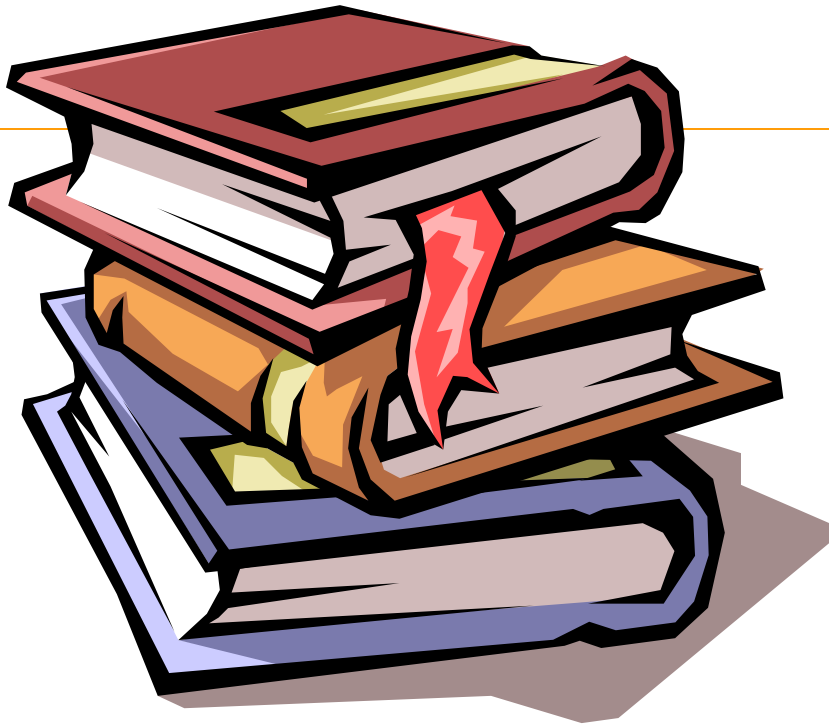


Purchase & Sales management

Presented by
Prof. Dr. Sheikh Md Rezaul Karim
Principal
Govt. Teachers` Training College, Khulna

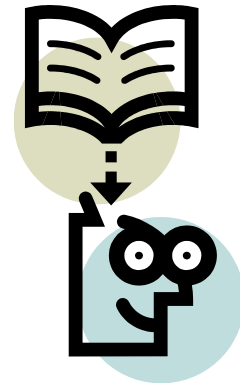
Public Procurement Regulation 2003-2008



Procurement :-

Procurements means purchasing , hiring and obtaining of goods, works and services by any contractual means.

সংগ্রহ বলতে যে কোন ধরনের চুক্তি অনুসারে পণ্য, কার্য ও সেবা ইত্যাদি ক্রয়, ভাড়া বা প্রাপ্তিকে বুঝায় ।



Tender

- **In general sense tender is a set of documents submitted by the seller or supplier for the consideration of buyer or Receiver .**

In a tender documents type of goods works or services, Quality, quantity, price, other terms & conditions as per demand of buyer and supplier are given or mentioned.

Tender :- Tenders means submission by the tenderer in writing for delivery of the procurement object that is presented to a procuring entity in response to the tender documents.

দরপত্র (Tender) হলো মালামাল সরবরাহকারী কর্তৃক মালামাল সরবরাহের জন্য কর্তৃপক্ষের নিকট দরপত্রদলিলের ভিত্তিতে লিখিত আবেদন পত্র ।

Tender document :- Tender document means the documents provided by a procuring entities to tenderers as a basis for preparation of their tenders.

কর্তৃপক্ষ কর্তৃক দরপত্র প্রস্তুতের ভিত্তি হিসাবে যে দলিল পত্র সরবরাহকারীকে দেয়া হয় তাকে দরপত্র দলিল (Tender Documents) বলে ।

Procuring Entity (PE) means ministers, divisions and departments belonging to, or attached to, Government or the other unit or subdivision thereof, and to the extent that they use public funds as defined in these Regulations, local Government agencies and public corporations or public bodies created by Government.

Head of a Procuring Entity (HOPE)

means the Secretary of a Ministry / Division, the Head of the Govt. Department / Directorate; or of the Chief Executive, by whatever designation called, of an autonomous / semi-autonomous body or corporation.

Objectives of the Regulations for Procurement

Efficiency

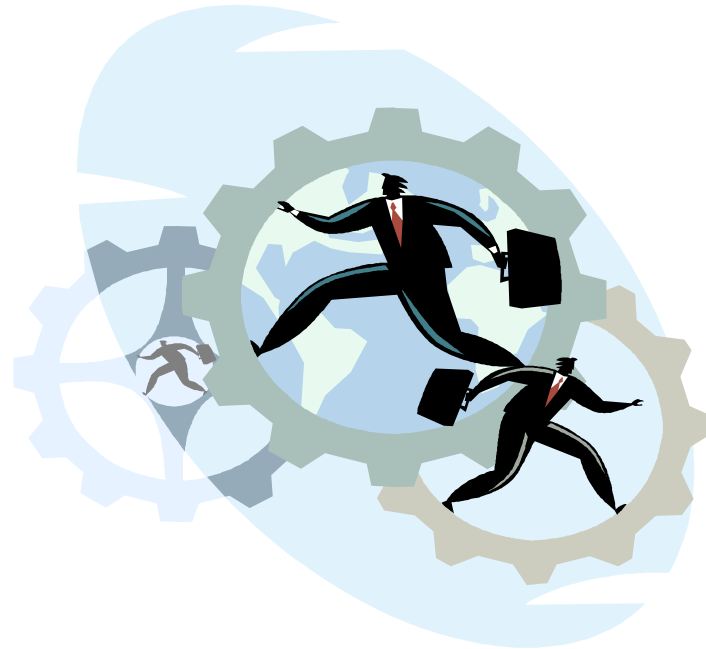
- **Best value for money**
- **Competition among the Tenderers**
- **Fair and equal Treatment to Tenderers**
- **Transparency in the implementation of procurement**
- **Accountability**

Basic Objectives

 **Right Things**

 **Right Price**

 **Right Time**



Choice of procurement methods

Direct Procurement methods R74

Request for Quotation methods R69

Open Tendering methods R61

Restricted Tendering methods R63

Two stage tendering methods R65

- Direct Contracting
- Additional deliveries & Repeat orders
- Extra work order
- Direct Cash Purchase (25000/ Yearly-200,000/)
- Force Account R 82 (50.000/ Yearly-200000/)



R.Q.M (Request for Quotation Method)

- **A procuring entity shall request quotation from as many tenders as practicable, but from at least three.**
- **The request shall contain a clear statement of the requirement of a procuring entity as to quality, quantity, price, terms and time of delivery as well as others specials requirements.**
- **Tenderers shall given adequate time to prepare their quotations.**

Steps

1. Advertisement
2. C.S (Comparative Statement)
3. Minutes/ Resolution
4. Work Order
5. Stock Entry

Open Tendering Method

- 1. specification**
- 2. Advertisement**
- 3. Tender Submission & Receipt**
- 4. Opening Tenders**
- 5. Examination & Evaluation**
- 6. Comparative Statement / C S**

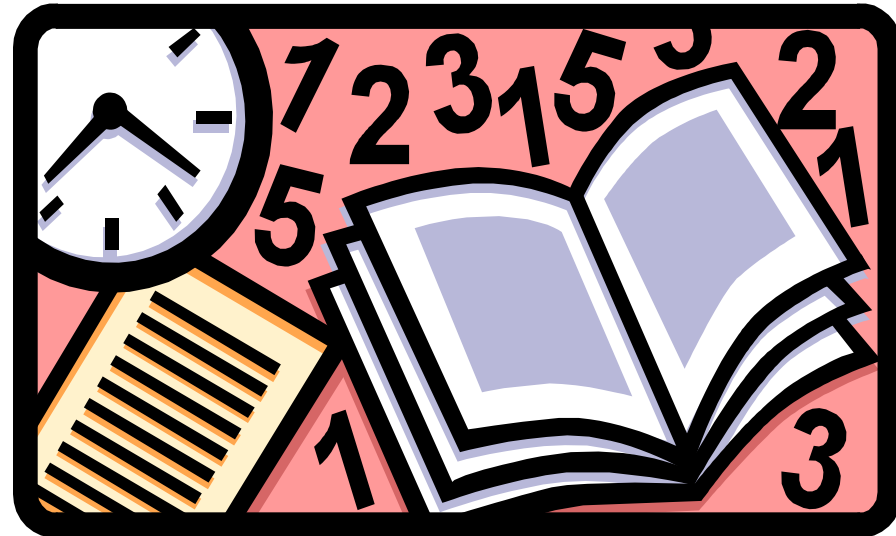


- 7. Resolution**
- 8. Agreement**
- 9. Work order**
- 10. Received by the Receiving Committee**
- 11. Inspection**
- 12. Stock Entry**
- 13. Bill**



Conditions

- Time Schedule
- Earnest Money
- Security Money
- Sample Of Goods
- Country of Origin
- Tender Validity



Necessary Papers, which have to submit with the tender documents

- ✚ Money receipt
- ✚ Bank solvency certificate
- ✚ Trade license
- ✚ Import / Export License
- ✚ VAT Registration
- ✚ Tax identification number (TIN)
- ✚ Tax Clearance Certificate
- ✚ Brochure/ Catalogue



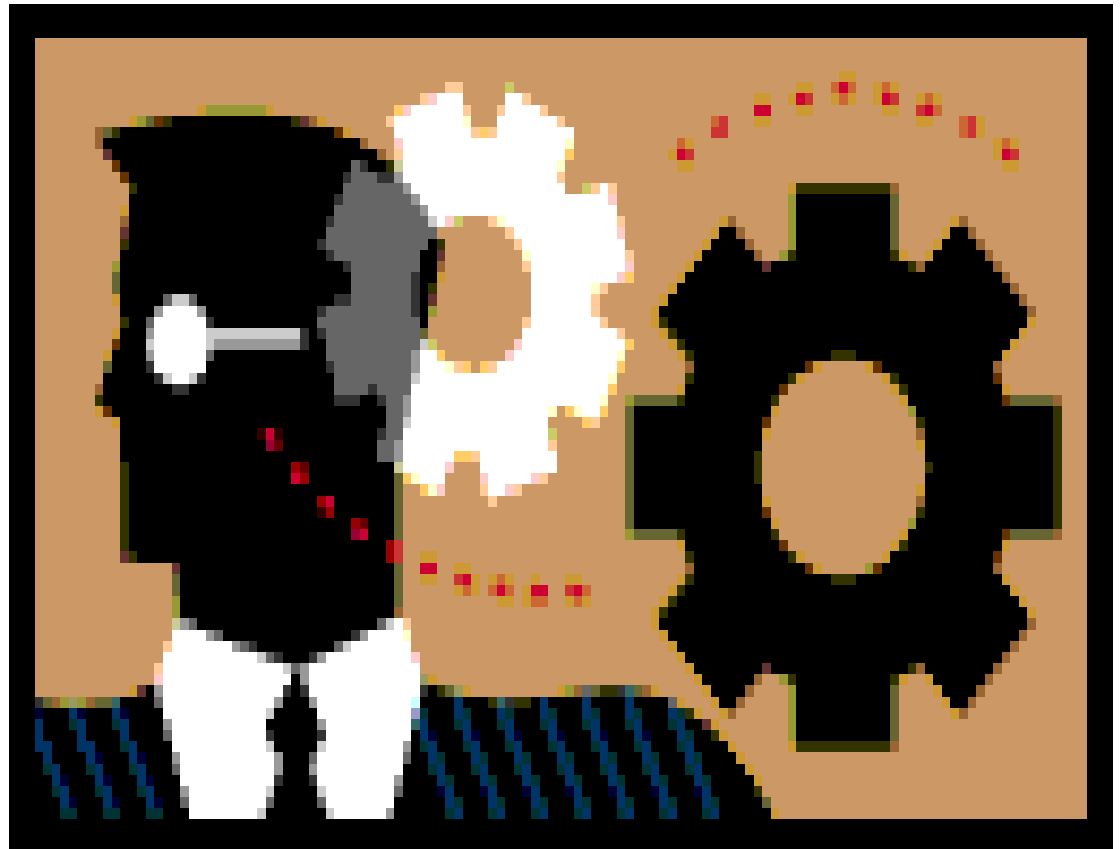
Choice of procurement methods

Direct Procurement methods	R74
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 **Auction**

 **Tender**



Thanks