

# PROCUREMENT POLICY



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## PROCUREMENT POLICY

### 1.00 PURCHASE & PROCUREMENT AND PAYMENTS:

- » The procurement of goods/services will require complete recording and the expenses must be supported by proper documentation. The expenditure for procurement should be allocable, allowable and reasonable.
- » For all procurement or purchase of goods, including fixed assets, services and for payment thereof, BMP purchase & procurements and payments procedures must be complied with before incurring the expenditure, and the suppliers invoice/bills are placed for payments.
- » The purchase & procurement, and the payment procedures cover the following:
  - ◆ Authorization and approval of vendor selection for placing an order and signing a contract for supply of goods or services
  - ◆ Authorization and approval for payment of a bill or invoice
- » It is the responsibility of the head of all departments to ensure that the expenditure is within the budget, and that the annual/quarterly/monthly budget is adhered to before any approval is given for the expenditure.
- » It is the responsibility of head of accounts department to ensure that these procedures have been complied with before any payment is made.
- » The authorization and approval limits are set by the Executive Committee and may be altered or revoked by them at any time.

### 2.00 RECURRING AND NON- RECURRING EXPENDITURE:

- » For the purpose of this manual, purchase/procurements are classified into two categories:
  - ◆ Recurring Expenditure
  - ◆ Non-recurring Expenditure (Capital Expenditure)
- » For the purpose of this manual payments are classified into the following categories:
  - ◆ Payments of recurring expenditure
  - ◆ Payments of non recurring expenditure (Capital Expenditure)
- » Salaries and related matters, utility bill (rent, rates, electricity, gas, electricity, water and municipal tax etc) office stationary and office maintenance are classified as recurring expenditure.
- » All other expenditure/payments are classified as non-recurring (Capital Expenditure)

- » Expenditure for regular servicing or repairs of equipment etc. under a contract or a service agreement can be treated both as recurring and non-recurring, depending on the circumstances.
- » For first payment of rent under an agreement/lease, a copy of the rental agreement/lease shall be referred to the payment voucher.
- » For payment of any utility bill, the authorized and approved utility bill shall be attached/referred to the payment voucher.
- » Where the landlord is being reimbursed for utility bills paid by him, a copy of the paid bill duly authorized and approved shall be attached to the payment voucher.
- » It is the responsibility of the head of the accounts department to ascertain the genuineness of expenditure and related invoice/bill/voucher.

### **3.00 AUTHORIZATION & APPROVAL LIMITS AND PURCHASE REQUISITION FORM:**

- » Authorization and approval limits for recurring and non-recurring expenditures are stated before in financial limitation clause of this manual.
- » All purchase or procurement in excess of amount of Tk. 200,000 (Taka Two Lac only) or more shall require prior approval of the Executive Committee.
- » For all purchases or procurements in excess of Tk. 1000 (Taka one thousand only) BMP pre-printed Purchase Requisition Form must be raised by the person requiring the goods or services.
- » The purchase requisition requirement do not apply to recurring expenditure but the invoice/bill/vouchers shall be authorized and approved in accordance with these procedures before any payment is made.
- » The purchase Requisition Form shall be authorized in accordance with authorization limits.
- » A Purchase Requisition Form cannot be authorized and approved by the same official even it is within the authorization and approval limit of that official. However, approval of the purchase requisition may be obtained by circulations.
- » A person requiring the goods or services can authorize or approve the Purchase Requisition Form, if within his/her limit, but cannot both authorize and approve the Purchase Requisition Form.
- » The person requiring the goods or services or authorizing or approving the Purchase Requisition Form cannot make the actual purchase/procurement or participate in any way in the purchase/procurement. The person can however be a member of the committee/sub committee for enlistment or for awarding the supply contract.

» Where a purchase or procurement has been made in emergency without prior approved Purchase Requisition Form, post-facto approval must be taken from the Director Finance and Admin, who must clearly state the reason for the exception in writing before any payment is made.

#### AUTHORIZATION AND APPROVAL LIMITS :

Subject	Value	Initiator	Recommended by	Authorizer
Recurring/non-recurring/capital/revenue or any others.	Up to TK 10,000/= (both for cash and Cheque)	Admin officer	-	Director Finance & Admin
Recurring/non-recurring/capital/revenue or any others.	Above TK 10,000/= to TK 50,000/=	Director Finance & Admin	-	General Secretary
Staff Salary	Any amount	Director F & A	-	General Secretary
Recurring/non-recurring/capital/revenue or any others.	Above TK 50,000/= to any amount	General Secretary	-	Executive Committee

#### 4.00 QUOTATIONS:

» All purchases/procurement in excess of Taka 5000/= must be supported by 3 (three) quotations in writing, which must be attached to the Purchase Requisition Form before an approval is given.

» The concerned department/sub committee/purchase committee, as the case may be, shall be responsible for obtaining the required quotations.

» If all quotation is not within the amount budgeted for the expenditure, the Purchase Requisition Form together with the quotations must be returned back to the person authorizing the purchase for reconsideration of the budget.

» Only the Director (Finance and Admin) can dispense with three quotations in exceptional circumstances by stating it in writing on the Purchase Requisition Form.

## **5.00 PROCUREMENT COMMITTEE APPOINTED BY BMP MANAGEMENT:**

- » In case of large orders involving substantial fund such as printing, purchase of printing materials and stationery, motor vehicle, computers, air conditioner etc. the Executive Committee/General Secretary shall appoint procurement committee for enlistment/ quotation/ purchase/ procurement.
- » Approval committee: A list of approval authorities for procurement along with their approval limit must be established prior to procurement. Any subsequent changes must be immediately notified by the BMP management. The General Secretary/Executive Committee must approve this list.
- » BMP management shall form a procurement committee consisting of at least three members, including BMP General Secretary and Sub-Committee Members. If the General Secretary is unable to be the member of the committee, her designated person may be a replacement, provided that the General Secretary will remain accountable for all procurements.
- » The committee shall be responsible for enlistment of suppliers and /or obtaining the quotations and/or purchase/procurement in accordance with the terms of reference of the committee, and may add special conditions applicable to the concerned purchase/procurement, and may with prior approval of the General Secretary, alter any terms and conditions of these rules so far as it is applicable to the purchase & procurement to be made by that committee.
- » Such committee shall also have a technical support member from the concerned department as additional members. The technical support members shall be the staff member/secretary of that committee.
- » If necessary, a sub-committee shall be formed by the procurement committee for obtaining quotations and making the actual purchase from among the firms/organizations enlisted by the concerned committee.
- » Where there has been an enlistment of suppliers/service providers through a committee, the quotations shall be obtained from the listed suppliers only.

## **6.00 PRE-AUDIT BY INTERNAL AUDITOR:**

- » For non-recurring expenditure of Tk. 5000/= (TK. Five Thousand Only) or more, Purchase Requisition Form and Quotations must be submitted to HO internal audit department for "pre-audit" before submission for approval.
- » Internal auditor must be satisfied that the quotations are genuine, not manipulating or fictitious or window-dressed, and that the budget requirements have been complied with before they accept any quotations.
- » If the internal auditors are satisfied, they shall sign the Purchase Requisition Form and write accepted on the face of the Quotation and cancel the unaccepted quotations by drawing a line across on it and submit for approval.

» If not satisfied, the Purchase Requisition Form together with the Quotations shall be returned to the requesting authority stating clearly on the face of the form the reasons for which the quotations are rejected.

» The official approving the Purchase Requisition Form shall study the quotations and internal auditor's comment, as applicable, and if satisfied approve the Purchase Requisition Form.

» For recurring expenses of Tk. 1000/= (Taka one thousand only) or more, the authorized invoice/bill/vouchers and a copy of the contract/agreement shall be submitted to internal audit department for "pre-audit" before submission for approval of payment.

» The official approving the invoice/bill/vouchers shall examine and the internal auditor's comments and approve if satisfied.

#### **7.00 AUTHORIZED DEALER AND SOLE AGENTS:**

» Where a purchase/procurement is made from a single authorized dealer or a sole agent approved by the management previously, three quotations requirement may be dispensed with.

» In such a case, a copy of letter from the supplier stating that the supplying organization is Authorized Dealer or Sole Agent, and a copy of the official price list shall be attached to the Purchase Requisition Form.

» The official authorizing the Purchase Requisition Form must state clearly that the order is to be placed with an Authorized Dealer/Sole Agent.

» Selection of Authorized Dealer/Sole Agent/Regular supplier shall be made on recommendation of a committee appointed by Executive Committee and shall be approved by Executive Committee duly.

» The concerned committee shall be responsible for ensuring that the Authorized Dealer/Sole Agent/Regular supplier's prices are competitive and shall check the quoted prices by making inquiries in the market after every six months.

#### **8.00 EXCLUSIVE AND UNIQUE ITEMS:**

» Where exclusive, unique or customized items or a proprietary item is purchased/procured or is being made, three spot quotations may be dispensed with, if authorized by the General Secretary.

» In such a case, the approving official must state the fact/circumstances on the Purchase Request Form and sign it.

## 9.00 WORK ORDER:

- » After approval of the Purchase Requisition Form, the form together with all supporting documents shall be forwarded to the General Secretary/Director Finance & Admin for issuing of work order to the selected supplier.
- » Pre-printed and pre-numbered BMP official Work Order Form shall be used at all times (as per FR – 09 of the Accounting Manual).
- » The Work Order shall state all terms and conditions for the supply and signed by the General Secretary/Director (Finance & Admin), as the case may be.
- » The work order in excess of 5% may be accepted with prior approval of the General Secretary/Project Committee and it should prove that the organization will be benefited by the excess supply due to reduced price or bulk purchase discount on the existing price.

## 10.00 PURCHASES BY TENDER:

- » All purchase or procurement in excess of Tk. 500,000/= (TK. Five Lac only) shall be made through tender process.
- » The tender notice shall be advertised in a national daily newspaper.
- » It is not permissible to split the purchase into more than one to avoid the rule of tender process.
- » The General Secretary/Project Committee may require tender process through advertisement even for purchase below TK. 500,000/= (Taka Five Lac only), if in his opinion the organization shall be benefited from it.
- » The General Secretary/Project Committee, with prior approval from the Executive Committee, dispense with tendering or advertising under, compelling reasons.
- » The General Secretary may request the Executive Committee to dispense with tendering procedures in the following circumstances:
  - ◆ where purchase involves office equipment of a specialized nature
  - ◆ Where the prices are fixed either by tradition or by a cartel agreement between the suppliers
  - ◆ Where there is one supplier or where the product can only be made in the suppliers own plant.
  - ◆ Where there has been three or more responses to the advertisement but in the opinion of the expert appointed for that purpose, none of the quotations are satisfactory as to the price, quality, delivery or specifications or warranty.

» The tender documents shall be sold at the following prices and is not refundable:

	<u>Per set</u>
◆ Total value up to Tk. 50,000/=	Tk. 50/=
◆ Total value up to Tk. 1.0 Lac	Tk. 100/=
◆ Total value up to Tk. 5.0 Lac	Tk. 200/=
◆ Total value over Tk. 5.0 Lac	Tk. 300/=

» Earnest money for tender shall be on the following scale:

◆ Quoted value up to Tk. 1.0 Lac	1.0%
◆ Quoted value over Tk. 1.0 Lac but less than 5.0 Lakhs	2.0%
◆ Quoted value Tk. 5.0 Lac and over	2.5%

» Earnest money, which is refundable to those who are unsuccessful, shall be deposited by Bankers Pay Order/Draft in the name of Bangladesh Mahila Parishad. The Pay Order/Draft shall be held by the BMP and not deposited in the bank account.

» If the lowest bidder withdraws their offer after being awarded the tender, his/her earnest money shall be confiscated.

» When the tender has been awarded, all earnest money, except that of the successful bidder shall be refunded. Successful bidder's earnest money shall be deposited in the BMP's bank account.

» If, after tendering by advertisement or by invitation for quotation, less than three quotations are received shall be considered as single tender.

» Purchase or procurement on the basis of a single tender can be made only with prior permission of the General Secretary/Executive Committee, depending on the amount involved, except in the circumstances stated below.

» Executive Committee must be satisfied that the price quoted is competitive and time and effort in the re-tendering is likely to cause a material financial loss to the organization or unusual delay.

» In the following cases, purchase or procurement, not exceeding Tk. 25,000/= (Twenty Five Thousand only) can be made on the basis of a single tender with prior approval from the General Secretary :

- ◆ Purchase of consumable stores and parts of photocopier, computer, air cooler, fax machine, PABX etc.
- ◆ Purchase of accessories for computers and printer



- » Any tender received after the closing time shall not be considered.
- » In all cases the concerned committee shall open tenders.
- » Tender shall be opened at the stipulated time in front of the parties, if present, and the names and quoted prices shall be read out to them.
- » The quotations shall be numbered in order of their ascending value (lowest being no: 1) and a comparative statement (CS) shall be prepared.
- » Any tender with insufficient or without any earnest money, with errors or un-initialed corrections, unsigned or unsolicited, or from a black listed firm shall not be considered, and the reason thereof shall be noted in a column in the CS.
- » Where supplier has offered to supply alternative goods/services or comparable quality and value, the details should be on the CS so that these are taken into account if the specifications are acceptable.
- » Trade, cash, bulk or other discounts, if offered, shall also be noted on the CS.
- » The committee/sub-committee/official shall encircle the price quoted and underline all other important terms and conditions stated by the supplier.
- » The committee/sub-committee/official shall forward the CS along with tenders to the department requesting the goods/services for technical scrutiny by the user.
- » Where the lowest price has not been accepted, the full explanation should be given on the CS.
- » The CS shall be verified and signed by the committee/sub-committee/authorized officials.
- » Security deposit on successful tender shall be 5 % of the awarded tender value.
- » Security deposit, which is refundable on successful completion of the contract, shall be lodged by Banker's Pay Order/Draft in the name of Bangladesh Mahila Parishad and deposited in the BMP's bank account
- » If the supplier fails to complete the supply on time or satisfactory, his security deposit shall be confiscated.

## **11.00 PURCHASES BY NEGOTIATION:**

» In exceptional circumstances, where sufficient time is not available for purchase by other procedures, purchases/ procurements by negotiation can be made in the following cases:

- ◆ The value of the purchase does not exceed Taka 25,000/= (Taka Twenty Five Thousand)
- ◆ It has been authorized by the General Secretary Director (Finance and admin)/ or as the case may be.
- ◆ It has been approved by the General Secretary

## **12.00 RECEIPTS OF GOODS AND SERVICES:**

»As far as possible, the person who initiated the purchase/procurement should receive the goods/services and sign for it.

» It is his/her responsibility to ensure that all goods/services requested for by him has been delivered/provided, and that they are of the quality that was requested for.

» The person receiving the goods/services must sign the invoice/delivery note confirming that he is satisfied with the goods/services.

» In case of defective/sub-standard/incomplete delivers no payments shall be made until the issues are fully resolved, and the following procedures shall be applied:

- ◆ If the goods are damaged or are not usable, it should be rejected outright and informed the supplier immediately.
- ◆ If the goods are not of right quality, it should be returned to the supplier with a request for supply of the right quality.
- ◆ If there is a short supply, the supplier shall be informed immediately and requested to complete the supply.
- ◆ If goods require technical or engineering adjustments or customization, the supplier shall be informed immediately. If they are acceptable after the technical or engineering adjustment or customization has been carried out, it must be certified by the user.
- ◆ If the goods are usable but not strictly in accordance with the required specifications, head of the user department, in consultation with the BMP technical person, if available, shall negotiate a price adjustment with the supplier, if a reduced price is offered, it may be accepted.

### 13.00 PAYMENTS FOR GOODS AND SERVICES PURCHASED/PROCURED:

- » All invoices/bills must forward to the Accounts Department for checking, verification and payment.
- » Invoices/bills due for payment must be authorized and approved in accordance with financial authority.
- » An invoice/bills can be authorized or approved by the same person who has also authorized or approved the purchase Requisition but the same person can not both authorize and approve the invoice/bill at the same time.
- » Payments are to be made direct to the supplier or his/her authorized representative and acknowledgement of receipt from the payee must be obtained.
- » Acknowledgement of receipt for payments of up to Taka 1000/= (Taka One Thousand only) can be taken on the invoice/bill itself.
- » Acknowledgement for payment exceeding Tk. 1000 (one thousand) should be obtained on the payee's official receipt.
- » All paid invoices/bills must be cancelled with the word "PAID and CANCELLED" and date stamped on the invoice/bill.
- » Payments for invoices/bills in excess of Taka 10,000/= (Taka ten thousand only) shall be made only by "Crossed" cheques in the name of supplier. Payments under Taka 10,000/= (Taka ten thousand only) and below can be made by cash/bearer cheque.
- » Where the accounts department is not satisfied with any bill or voucher, it must be sent back to the concerned department who submitted the bill/voucher, with an explanation as to why the accounts department has not accepted the bill/voucher.
- » Except for inter office payments (payments to staff, Payment of TA/DA etc) for all payments over Taka 200/= (Taka Two Hundred only), revenue stamp at the current rate, must be affixed to the receipt. The revenue stamp must be cancelled by the payee's signature across the stamp. The cost of revenue stamp shall be borne by the payee.
- » Statutory deductions at source where necessary, such as VAT, Income Tax etc. shall be made from the amount due to the supplier/payee before making the final payment. The amount shall be deposited to the treasury in due manner as per the provision of Income Tax rule.

#### **14.00 ADVANCES FOR PURCHASE/PROCUREMENT:**

» If any advance payment to the supplier is required, it must be stated clearly on the purchase Requisition Form and duly approved before the order is placed.

» In all cases proper receipt shall be taken for all advances given. The receipt must state that the advance is deductible from any amount due to the supplier.

» As far as possible, an advance payment shall be made by crossed Cheque in the name of supplier.

» Cash advances shall only be made in exceptional circumstances, with prior approval from the General Secretary/Director Finance & Admin, up to Taka 10,000/= (Taka Ten Thousand only). It is the responsibility of the Accounts department to ensure that any advance payment is duly deducted from the payment at the first opportunity.

» Advance in excess of Taka 10,000/= (Taka Ten Thousand only) shall require approval of the General Secretary/Director Finance & Admin.

#### **15.00 UNPAID BILLS:**

» Bills unpaid for more than one month shall be reported to the Director Finance and Admin with the following information:

- ◆ Name of the supplier
- ◆ Age of the bill
- ◆ Reason for non-payment

#### **16.00 CASH PURCHASE:**

». As far as possible cash purchase shall be kept to a minimum

». Cash purchases shall be permitted in the following circumstances:

- ◆ When an item (recurring or non- recurring) is required immediately and delay may result loss or damage or hindrance to the BMP's operation.
- ◆ When the time disposal is too short to follow the laid down purchase and procurement procedures
- ◆ When the amount involved does not exceed Taka 10,000/= (Taka Ten Thousand only)
- ◆ It is non-recurring expenditure
- ◆ It is within the monthly/quarterly budget.

## Procurement Code of Ethics

BMP's Procurement Code of Ethics applies to all employees working in BMP and is an integral part of organization's personnel management principles. Procurement employees shall conduct business with honesty and integrity and more specifically:

1. Confidentiality:  
Confidential information related to quotes and bids from suppliers is not to be shared with any other supplier or third party at any time. They will also keep confidential information from a supplier confidential.
2. Conducting business with honesty and integrity:
  - Procurement employee shall ensure that contracts are awarded and administered free from improper influence.
  - Partners or family members may not receive personal benefits as a result of an employee's position at BMP.
  - Employees shall comply with the BMP's principles regarding the acceptance of gift and hospitality.
3. Procurement employees shall follow a fair process to select suppliers and award business. They shall also select and award business to suppliers that are committed to acting fairly and with integrity towards their stakeholders.
4. Procurement employees are expected to hold each other accountable for adherence to BMP's Procurement Code of Ethics.
5. If it appears that an employee has contravened any of the provision of BMP's Procurement Policy, such employee ineligible for further participation in the particular procurement process or in any other procurement process in future. Further appropriate measures will be taken against him/her as pre service rule.
6. A 7 member Procurement Review and Evaluation Committee is to be constituted by EC (Executive Committee) to review the extent to which compliance with and delivery of the commitments made in the policy is being achieved during the year. Its responsibility is to ensure that all goods, services and works that BMP procured are sourced ethically in terms of both the way that BMP procured and the standards that suppliers, contractor and consultants require to meet.

## সংশোধনী (Amendment)

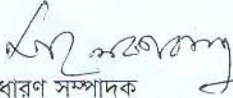
বাংলাদেশ মহিলা পরিষদের “FINANCIAL GOVERNANCE MANUAL” এর কিছু কিছু বিষয়ে সংশোধনী আনয়ন অপরিহার্য হয়ে দেখা দিয়েছে। বিশেষত: প্রকল্পের কাজ সুষ্ঠু ও সময়ভিত্তিক বাস্তবায়নের জন্য ম্যানুয়েলে বর্ণিত procurement Policy এর কয়েকটি ধারা সংশোধন করার জন্য প্রয়োজনীয়তা বিশেষভাবে অনুভূত হয়। বিষয়টি নিয়ে ইতোপূর্বে অডিট ফর্মও বাস্তবতার নিরীক্ষে threshold value বৃদ্ধির বিষয়ে তাদের Management Report এ সুপারিশ করেছেন। অধিকন্তু NORAD কর্তৃক কমিশনকৃত Midterm Review Team ও ম্যানুয়েল সংশোধন বিষয়ে একই অভিমত প্রকাশ করেছেন। বিষয়টি নিয়ে অর্থ-উপপরিষদে এবং প্রকল্প কমিটির সভায়ও বিস্তারিত আলোচনা হয়। সকল বিষয় বিবেচনা পূর্বক ম্যানুয়েলের সংশ্লিষ্ট ধারা নিম্নোক্তভাবে সংশোধন করা হলো।

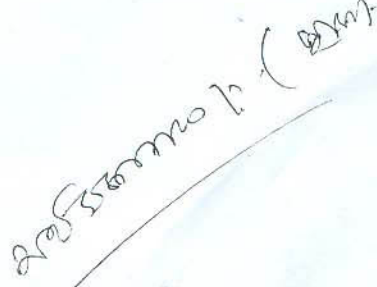
ধারা:(10.00) All purchase or procurement in excess of Tk. 500,000/= (TK. Five Lac only) shall be made through tender process. স্থলে All purchase or procurement in excess of Tk.10,00,000/= (TK. Ten Lac only) shall be made through tender process. করা হয়।

ধারা:(4.00) All purchases/procurement in excess of Taka 5000/= must be supported by 3 (three) quotations in writing, which must be attached to the Purchase Requisition Form before an approval is given. স্থলে All purchases/procurement in excess of Taka 20,000/= must be supported by 3 (three) quotations in writing, which must be attached to the Purchase Requisition Form before an approval is given. করা হয়।

এখন থেকে সকল ক্রয়ের ক্ষেত্রে তিন সদস্যের কমিটি গঠন করার প্রস্তাব গৃহীত হয়। এই কমিটিতে indenting department/সংশ্লিষ্ট উপ-পরিষদের একজন সদস্য, এক্সিকিউটিভ কর্মকর্তা/ হিসাববিভাগ থেকে একজন নিয়ে এই কমিটি গঠন করার প্রস্তাব গৃহীত হয়। এই কমিটির সদস্য সচিব হবেন এক্সিকিউটিভ কর্মকর্তা।

**এই সংশোধনী ০১ জুলাই ২০১৩ ইং তারিখ থেকে কার্যকর বলে গন্য হবে।**

  
সাধারণ সম্পাদক  
বাংলাদেশ মহিলা পরিষদ  
কেন্দ্রীয় কমিটি।

  
সাধারণ সম্পাদক (স্বাক্ষর)

বিঃ দ্রষ্টব্য  
Pl. circulate and  
let all know accordingly.  
The original amendment letter  
should be kept with the Manual.  
a day.

## বাংলাদেশ মহিলা পরিষদের “Financial Governance Manual” সংশোধন

সংশোধন নং : ১

ধারা (৪.০০) : কোটেশন পদ্ধতিতে দরপত্র সংগ্রহের সীমা ৫,০০০.০০ (পাঁচ হাজার টাকার) পরবর্তীতে ২০,০০০.০০ (বিশ টাকা) করা হয়েছে। যা ১ জলাই ২০১৩ ইং তারিখ থেকে কার্যকর করা হয়েছে। (পৃষ্ঠা - ৪)

সংশোধন নং : ২

ধারা (১০.০০) : টেন্ডার পদ্ধতিতে দরপত্র সংগ্রহের সীমা ৫,০০,০০০.০০ (পাঁচ লক্ষ টাকার) পরবর্তীতে ১০,০০,০০০.০০ (দশ লক্ষ টাকা) করা হয়েছে। যা ১ জলাই ২০১৩ ইং তারিখ থেকে কার্যকর করা হয়েছে। (পৃষ্ঠা - ৯)

সংশোধন নং : ৩

অগ্রিম সমন্বয়ের বিষয়টি প্রোগ্রাম শেষ হবার (পনের) দিনের মধ্যে করা হয়েছে। যা ১ জানুয়ারী ২০১৫ ইং তারিখ থেকে কার্যকর করা হয়েছে। (পৃষ্ঠা - ২২)

সংশোধন নং : ৪

তুলনামূলক যাচাই বিবরণীতে ৩ জনের স্বাক্ষর হবে। উম্মে সালমা বেগম, রফু দাশ ও আবুজ সোবহানী। যা ১০ মে ২০১৫ তারিখের টেন্ডার কমিটির সভায় সিদ্ধান্ত গ্রহণ করা হয়েছে।