

Procurement Policy-2008
Bangladesh Disabled Development Trust-BDDT

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[বোর্ড অফ ট্রাস্টিজের ১২.০৮.২০০৭ ইং তারিখের দ্বিতীয় সভার ৯.২ সিদ্ধান্ত মোতাবেক
এই নীতিমালা প্রনয়ণ করা হল ।]

Bangladesh Disabled Development Trust- BDDT

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To purchase the goods/materials for Bangladesh Disabled Development Trust-BDDT there are three separate committees e.g direct purchase, Sport Purchase Committee-SPC, Main Purchase Committee-MPC, which are responsible to purchase any kinds of good/material for BDDT. Details of the three separate committees are given below-

1. Direct purchase: Any responsible person of BDDT can purchase anything from anywhere up to Taka 10,000.00 by taking approval from Managing Trustee.

2. Sport Purchase Committee-SPC: This committee can purchase up to Taka 5,00,000.00 SPC will collect at least three quotations and will purchase from the lowest bidder.

2.1 Sport Purchase Committee for Dhaka Office:

SL	Name and Designation	Committee designation
i)	Md. Moniruzzaman Khan Managing Trustee	Convener
ii)	Md. Mizanur Rahman Assistant Coordinator	Member
iii)	Md. Mizanur Rahman Office Assistant	Member

2.2 Sport Purchase Committee-Barguna Office

SL	Name and Designation	Committee designation
i)	Md. Abdus Sattar Manager IDP-Barguna	Convener
ii)	Md. Bazlur Rahman Field Worker	Member
iii)	Nayan Akter Field Worker	Member

3. Main Purchase Committee-MPC: This committee will purchase the materials, which cost more than 50,00,000 TK. approved by the Board of Trust. At first they will call for tender by publishing notice in daily newspaper and through email and will give the tender to the lowest bidder.

Main Purchase committee are:

SL	Name and Designation	Committee designation
i)	Rahnuma Ara Khan Mazlish Treasurer Board of Trust	Convener
ii)	Md. Moniruzzaman Khan Managing Trustee	Member Secretary
iii)	Md. Mizanur Rahman Assistant Coordinator	Member

4. Quality Control Committee: There will be a Quality Control Committee. This Committee must check materials that will be bought by SPC and Purchase Committee.

SL	Name and Designation	Committee designation
i)	Mark Rupayan Ghosh Treasurer Board of Trust	Convener
ii)	Md. Moniruzzaman Khan Managing Trustee	Member Secretary
iii)	Khandaker Shahadat Hossain Assistant Coordinator	Member

Mode of payment:

- Payment will be made by cash for direct purchase .
- Materials/goods purchase by SPC will be paid both cash and cheque to purchase anything
- Purchase through Main Purchase Committee -MPC will be paid in cheque only.

Govt. VAT and Tax : Govt. VAT and Taxes rule will be stickly flowed.

Approval of purchase expenditure: As per Financial Manual.

The End