furnish the following documents with their applications;
 - A Current Trade License;
 - B Income Tax Clearance Certificate;
 - C Bank Solvency Certificate;
 - D Full address of office & Show-room
 - E Vat Registration ; etc
4. After receiving the application, the PBS Departmental Head, Administration will route the applications to the Senior General Manager/ General Manager for his perusal and subsequent placement to the Evaluation Committee.
5. The Evaluation Committee before giving its recommendations must verify the applicants' genuinity in the respective trade for which the applicants wants pre-qualifications.

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৬২ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

NOTE: In the absence of Departmental Head, Administration for any reason whatsoever, Departmental Head (Human Resource), shall discharge the duties and responsibilities of Departmental Head, Administration as outlined in this Policy Instruction. In absence of Departmental Head (Human Resource), Department Head (Finance-Accounts) will perform the job.

B. Pre-Qualification Procedure.

- 1 Applicants and Tenders shall be informed of all the mandatory requirements for qualification if the Pre-Qualification procedure is being used in any Procurement and in such cases the mandatory requirements for qualification shall be clearly stated in the Pre-Qualification Documents.
- 2 If the Open Tendering Method follows no Pre-Qualification process, the mandatory requirements for qualification shall be stated in the Tender Documents.
- 3 The PBS shall evaluate the information provided by the Applicants in accordance with the evaluation criteria detailed in the Pre- Qualification or Tender Documents.
- 4 Applicants not meeting the minimum requirements for qualification shall be declared disqualified provided that,
 - a) an Applicant may be "conditionally Pre-Qualified" if the Application has minor flaws or deficiencies in meeting one or more requirements that can be easily redressed before the deadline for submission of Tender;
 - b) in such cases the participation of the Applicant in the Tender shall be conditional on its meeting the requirements imposed on it in the "conditional Pre-Qualification".
- 5 The criteria for establishing an Applicant's ability to perform the specific contract shall be assessed by the Procuring Entity as detailed below-
 - a) experience and past performance on similar job/works/service or programmes in respect of
 - (i) minimum number of similar projects or programmes that have been completed;
 - (ii) the value of similar completed job/works/service or programmes to be considered, both individually and collectively

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (iii) the offices, Govt. concern or Private, in which the Applicant has worked in the past and
- (iv) performance of Goods including plant, equipment and machinery supplied to the concerned Offices
- b) capabilities with respect to personnel, equipment and construction or manufacturing facilities-
- (i) the professional qualifications and experience of key personnel within the Applicant's organization;
- (ii) the types and minimum number of equipment that an Applicant would be expected to possess in order to fulfill the contract or to demonstrate that it has obtained a "contractual arrangement" for hire or lease access to such equipment during the intended period of use to perform the contract;
- (iii) the minimum production capacity considered necessary for the performance of any contract with the manufacturers; and
- (iv) whether the Procuring Entity intends to inspect the equipment or facilities as part of the evaluation of the Applications or not.
- c) mandatory requirements for technical, financial and legal aspects shall be as per Tender Document.
- 6 The PBS, for its specific requirements, may alter as necessary in the documentation and typical Pre-Qualification evaluation criteria.
- 7 If none of the Applicants meet the pre-qualifying criteria, then all Applications may be rejected with the approval of the competent authority.
- 8 In the case of rejection of all Applications subject to the approval of Member (Samity Management), the PBS shall take the following actions-
- (a) If, after review, the contents of the Invitation for Pre- Qualification are found to be satisfactory, the PBS shall re- advertise the Invitation more widely, if the requirement is of a high value or complex nature; or
- (b) If the Invitation is considered to be in need of revision, the revised Invitation may be reissued to those Persons or firms who had earlier submitted Applications; or
- 9 The PBS shall disqualify any Applicant if, at any time, it finds that the information submitted for qualification was either significantly inaccurate or incomplete, and in such case the grounds for disqualification shall be clearly mentioned in the Evaluation Report

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

C. Maintaining Lists of Qualified Potential Suppliers or Contractors.

- (1) The PBS may invite potential Suppliers and Contractors to submit documents in support of their qualifications for enlistment if they wish to participate in procurement under the LTM.
- (2) The PBS may invite potential Suppliers and Contractors to submit documents in support of their qualifications for enlistment if they wish to participate in procurement under the LTM.
- (3) In the case of enlisting Suppliers or Contractors by the PBS the following procedures shall be followed-
 - (a) the PBS shall maintain the list by type and categories of Supply or Works;
 - (b) the list stated under Clause-(3)(a) shall be prepared by a Committee formed and approved by Member (Samity Managent);
 - (c) the PBS shall convene meetings of that Committee once in a year to update the list with additions of new Persons or upgrading or downgrading of Persons
 - (d) the annual advertisement notice shall allow all the interested Persons the period to provide the required Qualification information.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

[SAMPLE ANNUAL PROCUREMENT PLAN]

Capital Item
Procuring Entity Name (PBS)
(FY -)
For Goods/Works/Services

Packag e No	Description of Procurement package GOODS	Unit	Quantity	Procurement method & Type	Contract Approving Authority	Source of Funds	Estd.c ost. in Million Tk.	Time Code for process	Net Used in GOO Ds	invite/ Advertis e Tender	Tender Opinin g	Tender Evaluatio n	Approval to Award	Notific ation of Aware	Signin g of Contra ct	Total time to Contract Signature	Time for compl etion of Contac t
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned Dsles									
								Planned Days									
								Actual Dates									

[SAMPLE ANNUAL PROCUREMENT PLAN]

Revenue Item
Procuring Entity Name (PBS)
(FY -)
For Goods/Works/Services

Pack age No	Description of Procurement package GOODS	Unit	Quantity	Procurem ent method & Type	Contract Approving Authority	Source of Funds	Estd.c ost. in Million Tk.	Time Code for proces s	Net Used in GOO Ds	invit e/ Adve rtise Tend er	Tend er Opin ing	Tender Evaluation	Approval to Award	Notificat ion of Aware	Signi ng of Cont ract	Total time to Contract Signatur e	Time for compl etion of Contac t
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planne d Dsles									
								Planne d Days									
								Actual Dates									

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-36 : PROCUREMENT PROCEDURE FOR THE PBS				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

-----পল্লী বিদ্যুৎ সমিতি-----
বাৎসরিক সাধারণ মালামাল ক্রয়ের চাহিদা ফর্ম
(-----বিভাগ)

ক্রমিক নং	মালামালের বিবরণ	আইটেম নং (যদি থাকে)	বিগত অর্থ বছরে ব্যবহার সংখ্যা	বিগত অর্থ বছরের পূর্ববর্তী অর্থ বছরে ব্যবহৃত সংখ্যা	বর্তমানে চোর মজুদ সংখ্যা	বর্তমান অর্থ বছরে সম্ভাব্য চাহিদা	আগামী অর্থ বছরে সম্ভাব্য চাহিদা	মন্তব্য
1	2	3	4	5	6	7	8	9
2								
3								
4								
5								

সংশ্লিষ্ট দায়িত্বপ্রাপ্ত সুপারভাইজার

বিভাগীয় প্রধান

সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার

Revision:				
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(Md. Asanul Haque)
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PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Molla)
Asst. Secy. (Board), BREB.

-----পল্লী বিদ্যুৎ সমিতি-----

বাৎসরিক সাধারণ মালামাল ক্রয়ের চাহিদা ফরম
(প্রশাসন-বিভাগ)

ক্রমিক নং	মালামালের বিবরণ	আইটেম নং (যদি থাকে)	বিগত অর্থ বছরে ব্যবহার সংখ্যা	বিগত অর্থ বছরের পূর্ববর্তী অর্থ বছরে ব্যবহৃত সংখ্যা	বর্তমানে স্টোর মজুদ সংখ্যা	বর্তমান অর্থ বছরে সম্ভাব্য চাহিদা	আগামী অর্থ বছরে সম্ভাব্য চাহিদা	বর্তমান ক্রয় চাহিদা	সম্ভাব্য একক মূল্য	মোট মূল্য	মন্তব্য
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১	১২

মালামাল ক্রয়ের বিষয়ে প্রয়োজনীয় যৌক্তিকতা/ব্যাখ্যা/বিবরণঃ

যে সকল তথ্য সুস্পষ্ট/সুনির্দিষ্ট থাকতে হবেঃ

- ১ অনুমোদিত বাজেটে সম্ভাব্য ক্রয়ের সংস্থান আছে কি-না?
- ২ অনুমোদিত বাজেটে ব্যয়ের সংস্থান না থাকলে বাপবিবো এর নিকট হতে সম্ভাব্য অনুমোদন নেয়া হয়েছে কি-না?
- ৩ বাজেট ছাড়ের বিষয়ে অর্থ বিভাগের ক্লিয়ারেন্স নেয়া হয়েছে কি-না?
- ৪ ছকে বর্ণিত মালামাল অন্য কোন উৎস হতে সংগ্রহ করার চাহিদা দেয়া আছে কি-না?
- ৫ কোন অর্থ বছরে মূল্য পরিশোধ করা হবে এবং তার সম্ভাব্য সময়কাল (মাস):
- ৬ মালামালের মূল্য পরিশোধের ক্ষেত্রে অর্থের উৎস (ক) নিজস্ব তহবিল (খ) ধারে (গ) ঋণ (ঘ) অন্যান্য (যদি থাকে)।

কমন স্টোরের দায়িত্বপ্রাপ্ত কর্মচারী

ইসি/ এইসি

এজিএম (প্রশাসন)

সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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(Debasish Chakraborty
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollah)
Asst. Secy. (Board), BREB.

-----পল্লী বিদ্যুৎ সমিতি-----
ওএন্ডএম/ ডিপোজিট ওয়ার্কের মালামাল ক্রয়ের চাহিদা ফর্ম

ক্রমিক নং	মালামালের বিবরণ	আইটেম নং (যদি থাকে)	বিগত অর্থ বছরে ব্যবহার সংখ্যা	বিগত অর্থ বছরের পূর্ববর্তী অর্থ বছরে ব্যবহৃত সংখ্যা	বর্তমা নে টোর মজুদ সংখ্যা	বর্তমান অর্থ বছরে সম্ভাব্য চাহিদা	আগামী অর্থ বছরে সম্ভাব্য চাহিদা	বর্তমান ক্রয় চাহিদা	সম্ভাব্য একক মূল্য	মোট মূল্য	মন্তব্য
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১	১২

মালামাল ক্রয়ের বিষয়ে প্রয়োজনীয় যৌক্তিকতা/ব্যাখ্যা/বিবরণঃ

যে সকল তথ্য সুস্পষ্ট/সুনির্দিষ্ট থাকতে হবেঃ

- ১ অনুমোদিত বাজেটে সম্ভাব্য ক্রয়ের সংস্থান আছে কি-না?
- ২ অনুমোদিত বাজেটে ব্যায়ের সংস্থান না থাকলে বাপবিবো এর নিকট হতে সম্ভাব্য অনুমোদন নেয়া হয়েছে কি-না?
- ৩ বাজেট ছাড়ের বিষয়ে অর্থ বিভাগের ক্রিয়ারেপ নেয়া হয়েছে কি-না?
- ৪ ছকে বর্ণিত মালামাল অন্য কোন উৎস হতে সংগ্রহ করার চাহিদা দেয়া আছে কি-না?
- ৫ কোন অর্থ বছরে মূল্য পরিশোধ করা হবে এবং তার সম্ভাব্য সময়কাল (মাস):
- ৬ মালামালের মূল্য পরিশোধের ক্ষেত্রে অর্থের উৎস (ক) নিজস্ব তহবিল (খ) ধারে (গ) ঋণ (ঘ) অন্যান্য (যদি থাকে)।

স্টোর কীপার এজিএম(ওএন্ডএম)/ইঞ্জিনিয়ার এজিএম(অর্থ)হিসাব ডিজিএম (সদর-কারিগরি) নির্বাহী প্রকৌশলী(প্রকল্প)

সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার

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(Md. Mozammel Huda)
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Consultant TAPP BREB

(Md. Ahsanul Haque,
Consultant TAPP BREB

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০