



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001: 2015, ISO 14001:2015 & ISO
45001:2018 STANDARD)

PROCEDURE FOR PURCHASE PROCESS



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-011

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1.0 Purpose

- To ensure that purchased product conforms to the specified requirements,
- To ensure that purchase orders clearly define the product ordered,
- To ensure consistency in supply

2.0 Scope

All major purchase of Bangladesh Power Development Board.

3.0 Terms & Definition

Definition

The Procurement Made of:

- Goods
- Works
- services

Abbreviations

BPDB –Bangladesh Power Development Board

MR – Management Representative

APP - Annual Procurement Plan

OTM - Open Tendering Method

DPM - Direct Procurement Method

NOA - Notification of Award

4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.0, 5.1	All Head of the office (PE) and Board as per DOFP of BPDB,
5.2	Director, Purchase, Member, Finance, Consignee & OOP
5.3, 5.5, 5.6, 5.7, 5.8	Consignee & OOP, Design & DOP, OOP, TSC/TEC, DOP/CE/ Member/ Chairman/ Board, Committee
5.9	All persons concerned in procurement, receiving. Procuring entity

5.0 Procedure

5.1 Plan

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- Procurement process is pursued by all Head of the office of BPDB.
- Annual Procurement Plan (APP) proposed & prepared by concerned Head of the office and recommended for approval by concerned CE & Member.
- Purchase items control:
 - Firstly Control by APP. And Case to Case maintain individual file for each Procurement.
 - Major components / materials/services are purchased from the approval of Board, GCCP and ECNEC as per DOFP.
- Purchasing process control:
 - Firstly Control by APP, floating of Tender as per selected Tender Document from CPTU, Prepared by Director Design-1 & 2 according to PPR - 2008. Evaluated by TEC approved by Ministry and approval of Board, GCCP and ECNEC as per DOFP.
 - A Contract Signed with responsive successful lowest Bidder and maintain each Pur No./ Contract No and maintain a Register for each Contract.
 - Suppliers/ contractors are selected according to Qualifying Criteria which are mentioned in Tender Documents (EOI, TOR, RFP and others)
 - Suppliers'/ contractor's performance dependent on Maintaining Delivery schedule, Quality of the items supplied served and others are checked according to the criteria mentioned in Tender Documents.
 - Delivery schedule and shipment Validity, Pre and Post landing inspection and finally by FAC or Acceptance Certificate by Concern Committee.
 - Suppliers/ contractors become responsible for delay supplied and should be impose LD for delayed as per Tender Document.

5.2 Procurement Planning Approval

- Annual Procurement Plan (APP) is proposed & prepared by concerned Head of the office and recommended for approval by concerned CE & Member in the light of budget provision.
- Annual Procurement Plan (APP) is then approved by the concerned member.
- It will be updated on quarterly basis. Its copy will be hung on the notice board of concerned department and will be submitted to CPTU, Finance Department, and concerned approving authority.

5.3 International Procurement of Goods and Works under Open Tendering Method (OTM) / Direct Procurement Method (DPM)

- Procurement Requisition Processing
 - For all procurement, requisition are required from concerned Procuring Entities mentioning Technical Specification, Official Cost Estimate.

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- If information in the requisition is inadequate, it will be sent back for further enquiry on information. If all Information are found alright, Procurement Requisition is then examined & recommended by concerned Director, SSA & CE.
- Procurement Proposal is then formally approved and floated Tender.
- **Tender Documentation & Processing**
 - Tender Document preparation is then taken up.
 - Tender Documents are prepared by Director Design - 1 & 2 and then examined by consignee. Accounts and Finance department put their opinion about budget and financial criteria.
 - Tender Document is then approved by Approving Authority
 - Publication of Tender Notice for OTM both national & International as per PPR-2008. For DPM Tender Document directly send / Issue to the Concern Person/ Organization as per PPR-2008.
 - Tender is then received as per time and date mentioned in the tender document.
 - Tender is then opened as per time and date mentioned in the tender document by the Tender Opening Committee.
 - The tenders will be accepted and analyzed as per conditions of tender documents. All Tenders are then evaluated by Tender Evaluation Committee.
 - Evaluation Report of TEC is then directly sent to Approving Authority with Recommendation.
 - Evaluation Report of TEC is then formally approved.
- **Contract Processing**
 - Issuing of Notification of Award (NOA) along with draft Contract Document.
 - Acceptance of NOA and Submission of Performance Guarantee (PG)
 - After Authentication of PG Contract are signed with Director Purchase, Concern Project Director and Secretary of board.
 - L/C is opened and a copy is sent to the supplier/ contractor.
- **Test of Supplied Items**
 - As required by the contract Factory Test Witness is performed by Factory Test Witness Team comprising of BPDB engineers.
 - The team then prepares Factory Test Witness Report and submits to concern Authority.
 - Factory Test Witness Report is then approved for acceptance by the concerned authority
- **Part Payment of Foreign Currency**
 - Payment made as per Payment Terms of Contract by DO P.
 - Procurement from OOP, All Payment certified by OOP and send to CPAAC under Directorate of Accounts. And then send to Directorate of finance for placement of required fund. After placement of fund OOP issue a Payment advice against L/C Number for foreign Currency Payment.

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- After Post Landing Inspection by concern committee, Concern Consignee Receive the Goods.
- Receive & Inspection (R & I) Report is then issued by concern Consignee/ Head of the office.
- Payment of Local Currency
 - Payment of Local Currency against submission of bill submitted by the supplier Certified for payment by the OOP and Payment made by CPAAC with the Approval of Directorate of Accounts after placement of required fund by DOF.
- Refund of Performance Security
 - Performance Security Refunded by all head of office after fulfillment of Warranty obligations.

5.4 Procurement, Intellectual & Professional Services

- Intellectual & Professional Services will be procured following QCBS, SFB, LCS, SBQC.CSO, DC as applicable and stated in PPR-2008

5.5 National Procurement of Goods and Works under Open Tendering Method (OTM) / Direct Procurement Method (DPM)

- Procurement Requisition Processing
 - to be raised by concerned Procuring Entities mentioning Technical Specification, Official Estimate.
 - If information in the requisition is inadequate, it will be sent back for further enquiry on information. If an information are found alright Procurement Requisition is then examined & recommended by concerned Director, SSA & CE.
 - Purchase Requisition is then formally approved.
 - If the amount involved in procurement is more than Tk. 24 Crore and upto 50 crore Concern Ministry will be approved. More than 50 Crore approving Authority is Ecnec.
- Tender Documentation & Processing
 - Tender Document preparation is then taken up.
 - Tender Documents are prepared by Director Design-1 & 2 and then examined by consignee. Accounts and Finance Department put their opinion about budget and financial criteria.
 - Tender Document is then approved by approving authority
 - Publication of tender notice for OTM both National & International as per PPR-2008. For DPM Tender Document directly send/ issue to the concern person/ Organization as per PPR-2008.
 - Tender is then received as per time and date mentioned in the tender document.
 - Tender is then opened as per time and date mentioned in the tender document by the Tender Opening Committee.

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- The tenders will be accepted and analyzed as per conditions of tender documents. All Tenders are then evaluated by Tender Evaluation Committee.
- Evaluation Report of TEC is then directly send to Approving Authority with Recommendation.
- Evaluation Report of TEC is then formally approved.
- Issuing of Notification of Award (NOA) along with draft contract document
- Contract Processing
 - Acceptance of NOA and submission of Performance Guarantee (PG)
 - After Authentication of PG Contract are signed with Director Purchase, Concern Project Director, concern head of the office.
- Receive & Inspection (R&I) of Goods
 - After arrival of goods, inspection is done and recommendation is made for acceptance
 - Receive & Inspection (R&I) of Goods and issuance of R&I Report
 - Issuance of Acceptance Certificate
- Payment
 - Payment of local currency against Submission of bill submitted by the supplier certified for payment by the DOP and payment made by CPMC with the approval of Directorate of Accounts after placement of required fund by DOF
 - Performance Security refunded by all head of office after fulfillment of warranty obligations

5.6 National Procurement of Goods, Works and Physical Services under Direct Cash Purchase (DCP) Method

- Direct cash purchase can be done up to Tk. 25000 for each purchase but the total amount will not exceed Tk. 500000 in a financial year. This will be done with the committee consists of three members.

5.7 National Procurement of Goods/ Works/ Physical Service under Request for Quotation (RFQ) Method

- Procurement Requisition and RFQ Processing
 - Purchase Requisition mentioning description of goods with Technical Specification, are prepared by sections. This is checked and recommended by AE/SDE or Eqv. Officer and approved by the officer as per DOFP.
- Processing RFQ Document
 - Invitation Letter with RFQ Document is then prepared and issued to competent suppliers/Contractor.
 - It is also published in the notice boards.

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- Quotations are then received from Interesting parties as. per RFQ documents timing
- Received Quotations are then sent to the TEC
- Quotations are then opened and evaluated by Tender Evaluation Committee (TEC)
- Evaluation Report of TEC is then send directly to the Approving Authority with Recommendation for approval.
- Approving Authority approve the recommendation of TEC
- Then Purchase Order issued to the successful responsive lowest bidder as per TEC Report
- Local Procurement
 - To check store balance of the required spares.
 - Identify & collect proper specification of the required spares from the field and drawing.
 - Collect budgetary price of the specified spares by any means and put it in "Annual Procurement Plan" (APP) as per format of APP (Format-Attached). The APP and required budget need to be approved by concerned CE/Member.
 - As per time schedule mentioned in approved APP prepare estimate of the spares, take store non-availability clearance and initiate a note sheet mentioning the following: a) Method and justification of procurement, b) Included in APP and budget or not. If it is not mentioned in APP and included in the budget, place a revised APP with budget allotment for the spares and take an approval.
 - Take approval both financial and administrative as per financial delegation of the organization.
 - Prepare tender document of the respective spares to procure and take approval from respective authority^
 - Accounts section arranges to publish he procurement in national dailies (only or OTM).BPDB;s website, bulletin of BPDB
 - Prepare open record of the tender at the time of opening of the tender.
 - Prepare evaluation report among the tenderers as per recommendation of Evaluation Committee.
 - Initiate note sheet presenting the summery of the evaluation report and take approval from the competent approving authority.
 - After approval of TEC;s recommendation NOA issued to the responsive successful lowest bidder along with draft contract document
 - After acceptance, submission of PG in time and authentication of PG contract will be signed with the successful responsive lowest bidder
 - Accounts section arranges to pay the bill to the contractor.

5.8 Others

- Professional Misconduct: BPDB and its employees shall demonstrate professional conduct required for fair procurement. Misconduct will be managed following the provisions of PPR-2008, & PPA-2006

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- Procurement under e-governance where applicable and convenient for carrying out procurement electronic processing system is followed.
- Effectiveness of the Procedure for Procurement is evaluated from time to time.
- Procedure for procurement is reviewed for suitability.
- Actions are taken to improve the system on the basis of evaluation.

6.0 References

- a) PPR-2008 & Delegation of Financial Power (DOFP)
- b) As per Tender Document
- c) Contract
- d) L/C

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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