



EAST WEST UNIVERSITY
Progoti Foundation for Education and Development

Procurement Manual 2021
(EWUPM 2021)

Approved for implementation
by
The Board of Trustees, East West University
In its 244th meeting held on 30 December 2020

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Table of Contents

Sl. No.	Particulars	Page #
1.	Preamble	01
2.	Introduction	01
3.	Objectives	02
4.	Scope	02
5.	Terms and Definitions	03
6.	General Principles	03
7.	Operational Principles	04
8.	Procurement Procedures	04
9.	Determining the Procurement Method	09
10.	Delegation of Financial Authority to Approve Procurement Proposals	09
11.	Delegation of Financial Authority to Approve Payment of Procurement Bill Proposals	10
12.	Cash /advance approval	10
13.	Procurement Committees	11
14.	Guidelines for Processing Procurement Proposals: Steps	16
15.	Guidelines Explained for Processing Procurement Proposals	17
16.	Inventory of Stores and Payment for Purchases and Vendor's Bill:	23
17.	Procurement Through e-Tendering	23
18.	Powers of Board of Trustees (BoT) to remove complications	23
19.	Yearly Meeting of the Board of Trustees	24
20.	Description and Clarification of Terms and Definitions (Annexure-I)	25
21.	Timeframe for Processing Procurement Proposals (Annexure-II)	28
22.	Procurement Requisition Form (Annexure-III)	34

EAST WEST UNIVERSITY

Procurement Manual 2021

(EWUPM 2021)


1.0 Preamble:

This Procurement Manual (PM) serves as operational guidance for the employees of East West University (EWU) who are engaged in procurement related activities by elaborating procurement principles, procedures and processes. It provides procedures and guidelines to be followed in an endeavor to ensuring transparency and accountability for effective and efficient procurement of goods, works or services for the University. The University has been continuously striving to promote an effective, efficient, transparent and fair procurement system so that the interest of EWU is best served. Keeping in line with the Finance Code 2013 of the University and in compliance with the provisions of the Private University Act 2010, this PM has been developed. Relevant Financial Regulations, Rules, and other administrative issuances of the Syndicate and Board of Trustees of the University have been the basis of formulation of this PM. The PM is being introduced with the approval of the Board of Trustees, East West University (EWU), which will be updated by the procuring entity from time to time with the approval of the Syndicate and Board of Trustees so that it remains relevant for best practices in procurement.

2.0 Introduction:

- 2.1 This Manual shall be called the “**East West University Procurement Manual 2021**” (EWUPM 2021) and shall have its foundation on the Finance Code 2013 of EWU, Private University Act 2010 and administrative issuances of the Authorities of East West University.
- 2.2 Approved by the Board of Trustees, East West University in its 244th meeting held on 30 December 2020, this Procurement Manual shall be considered to have come into force from **01 February 2021**.
- 2.3 This Procurement Manual shall have to be abided by the university and its affiliated institutions, projects, programs and the like agencies established in any name and style for any type of educational activities involving procurement matters using the fund of East West University.
- 2.4 If it is required as per need of the time and situation, this Procurement Manual may be updated, modified, altered, and changed with the endorsement of the Syndicate and approval of the Board of Trustees, East West University.
- 2.5 Anything incorporated in this Manual which is contrary to the Private University Act 2010, directives of the UGC and Statutes of EWU shall be deemed as void ab initio and in its place the particular clause of the Act, and the Statutes shall be applicable.
- 2.6 Anything incorporated in this Manual which is contrary to the existing rules and laws of the country shall be deemed as void ab initio and in that case the particular law of the country shall prevail.


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2.7 The approval of this Procurement Manual by the Board of Trustees, East West University renders inoperative all the previous relevant decisions regarding procurement of EWU taken by the authorities of the university.

3.0 Objectives:

This manual will provide guidance to the officials of EWU entrusted with the tasks of procurement of goods, works and services for different departments of the university. While guiding the procurement related activities, this manual is intended in particular to:

- 3.1 ensure that the interest of EWU is best served through efficient and effective procurement of goods, works and services.
- 3.2 ensure that procurement related tasks are accomplished most fairly.
- 3.3 create trust and confidence among the suppliers and contractors regarding transparency, neutrality, objectivity, and integrity.
- 3.4 make the procurement process simpler so that larger participation of the vendors are encouraged.
- 3.5 ensure best value for money in procuring goods, works, and services, and also ensuring quality needed to meet the requisitioner's requirements.
- 3.6 ensure that goods, works, and services are procured at the evaluated lowest prices without compromising with quality.
- 3.7 assign responsibilities and ensure accountabilities through delegation of financial powers to various levels of officials of EWU.
- 3.8 meet the requirement of foreign universities, donor agencies and other national and international organizations, who are partners of EWU, through aligning procurement practices agreed mutually.
- 3.9 create the administrative culture of better maintenance and keeping of necessary documents, files and records as per the guidelines and procedures delineated in this Manual.

4.0 Scope:

East West University Procurement Manual 2021 (EWUPM 2021) in general and its rules and procedures in particular shall apply to the following cases, namely:

- 4.1 procurement of goods, works or related services by any procuring entity using EWU funds.
- 4.2 procurement of goods works or related services under loan, credit or grant agreement or under any other agreement with donors or other organizations.
- 4.3 procurement of non-consulting and consulting services undertaken by EWU irrespective of the sources of funds, i.e. own fund, government grants, international grant and/or loan etc.
- 4.4 if the provision of any procurement policy/guidelines/procedures of any foreign university or international organization or donor agency or government, under which goods and related services are to be procured, comes into conflict with the EWUPM 2021, separate provisions may be mutually agreed in conformity with the objectives of the EWUPM.


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5.0 Terms and Definitions:


The description and clarification of the terms and definitions used in this Procurement Manual may be seen at Annexure-I. However, for any term and definition not included in the annexure, the definition and clarification of the Finance Code 2013 of EWU, the Public Procurement Act 2006 and Public Procurement Rule 2008 of the Government of Bangladesh will prevail.


6.0 General Principles:

- 6.1 The interest of the university shall be ensured through efficient and effective procurement of goods, works and services.
- 6.2 The procurement process shall be fair and non-discriminatory where transparency, neutrality, objectivity and integrity will be ensured at all steps.
- 6.3 The procurement process will be kept simpler to encourage participation of larger number of vendors making the participation more competitive.
- 6.4 'Best Value for Money' shall be the motto in procuring goods, services, and works and also ensuring quality needed to meet the requisitioner's requirements. Goods, works and services will be procured at the evaluated lowest prices without compromising with quality.
- 6.5 For effective and efficient procurement process, responsibilities will be assigned, and accountabilities will be ensured through delegation of financial powers to various levels of officials of EWU.
- 6.6 To avoid 'conflicts of interest', officials who have a financial interest in a bidder are prohibited from involvement in any procurement process involving such bidder. Officials with a personal or professional interest in a bidder are also prohibited from any involvement in the procurement process. The official concerned will disclose that interest to the Head of the Procuring Entity and formally withdraw herself/himself from the procurement matters.
- 6.7 No person in any procurement process will exercise her/his authority and power for direct or indirect interest of herself/himself.
- 6.8 The actual expenditures should not exceed the sanctioned or the budgeted amount. In unavoidable circumstances prior approval of appropriate authority has to be obtained for such expenditure.
- 6.9 In a situation where it is felt that the provisions of this manual are not adequate to address the issues of a particular procurement proposal, such a case will be settled as per rules stated in The Public Procurement Act 2006 and The Public Procurement Rules 2008 and its subsequent amendments and/or as per provision at Clause-18.1 of this Manual.
- 6.10 The procuring entity of EWU shall ensure that the rules, orders, directions and guidelines prescribed in this Manual and such other procurement related papers or documents required by the concerned persons/parties, are made available to them and properly preserved.


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7.0 Operational Principles:

- 7.1 All tasks relating to procurement of EWU shall be accomplished by its HR&L Department (CHR&L), until not changed through administrative orders by the procuring entity.
- 7.2 The primary scrutiny of the Tender bids including checking the originality of the bid documents, relevant documents/certificates required as per the Tender document/schedule, (e.g. Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc.) shall be the responsibility of HR&L Department. Any mathematical error, manipulation (overwriting) shall also be checked by HR&L Department.
- 7.3 All procurement related documents containing any requisition, proposal, recommendation, observation, opinion and approval must contain the signature of the employee along with his/her full name and designation.
- 7.4 The estimated cost of all procurement proposals must be inclusive of VAT and Tax, wherever applicable.
- 7.5 No payment shall be made without prior approval of the appropriate authority.
- 7.6 All bills must be checked and audited internally by the Chief/Head of Internal Audit Unit of EWU and signed before placing for payment.
- 7.7 All payments shall be made through crossed cheques except the expenditure within the University from the imprest fund and except the provision at clause 12.0 of this Manual.
- 7.8 No payment shall be made without preparing payment vouchers and obtaining approval on the same.
- 7.9 All bills must be checked and signed by the Director of Finance (DoF) for making payment.
- 7.10 All vouchers for bank payment must be signed by the Director of Finance.
- 7.11 All cash payment vouchers must be signed by the Director of Finance.
- 7.12 Administrative culture of better maintenance and keeping of necessary documents, files and records will be promoted as per the guidelines and procedures delineated in this Manual.

8.0 Procurement Procedures:

The procurement procedures explained in this Manual for the procurement of works, goods and services, civil and electrical works shall be followed by the procuring entity as well as other officials concerned with procurement. For procurement of goods and services, and for getting construction and other works done, concerned officials of East West University shall strictly comply with the rules formulated in this PM. If any ambiguity arises or clear-cut guidance is absent in these Rules to settle any matter relating to procurement, such cases will be settled in accordance with the resolved directives of the BoT or as per rules stated in The Public Procurement Act 2006 and Public Procurement Regulation 2008 and their subsequent amendments.


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8.1 Procurement Plan:

EWU is a fast-growing private university, so it sometimes becomes necessary to procure/purchase office equipments, furniture, computers, electric/electronic items and other essential materials on emergency basis. However, the procurement entity of EWU will prepare and follow an Annual Procurement Plan with allocation of funds in the annual budget. The Annual Procurement Plan so prepared shall require the approval of the Syndicate and the BoT and follow the directions issued in the Private University Act 2010, Finance Code 2013, and provisions of this Manual.

8.2 Procurement Methods:

8.2.1 All types of procurement for the university will be done through any one of the following methods, as deemed appropriate:

- (i) **Open Tender Method (OTM)**-procurement through open advertisement in the newspapers.
- (ii) **Limited Tender Method (LTM)**-procurement from a limited number of suppliers or contractors with the approval of the Head of the Procuring Entity.
- (iii) **Request for Quotation Method (RFQ)**-procurement of standard off-the-shelf low value goods or physical services readily available in the Market; and procurement of goods or services urgently required.
- (iv) **Spot Quotation Method (SQM)**-Procurement through obtaining spot quotations.

8.2.2 Besides the above methods, the following procurement methods will also be utilized.

- (i) **Direct Procurement Method (DPM)**—when for technical reasons, a sole tenderer is available for the supply or provision of the goods, related services, works and physical services which are proprietary in nature; and for additional procurement of goods, works or services by the original supplier, or contractor under conditions as prescribed by the procuring entity.
- (ii) **Two-Stage Tendering Method** – for large and complex procurement, if at the outset of the procurement process it is not feasible to prepare complete technical specifications of the items to be procured; and when alternative technical solutions are available.


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8.3. Description of Tendering Methods:

8.3.1 Open Tender Method (OTM):


Open Tender Method shall be the preferred method of procurement except for those items/services where there are justified reasons for not doing so or where the value of the contract is so low that it does not serve the purpose of efficiency and effectiveness. Major procurement of goods, works or services such as construction of buildings, procurement of heavy equipments, and costly capital items like furniture, computers, printers, photocopiers, papers, and laboratory equipments, etc. of cost exceeding Taka 5,00,000/- shall be done through Open Tender. In case of procurement through OTM -

- 8.3.1.1 the procuring entity of EWU shall, for each procurement, prepare the necessary application, tender or proposal documents, tender schedules with articulated specifications taking into account the essential elements of the procurement and issue those documents to persons interested in submitting an application, a tender or a proposal.
- 8.3.1.2 the procuring entity shall directly arrange to publish the advertisement, at least one in Bangla and one in English daily newspaper of wide circulation in the country.
- 8.3.1.3 the applicant, a tenderer or a consultant shall submit an application, a tender or a proposal to the procuring entity on the basis of documents issued as above.
- 8.3.1.4 the procuring entity will make arrangement for evaluation of the application/ tender/proposal through a Tender Evaluation Committees (TEC) outlined in this manual or formed by the procuring entity prior to its submission.
- 8.3.1.5 the concerned committees associated with any procurement process will be responsible for opening, evaluating and recommending, as the case may be, an application/tender/proposal.
- 8.3.1.6 the approving authority, as specified in the delegation of financial powers (Clause-10.0), may approve the recommendations of a tender/proposal evaluation committee, or reject the same explaining the reasons thereof and direct that the tender/proposal be re-evaluated or reprocessed.

8.3.2 Limited Tender Method (LTM):

The procuring entity of EWU may, for procurement of goods, related services, works or physical services, use Limited Tender Method (LTM) other than Open Tender Method (OTM) with the approval of the Head of the Procuring Entity when considered justified on technical or economic grounds. Limited Tender Method may be used -


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- 8.3.2.1 when goods, related services, works or physical services by reason of their sophisticated nature are available only from a limited number of suppliers or contractors.
- 8.3.2.2 when the time and cost required to receive and evaluate a large number of tenders would be disproportionate compared to the value of the contract.
- 8.3.2.3 for clause 8.3.2.1, no price limit shall apply and all suppliers or contractors shall be invited to tender, and clause 8.3.2.2 shall apply subject to use of enlisted suppliers or contractors and a price limit prescribed by the authority.

8.3.2.4 Enlistment of Vendors:

For the purpose of making use of Limited Tender Method, the procuring entity of EWU shall enlist reputed suppliers and contractors for procurement of standardized items or equipments. Such list has to be reviewed and updated every two years. The items or equipments which cannot be procured from the enlisted vendors, the suppliers will be invited through open tender.

8.3.3 Request for Quotation Method (RFQ):

Request for Quotation Method should be used when the estimated cost of procurement is upto Taka 5,00,000/- in a single case.

- 8.3.3.1 This method may be used for standard off-the-shelf low value goods or physical services readily available in the market; and procurement of goods, works or services urgently required.
- 8.3.3.2 Items/equipments of cost upto Tk.5,00,000/- can be procured from enlisted vendors/relevant vendors collecting quotations. For enlisted vendors, submission of Earnest money is not required but for other relevant vendors, submission of Earnest money is mandatory. A minimum of three quotations shall have to be collected.

8.3.4 Spot Quotations Method (SQM) for Direct Procurement:

Procurement of small items or equipments will be done by collecting and comparing spot quotations through a committee formed by the procuring entity of EWU. The cost limit unless changed, would be maximum of Tk.50,000/- for procurement by spot quotations in a single case.

8.4 Other Methods of Procurement:

8.4.1 Direct Procurement Method (DPM):

Direct Procurement Method may be used -

- 8.4.1.1 when for technical reasons, a sole tenderer is available for the supply or provision of the goods, related services, works and physical services, especially when the items are proprietary in nature; and
- 8.4.1.2 for additional procurement of goods, works or services from the original supplier, or contractor under conditions as prescribed.


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8.4.2 Two-Stage Tendering Method:

Two-Stage Tendering Method may be used for large and complex procurement,

8.4.2.1 if at the outset of the procurement process it is not feasible to prepare complete technical specifications of the items to be procured; and

8.4.2.2 when alternative technical solutions are available.

8.5 Framework Contract:

Besides the methods mentioned at clauses 8.2, 8.3 and 8.4, the method of Framework Contract may be used to procure certain items. This method may be used –

8.5.1 where it requires to procure commonly used goods on a periodic basis in substantial quantities or recurrent physical services, apply either the Open or the Limited Tendering Method in order to conclude a Framework Contract with one or more suppliers or tenderers.

8.5.2 if the procuring entity requires to procure goods and related services identical to those for which another procuring entity has already concluded a Framework Contract, such procurement may be undertaken under the contract already concluded.


8.5.3 for procurement of goods and related services under a Framework Contract, standard tender documents shall be used, and follow the guidelines issued by the procuring entity from time to time.


8.6. Two-Envelope Method:

If the procuring entity considers appropriate, irrespective of the above methods mentioned at 8.3.1 to 8.5,

- may invite tenders to be submitted in two separate envelopes, one containing ‘Technical Offer’ and the other containing ‘Financial Offer’.
- the tenderer shall write ‘Technical Offer’ and ‘Financial Offer’ on the top of the respective envelopes while submitting the tender.
- the HR&L Department shall arrange meeting of TOC to open the envelope containing the ‘Technical Offer’ keeping the ‘Financial Offer’ unopened, till the technical offer is evaluated by TechEC.
- on receipt of the Technical Evaluation Report, the HR&L Department shall arrange meeting of TOC to open the envelope containing the Financial Offer of the ‘Technically Responsive’ bidders only.
- the Financial Offer along with the Technical Evaluation Report shall be placed before the relevant TEC for approval.
- thereafter, the HR&L department shall take further steps as per clause 15.2(ix) - (xv) of this Manual.


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Page 8 of 37


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9.0 Determining the Procurement Method:

9.1 The method to be adopted for any procurement proposal shall be determined on the basis of the estimated cost shown in the following table:

Estimated cost of proposed procurement (in Taka) ¹	Method of Procurement to be adopted
Above 5,00,000/-	Open Tender Method (OTM)
No price limit shall apply.	Limited Tender Method (LTM)
Above 50,000/- to 5,00,000/-	Request for Quotation Method (RFQ)
Upto 50,000/-	Spot Quotation Method (SQM)
No price limit shall apply.	Direct Procurement Method
No price limit shall apply.	Two-Stage Tendering Method
No price limit shall apply.	Framework Contract

10.0 Delegation of Financial Authority to Approve, Reject and Amend Procurement Proposals:

10.1 The delegated financial authority to approve any procurement proposal will be as follows:

Estimated cost of proposed procurement (in Taka) ²	Concerned Official having the delegated financial authority
Above 5,00,000/- Above 5 crore	Board of Trustees through CDCPC
Above 1,00,000/- to 5,00,000/- (10000001-50000000) (500001 to 1000000/-)	CDCPC Vice Chancellor
Above 50,000/- to 1,00,000/- (100001/- to 500000/-)	Treasurer
Above 25000/- to 50,000/- (25001/- to 100000/-)	Director of Finance
Upto 25,000/-	Chief, HR&L


10.2 The above financial authority will be exercised by the concerned office and/or official irrespective of the method of procurement.

10.3 The procuring entity may, subject to the specification in the tender or proposal document, reject all tenders, proposals or quotations at any time prior to the issuance of work order following the procedure prescribed by the Procuring Entity.


10.3.1 The actions to be taken following rejection of tenders, proposals or quotations will be determined by the procuring entity.

10.3.2 If any tender, proposal or quotation is rejected under clause 10.3 above, no liability of procuring entity shall be imposed upon any person.


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¹ All estimated costs shall be inclusive of VAT and Tax.

² All estimated costs shall be inclusive of VAT and Tax.

10.4 The procuring entity may, at any time prior to the deadline for submission of tenders either at its own discretion or in response to a query from a tenderer who has purchased a tender document or as a result of the pre-tender meeting, modify or amend a tender document and in case of any such modification or amendment is made, it shall become an integral part of the tender document.

10.4.1 If any modification or amendment under clause 10.4 is made by the procuring entity within less than one-third of the time allowed for preparation of tenders, the deadline for submission of tenders shall be extended in such a way that the tenderers get enough time for considering the modification or amendment.

11.0 Delegation of Financial Authority to Approve Payment of Procurement Bill Proposals:

The delegated financial authority to approve bill for any accomplished procurement will be as follows:

Amount of procurement Bill (in Taka) ³	Concerned Official having the delegated financial authority
Above 5,00,000/-	Chairperson, Board of Trustees
Above 1,00,000/- to 5,00,000/-	Vice Chancellor
Above 25,000/- to 1,00,000/-	Treasurer
Upto 25,000/-	Director of Finance

12.0 Cash /advance approval:

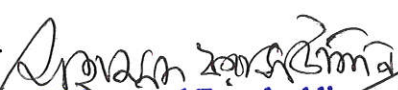
To meet the urgent and immediate financial need of the university, where and when the above methods of procurement are either not possible to follow or impractical due to time constraint or otherwise, the following officials are delegated with the financial authority of cash/advance approval as shown below:

Proposed amount of cash/advance approval (in Taka)	Concerned Official having the delegated financial authority
Above 50,000/- to 1,00,000/- in individual case but not exceeding 5,00,000/- in any single month.	Chairperson, Board of Trustees
Upto 50,000/- in individual case but not exceeding 2,50,000/- in any single month	Vice Chancellor
An Imprest Fund (rolling fund) upto 50,000/- in individual case but not exceeding 2,50,000/- in a single month.	Treasurer
For each proposal upto 5,000/- through IOU to be paid from Imprest Fund	Director of Finance

³ All estimated costs shall be inclusive of VAT and Tax.


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12.1 Cash purchase or purchase through cash-advance may be done through a committee of maximum 03 (three) members. The concerned cash approving authority shall constitute the committee and nominate its member(s) while approving the proposal.

12.2 Director of Finance will prepare a monthly statement of cash sanction and submit to the BoT Secretariat within the first week of the following month.

13.0 Procurement Committees:

To expedite the process of procurement / purchase of goods, works or services including office equipment, furniture, computers, electric/electrical items and other essential materials, the following committees will function to deal with procurement proposal unless and until changes are decided by the Board of Trustees:

13.1 Procurement Need Assessment Committee (PNAC⁴):

Sl. No.	Position in the Committee	Composition of the proposed Committee (PNAC)
1.	Convener	Vice Chancellor
2.	Member	Director of Finance
3.	Member (Invited)	Concerned Head of the Department or her/his representative
4.	Member-Secretary	Chief of HR & Logistics

13.1.1 Terms of Reference of PNAC:

- (i) The Procurement Need Assessment Committee (PNAC) will remain responsible for judicious scrutiny and assessment of procurement proposals and recommending a requisition to be put in the procurement process of the University.
- (ii) While assessing the needs specified in the proposal, the committee will judge the merit of the case on the basis of, inter alia, the present inventory of the department, justification of the proposed procurement, the status of the existing items if the proposal is regarding replacement and other relevant issues.
- (iii) Prior to placing before the PNAC, HR&L Department will scrutinize the proposal, estimated cost, check the availability of budget provision, and the specifications of the items. For details, Clauses 15.2(i) and 15.2(ii) of this Manual should be consulted. After PNAC makes recommendation, no change and alteration in the specification will be entertained without the prior approval of the Head of the Procuring Entity.
- (iv) The PNAC, while recommending any proposal for procurement, will mention the method of procurement on the basis of the estimated cost.

⁴ Name of the previous committee was 'Procurement Sub-Committee (PSC).


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13.2 Tender Opening Committee(TOC):

It is very important that the transparency, neutrality, objectivity and integrity of tendering processes are maintained meticulously. In doing so, receiving and opening tenders should be handled carefully. To that end, there shall be a Tender Opening Committee (TOC) comprising the following officials:

Sl. No.	Position in the Committee	Composition of the Committee
1.	Chairperson	Treasurer
2.	Member	Director of Finance
3.	Member (by invitation)	Head of concerned department or representative
4.	Member	Chief, Internal Audit
5.	Member-Secretary	Chief of HR & Logistics

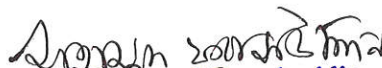
13.2.1 Terms of Reference of TOC:

- (i) The TOC will unlock the tender box and open the Tender Envelopes in front of the tenderers present immediately after the deadline for the submission of tenders, but in any case not later than 30 minutes from the time of tender closing.
- (ii) The TOC will open the tender envelopes item-wise followed by:
 - (a) verifying that the documents are original.
 - (b) verifying that there is a properly signed tender bid/application; and
 - (c) numbering each tender in sequence and entering the information contained in the tender on the Tender Opening Comparative Statement (TOSC).
- (iii) The following information shall be read out to the knowledge of the Tenderers from the original version of each tender and recorded on the Tender Opening Comparative Statement [TOCS]:
 - (a) name of the tenderer.
 - (b) withdrawal or modification or substitution, if any.
 - (c) number of corrections and/or over-writing, if any.
 - (d) non-submission of any documents, e.g. Trade License, VAT and IT Certificate, etc.
 - (e) the tender price.
 - (f) discounts, if any.
 - (g) documents providing earnest money or tender security, or Bank Guarantee, if required.
- (iv) After completion of opening of all the tenders, all members of TOC and the tenderers or their representatives who attend the tender opening meeting shall sign the TOCS with their names.
- (v) After completion of the opening of all tenders received, TOC will hand over the original documents along with the TOCS to CHR&L for taking further steps and are kept in safe custody.


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13.3 Technical Evaluation Committee (TechEC):

There shall be a Technical Evaluation Committee (TechEC) to be constituted by the concerned Head of the Department as the convener to evaluate the technical aspects of received tender applications. The committee will be virtual in nature comprising the following members to be included by the concerned Convener considering the nature of the technicality of the items:

Sl. No.	Position in the Committee	Composition of the proposed Committee
1.	Convener	Head of the concerned Department (Teaching or Non-Teaching)
2.	Member	To be included by the Convener relevant to the technical aspects of the procurement
3.	Member	To be included by the Convener relevant to the technical aspects of the procurement
4.	Member	To be included by the Convener relevant to the technical aspects of the procurement
5.	Member	Concerned Procurement Desk Official of the HR&L Deptt.

13.3.1 Terms of Reference:

- (i) While preparing the technical specifications of any tender documents/schedule, the concerned Head of the Department will constitute the particular TechEC and get the technical specifications prepared and endorsed by them. All the members of the particular TechEC will sign (with their names) the technical specifications to be sent to HR&L Department for further action.
- (ii) In preparing technical specifications and descriptions of goods and related services, or works and physical services, specified to be procured, provide a correct and complete description of their expected performance levels, the characteristics and required quality ensuring that goods, works, services are procured accordingly, but it shall be ensured that such description are not restrictive.
- (iii) The same TechEC will be responsible to evaluate the technical aspects of all the received tenders in relation to their technical specifications of the tender documents/ schedule.
- (iv) The TechEC, after in-depth evaluation of the technical proposal will certify any particular bid to be either “Technically Responsive” or “Technically Non-Responsive” without making any reference to the financial offer and will send the report to HR&L Department for further action.
- (v) While declaring a tender-bid “Technically Non-Responsive”, the committee must give specific reasons of such declaration.


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13.4 Tender Evaluation Committee-1 (TEC-1):

Sl. No.	Position in the Committee	Composition of Existing Committee
1.	Chairperson	Vice Chancellor
2.	Member	Treasurer
3.	Member	Director of Finance
4.	Member-Secretary	Chief of HR & Logistics

13.4.1 Terms of Reference of TEC-1:

- (i) The TEC-1 will evaluate all procurement bids/proposals involving an estimated cost above Taka 5,00,000/-.
- (ii) The TEC-1 will peruse the ‘Summary Sheet’ of the bid documents including Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc) to be prepared by the HR&L Department.
- (iii) Any mathematical error, manipulation (overwriting), alteration in the specifications, if any, shall also be re-checked by TEC-1.
- (iv) TEC-1 will also consider the recommendation(s) of the Technical Evaluation Committee and consider the ‘Technical Responsiveness’ or ‘Technical Non-Responsiveness’ of the bids.
- (v) Considering the above clauses from (i) – (iv) and other relevant aspects of the bids offered by the tenderers, TEC-1 shall identify the most competitive responsive vendor and shall make specific recommendation regarding the acceptability of the tender bid.
- (vi) The recommendation of TEC-1 shall be placed before CDCPC or to the relevant authority through HR&L Department for decision and/or instructions.


13.5 Tender Evaluation Committee-2 (TEC-2):

Sl. No.	Position in the Committee	Designation
1.	Chairperson	Treasurer
2.	Member	Registrar
3.	Member	Director of Finance
4.	Member-Secretary	Chief of HR & Logistics

13.5.1 Terms of Reference of TEC-2:

- (i) The TEC-2 will evaluate all procurement proposals involving an estimated cost upto Taka 5,00,000/-.
- (ii) The TEC-2 will peruse the ‘Tender Opening Comparative Sheet’ of the bid documents including Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc. to be prepared by the HR&L Department.


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Page 14 of 17
Syed Manzur Elahi
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- (iii) Any mathematical error, manipulation (overwriting), alteration in the specifications, if any, shall also be re-checked by TEC-2.
- (iv) TEC-2 shall also consider the recommendation(s) of the Technical Evaluation Committee and consider the 'Technical Responsiveness' or 'Technical Non-Responsiveness' of the tender bids.
- (v) Considering the above clauses from (i) – (iv) and other relevant aspects of the bids offered by the tenderers, TEC-2 shall identify the most competitive responsive vendor and shall make specific recommendation regarding the acceptability of the tender bid.
- (vi) The HR&L Department shall place the recommendation(s) of TEC-2 before the appropriate authority as mentioned in the Clauses 10.1 or to the appropriate authority, as the case may be, for decision and/or instructions.

13.6 Campus Development, Construction and Procurement Committee (CDCPC):

Sl. No.	Position in the Committee	Composition of Existing Committee
1.	Chairperson	Mr. H. N. Ashequr Rahman, MP, Founder Member, Board of Trustees, EWU
2.	Alternate Chairperson/ Member	Mrs. Najma Ahmed, Member, Board of Trustees, EWU
3.	Member	Mr. Nowshad Shamsul Arefin, Member, Board of Trustees, EWU
4.	Member	Dr. Saidur Rahman Lasker, Founder Member, Board of Trustees, EWU
5.	Member	Dr. Muhammad A. Mannan, Founder Member, Board of Trustees, EWU
6.	Member	Mr. Shelley A. Mubdi, Founder Member, Board of Trustees, EWU
7.	Member	Dr. Khalilur Rahman, Founder Member, Board of Trustees, EWU
8.	Member	Mr. Mansoor Mumin, Member, Board of Trustees, EWU
9.	Member	Dr. Joy Samad, Member, Board of Trustees, EWU
10.	Member	Professor M.M. Shahidul Hassan, Vice Chancellor, EWU
11.	Member	Mr. A.Z.M. Shafiqul Alam, Treasurer, EWU
12.	Member	Dr. Md. Mozammel Huq Azad Khan, Professor, Department of CSE, EWU
13.	Member	Dr. Tanbir Ahmed Chowdhury, Professor, Department of BA, EWU
14.	Member-Secretary	Chief of HR & Logistics, EWU


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13.6.1 Terms of Reference of CDCPC:

- (i) The Campus Development, Construction and Procurement Committee (CDCPC) should meet at least once in a month (in the first week of every month) or as frequently as required, to consider the recommendations of TEC-1, TEC-2 or other recommending authorities of the procuring entity regarding procurement of goods, works or services.
- (ii) Matters relating to constructions, reconstructions, repairs of civil, electrical or mechanical nature and other matters concerning campus development and construction shall also be considered by CDCPC.
- (iii) The CDCPC, after due consideration, will make recommendation(s) and/or observation(s) to the BoT for final decision.

14.0 Guidelines for Processing Procurement Proposals: Steps

In general, the entire procurement process will have the following three broad stages each having further steps in processing any procurement proposals:


14.1 Pre-Tendering Stage: The steps

- (i) Initiation of Requisition
- (ii) Finalization of Tender Specification
- (iii) Endorsement by the Departmental Development Committee
- (iv) Rationalization of Estimated Cost
- (v) Checking the availability of Budgeted Fund
- (vi) Forwarding the Final Requisition/ Procurement Proposal to HR&L Department

14.2 Tendering Stage: The Steps

- (i) Examination of the Proposal by the HR&L Department
- (ii) Referring the Requisition Back to the Source (requisitioner) in Case of Non-Compliance
- (iii) Placing before PNAC
- (iv) Determination of Tender Method
- (v) Invitation of Tenders/Proposals/Quotations
- (vi) Opening of Tender bids/ quotations
- (vii) Examining the Tender Bid Documents by HR&L Department
- (viii) Sending to the bids to the Technical Evaluation Committee for Technical Evaluation
- (ix) Preparing Working Paper for TEC-1 or TEC-2, as the case may be
- (x) Evaluation of Tender Bids/Proposals by TEC-1 or TEC-2
- (xi) Consideration of the Recommendation of TEC-1 or TEC-2 by CDCPC or the VC as the case may be
- (xii) Decision on the Recommendation of CDCPC by BoT
- (xiii) Notification of Award
- (xiv) Issuance of Purchase Order/ Work Order
- (xv) Execution of Agreement (AMC or otherwise), if required


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14.3 Post-Tender Stage: The Steps

- (i) Delivery of Goods and Services
- (ii) Verification of the Quality and Quantity
- (iii) Payment for Purchases: Initiation of Bill Payment Process
- (iv) Examination of Bill by the HR&L Department
- (v) Internal Audit: Clearance of the Bill by the Head of Internal Audit Department
- (vi) Obtaining Approval of Bill Payment
- (vii) Making final payment

15. Guidelines Explained for Processing Procurement Proposals:


It is important to note that procurement is a part of the overall acquisition process and is a key component of end-to-end supply chain management of the university. The process refers to the steps necessary to acquire goods, works and services through identification and assessment of needs, acquisition planning, budgeting, inviting, and evaluating tenders, obtaining approvals, awarding the contract and carrying out contract fulfillment. The procurement process of EWU will include, but not limited to, the following stages and steps:


15.1 Pre-Tendering Stage: The steps

- (i) **Initiation of Requisition:** The requisitioner or his/her concerned department will initiate requisition proposal as per their requirements in the prescribed form as per Annexure-III, to be revised and circulated by the HR&L Department from time to time. The requisition form may also be modified to align with the 'file-tracker' format, if necessary. The requisition proposal must include proper description of goods, detailed specification (quantity, quality and technical), and an estimated cost. The copy of the requisition/ proposal will be forwarded to the HR&L Department accompanied by a soft copy through 'file-tracker'.
- (ii) **Finalization of Tender Specifications:** The requisitioner or his/her concerned Head of the Department will finalize the specifications in relation to the identified needs through the Technical Evaluation Committee (TechEC). In doing so, the concerned Head of the Department will constitute a technical committee as per the provisions of clause 13.3. The Head of the Department shall get the technical specification prepared and authenticated by obtaining the signatures with names of all the TechEC Members. The representatives of Information and Communication Services (ICS) Department or/and of Engineering and Maintenance Department (EMD) may be included in the committee if the items to be procured are of nature relevant to them.

However, in case of procurement of items having no technical aspect, Technical Committee will not be necessary, and no technical evaluation will be required.
- (iii) **Endorsement by the Departmental Development Committee (DDC):** If deemed necessary, particularly when the procurement proposal is about capital items, involving high cost, which is required to be approved by the BoT, the concerned Head of the Department should get the requisition proposal endorsed


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Page 17 of 18
Syed Manzur Elahi
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by the Departmental Development Committee (DDC).

- (iv) **Rationalization of Estimated Cost:** Before sending the requisition proposal to the HR&L Department, the requisitioner or his/her concerned department will check and rationalize the estimated cost, will do a market survey, if felt necessary. Assistance of the relevant Departments, e.g. ICS, EMD and others may be sought in this regard.
- (v) **Checking Availability of Budgeted Fund:** The requisitioner will check the availability/allocation of fund in the Budget for the proposed procurement from the office of the Director of Finance and obtain the status of fund availability.
- (vi) **Forwarding the Final Requisition to HR&L Department:** The concerned Head of the Department, after completion of the above steps from (i) to (v), will forward the requisition along with the supporting papers to the HR&L Department.

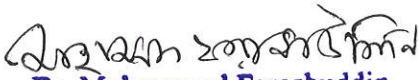
15.2 Tendering Stage: The Steps

- (i) **Examination of the Proposal by the HR&L Department:** Department of HR&L shall examine the proposal in the light of the provisions of this Manual and/ or other relevant rules and regulations issued by the procuring entity. Special attention has to be put on the specifications of the goods, works or services. Close interaction between the requisitioner and the HR&L Department may be necessary to arrive at an unambiguous specification.
- (ii) **Referring the Requisition Back to the Source in case of Non-compliance:** After examination by the HR&L Department, if major non-compliance of the provisions of this manual is found, the requisition will be referred back to the concerned department for addressing the inadequacies or sought for correction or clarification. In case of preparation of specification for technical items, outside assistance may be sought if deemed necessary by the Head of the concerned department.
- (iii) **Placing before PNAC:** After receiving the final requisition back from the concerned department, HR&L Department will arrange to place the requisition to the Procurement Need Assessment Committee in the prescribed format. The format will be devised by the HR&L Department.
- (iv) **Determination of Tender Method:** The PNAC in its meeting will consider, inter alia, the following:
 - (a) justifications of the proposed procurement, its quantity and quality.
 - (b) unambiguity of the specifications, particularly the technical aspects.
 - (c) rationality of estimated cost.
 - (d) on the basis of the above sub-clauses from (a) to (c), PNAC will accord clearance mentioning the method of procurement as per the provisions of this Manual or reject the requisition for further processing.
 - (e) the mode of advertisement for Open Tendering Method should also be decided by PNAC, indicating the names of newspapers.
 - (f) may ask for further examination and necessary revision, correction, and modification, if necessary.
- (v) **Invitation of Tenders/Proposals/Quotations:** On the basis of the decision of PNAC, the HR&L Department will start the process of invitation of tenders or Proposals or Quotations, as the case may be, in compliance with the provisions of clause 8.0.


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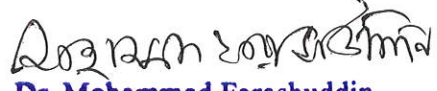

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- (a) The procuring entity shall prepare advertisements for pre-qualification, tenders and requests for Expressions of Interest in standard format.
- (b) The procuring entity shall arrange to publish the advertisement, at least one in Bangla and one in English daily newspaper of wide circulation in the Country.
- (c) The procuring entity shall also publish such advertisement on the own website of the university.
- (d) Receiving of tender bids through any of the methods mentioned at clause 8.2-8.6 of this Manual shall be closed sharp at the time mentioned in the tender invitation schedule.
- (vi) **Opening of Tender bids/ quotations:** The HR&L Department will organize a meeting of TOC for opening the tender bids received. The received tender applications/bids shall be opened by TOC as per the provisions of clause 13.2.1 of this Manual. There shall be no requirement as to the minimum number of responsive tenders but a minimum number of three will be preferred.
- (vii) **Examining the Tender Bid Documents by HR&L Department:** Examination of the received tender application/ bid documents will be the responsibility of the HR&L Department.
- (a) The primary scrutiny of the Tender bids including checking the originality of the bid documents, relevant documents/certificates required as per the Tender document/ schedule, (e.g. Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc) shall be done by the HR&L Department.
- (b) Any mathematical error (in summing up or calculation without any alteration or correction in the per unit price, manipulation (overwriting), etc. shall also be checked by HR&L Department.
- (c) The tender applications/bids which do not qualify through the above scrutiny or which are not in compliance with the terms and conditions of the Tender Schedule/document will be declared as 'Generally Non-Responsive'.
- (d) These 'Generally Non-Responsive' bids should be placed before TEC-1 or TEC-2, as the case may be, for decision and those will not be sent for Technical Evaluation.
- (viii) **Sending the bids to the Technical Evaluation Committee for Technical Evaluation:** After primary scrutiny, the HR&L Department will send the 'Generally Responsive' tender application/bids to the Head of the concerned department for technical evaluation.
- (a) **Technical Evaluation of the Bid Documents:** While preparing the technical specifications of any tender documents/ schedule, the concerned Head of the Department will get the technical specifications evaluated by the TechEC constituted as per clause 13.3.
- (b) **Certifying 'Technically Responsive' or 'Technically Non-Responsive':** The TechEC, after in-depth evaluation of the technical proposal, will certify any particular bid to be either "Technically Responsive" or "Technically Non-Responsive" without making any reference to the financial offer and will send the report to HR&L Department for further action. All the members of the particular TechEC will sign the Evaluation Report of technical specifications to be sent to HR&L Department for further action.
- (ix) **Preparing Working Paper for TEC-1 or TEC-2:** After receiving the technical evaluation report, HR&L Department, will prepare a working Paper in a Standard Format to be devised by HR&L Department and convene meeting of TEC-1 or TEC-2, as the case may be, to consider and evaluate the tender bids in totality.


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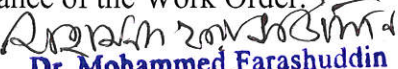

Page 19 of 34
Syed Manzur Elahi
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- (x) **Evaluation of Tender Bids/ Proposals by TEC-1 or TEC-2:** TEC-1 or TEC-2 will evaluate the tender bids in-depth and formulate recommendation for the CDCPC or appropriate authority as per clause 10.1. While formulating recommendation, the TEC-1 or TEC-2 shall adequately provide justifications of the recommendation.
- (xi) **Consideration of the Recommendations of TEC-1 by the CDCPC:**
- To consider the recommendation of TEC-1, HR&L Department will arrange a meeting of CDCPC as soon as possible as per timeframe mentioned in Annexure-II.
 - In the event of the recommendation is accepted by CDCPC, the proposal will be placed before the BoT for final decision.
 - The recommendation of TEC-2 will be placed before the authority as per clause 10.1 of this Manual.
- (xii) **Decision on the Recommendation of CDCPC by BoT:** The recommendation of CDCPC will be considered in a meeting of BoT. The HR&L Department will take action as per the decision or/and instructions of BoT.
- (xiii) **Notification of Award/ Issuance of Award Notification:**
In the event of the recommendation(s) is/are approved by the BoT, the HR&L Department will issue a Notification of Award Letter or the Work Order to the successful bidder, depending upon the specific case as stated below.
- If the accomplishment of the procurement involves certain terms and conditions which have to be agreed by the Tenderer and the Procuring Entity mutually, a Notification of Award Letter (NOAL) should be issued prior to the expiration of the period of tender validity.
 - The procuring entity shall also notify the successful tenderer, through the Notification of Award Letter (NOAL) regarding the acceptance of her/his tender bid.
 - The NOAL shall state the value of the proposed contract, the amount of the Performance Security (PS), the time within which the PS shall be submitted and the time within which the contract shall be signed. Until a formal contract is executed, the NOAL shall constitute a binding for both the parties.
 - In the event of the clauses (a), (b) and (c) above are not relevant, the Procuring Entity will issue the work order/purchase order to the successful bidder. The work order/purchase order will include, but not limited to, the terms and conditions of the tender schedule.
- (xiv) **Issuance of Purchase Order/ Work Order:**
- Purchase Order/Work Order is a contract reached between the procuring entity and the supplier/vendor/contractor. Both the parties are pledge bound to abide by the terms of the contract reached. The contract reached on behalf of the procuring entity must be signed by the appropriate officer as defined under the Finance Code or EWUPM 2021 or authorized by the Head of Procuring Entity (CHR&L).
 - Non-fulfillment of any term of the contract is a default and as per law, the defaulter is to compensate the loss to the other party of the contract. So, the terms incorporated in a contract are the bindings to the parties to the contract.
 - For entering into such contact/work order/ purchase order etc. or for making any change of the same, terms and conditions of the work/purchase must be authorized by the Head of Procuring Entity.
 - Completion of the work/supply means completion of the total work/supply of a work order or purchase order. If there is no term in the work order/purchase order for making part-payment against a part-delivery or for partial completion of the work, part-payment cannot be allowed.
- (xv) **Execution of Agreement:** If it is felt necessary by the procuring entity that an Annual Maintenance Contract (AMC) or an appropriate mode of Agreement needs to be executed with the successful bidder, such agreement should be executed together with the issuance of the Work Order.


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Page 89 of 87
Syed Manzur Elahi
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15.3 Post-Tender Stage: The Steps

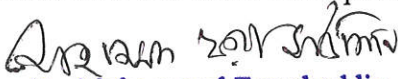
- (i) **Delivery of Goods and Services:** The supplier or the contractor will deliver the Goods or accomplish the works or services within the time stipulated in the Work Order. In case of any delay in delivery or non-accomplishment of the works or services as per Work Order, the procuring entity will take punitive measures as per the terms and conditions of the work order.
- (ii) **Verification of the Quality and Quantity:** The quality and quantity of items of goods delivered or works/ services accomplished shall be verified by the requisitioner jointly with the officer-in-charge of store to check whether the goods, works or services have been done or accomplished as per the work order before receiving through delivery challan. In case of technical items and construction works, the requisitioner, jointly with the representative of the concerned Technical Committee and representative of the relevant technical department (ICS in case of computer and related accessories, EMD for construction and allied works, etc) will verify the quality and quantity before those are accepted and received. They will certify about the quality and quantity of goods, works or services in relation to the specifications of work order.
- (iii) **Payment for Purchases: Initiation of Bill Payment Process**

After completion of supply of all goods or after completion of all works, related works, and services as per the work order, the supplier/contractor shall submit the bill in original to the HR&L Department for payment along with two copies of Delivery Challan duly signed by the officials as mentioned in the PM.
- (iv) **Examination of Bill by the HR&L Department:**

For Bills of Procurement of Goods and Services: The designated Procurement Officer in the HR&L Department shall scrutinize the bill and be confirmed that the bill is supported by (a) copy of prior approval from the relevant authority of EWU for the work or for the purchase of items, (b) copy of comparative statement of offers, (c) copy of work/purchase order, (d) material receiving report (MRR) from the store-in-charge supported by the Quality Certificate/ Performance Report from the consuming department or user department, wherever necessary, (e) Delivery Challan/ Packing list in original, (f) the Bill in original, (g) a forwarding containing opinion for payment of the bill from the Head of the concerned Department. Having been satisfied with the papers attached with the bill, HR&L shall forward the bill, alongwith a completely documented note to the Chief /Head of Internal Audit for scrutiny and internal audit.
- (v) **For Bill of Construction Works or Civil Works:** For any bill of construction works or civil works, the HR&L Department shall scrutinize the bill and the supporting papers mentioned at (a) above alongwith the Measurement Book (MB) jointly signed by the contractor and the designated engineer, list of supplied materials including their value and adjustment thereof, calculations etc. and being satisfied, shall forward the bill, alongwith a completely documented note to the Chief /Head of Internal Audit for scrutiny and internal audit.
- (vi) **Internal Audit: Clearance of the Bill for Payment:** The Head/ Chief of Internal Audit Unit shall execute an internal audit by thorough scrutiny of the bill further and being satisfied that the work has been done or the supply has been made as per terms and conditions of the work order/purchase order and


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Page 2 Syed Manzur Elahi
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also being satisfied with all the recommendations, and budget provision in this respect, s/he shall submit the bill with her/his opinion to the Treasurer for approval and/or for forwarding onward for approval of payment as per clause 11.0 of this Manual.

- (vii) **Obtaining approval of Bill Payment:** Director of Finance or the Treasurer or the Vice Chancellor or the Chairperson, BoT, as the case may be, accords approval/decision on the proposal for payment of bill.
- (viii) **Making Final Payment:** After necessary approval from the Treasurer, Vice Chancellor and the Chairperson, BoT, as the case may be, the Director of Finance shall arrange payment after necessary deductions such as tax, VAT, performance security deposit, penalty, etc. if applicable as per clause 7.0 of this Manual and also after adjustment of the advance/running bill, if any.
- (viii) **Payment of Advance/Running Bill/Final Bill of Contractor:**
- (a) Subject to the terms of the contract/work order for payment of running bill to the contractor, the Measurement Book (MB) has to be jointly signed by the contractor, designated engineer/supervisor and the Chief Engineer/ Project Director and the bill is to be certified and recommended by the consultant, if any, and signed/countersigned by the Project Director or the designated Engineer with clear recommendation as to the amount to be paid to the contractor against the running bill.
- (b) For payment of final bill to the contractor, the Measurement Book (MB) shall have to be jointly signed by the contractor, designated engineer/supervisor, certified and recommended by the consultant, if any, and signed/ countersigned by the Chief Engineer/ Project Director.
- (c) The bill, whether advance/running or final, will be received at the HR&L Department. After receiving the bill, the HR&L Department shall follow the steps described at para 15.3(iv) and 15.3(v).
- (d) Any material purchased by the university for any construction work and handed over to the contractor(s) for the specified work as per work order, must be intimated to the Finance and Accounts Department supported by proper documents for record and adjustment with the running/final bill.
- (e) After proper scrutiny of the bill and subject to the availability of budget provision and fund, the Director of Finance will arrange payment of the bill with the approval of the appropriate authority as per clause 10.0 of this Manual.

15.4 Timeframe of Processing Procurement Proposals:

In order to promote and ensure effective, efficient, transparent and fair procurement system, time-bound processing of procurement proposal is of paramount importance. In such endeavor, processing time at each step of procurement process needs to be managed meticulously. Annixure-II of this Manual gives a frame of time allocated to each step alongwith the responsibility of accomplishment. Concerned officials of the procuring entity will follow the timeframe for the timely accomplishment of a procurement proposal.


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Treasurer


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Chairperson
Board of Trustees
East West University

16.0 Inventory of Stores and Payment for Purchases and Vendor's Bill:

16.1 Inventory of Stores:

- (i) The university shall have a sole 'Central Store' to act as the Repository of all items procured by the university.
- (ii) In the store, the inventory of all items procured by the university or received from any other sources as donation/subscription/awards must be maintained meticulously.
- (iii) The inventory of the stores shall be kept in a proper way through soft copies in computers and hard copies in registers/store ledgers showing the description of material, date of receipts, date of issue, unit rate, quantity, value and closing stock under perpetual inventory system.
- (iv) The stores must be kept in a proper place and manner so that every item can be identified and counted at any time for verification etc. and also to ensure that the quality of the stores is not deteriorated.
- (v) The inventory of the stores of fixed natures shall also be maintained by the inventory controlling officer for receipts and issues in the same line as done for the consumable stores. Logistic Department shall maintain a Fixed Asset Register as per best practices of inventory management.
- (vi) At the end of each and every financial year as on 30th June or at any other time in between if needed, the physical verification of the stores must be carried out by an Inventory Verification Committee to be formed by the Vice Chancellor.

17.0 Procurement through e-Tendering:


For carrying out the purposes of this Manual, any or all procurement methods for the University mentioned in clause 8.0 may be undertaken using Electronic Processing System. For the purposes of this Manual, Electronic Processing System means online processing of tender invitation, receipt of tender bids/proposals, tender bid processing, communication and processing of data through a website or using dedicated computer software e.g. 'File Tracker'.

18.0 Powers of Board of Trustees (BoT) to remove complications and to keep the Manual most relevant:

18.1 For the purpose of removing any complications in giving effect to any provision of this Manual on account of any ambiguities occurring in such provision, the BoT may, by resolution in its meeting, issue a direction, clarifying or interpreting such provision in keeping with other provisions, as to how such matters shall be dealt with.

18.2 In order to keep the Procurement Manual most relevant and if needs arise in the context of the time and situation, this Manual may be updated, modified, altered, and changed with the endorsement of the Syndicate and approval of the Board of Trustees, East West University.


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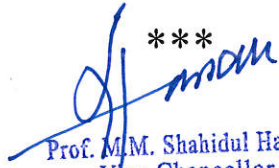

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19.0 Yearly Meeting of Board of Trustees to Discuss Issues Pertinent to Procurement:

An exclusive meeting of the Board of Trustees will be held at the beginning of each financial year to reflect and discuss the issues pertinent to different aspects of procurement at the university. In accordance with the discussion and decision of the meeting, the Board shall instruct to bring about changes, modifications or addition of any provision of the Manual as it considers appropriate.



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East West University

Description and Clarification of Terms and Definitions

Sl. No.	Term(s) (Alphabetical Order)	Definition(s)
(1)	Act	'Act' means the Private University Act 2010 along with all subsequent amendments thereto.
(2)	Advertisement	'Advertisement' means an advertisement published in newspapers, websites, or any other mass media for the purposes of wide publicity.
(3)	Applicant	'Applicant' means a person wishing to be enlisted in the Tendering Method or to be pre-qualified in response to an invitation for pre-qualification or to be short listed in response to a request for expression of interest.
(4)	Approving Authority	'Approving authority' means the authority which, in accordance with the delegation of financial power and as per the provisions of this manual, approves the proposal, award of contract for the procurement of goods, works or services.
(5)	Authority	'Authority' means any of the authorities of East West University (EWU) who may exercise Financial and Administrative power as allowed in this Manual, the Finance Code 2013 of the University and Private University Act 2010.
(6)	Bid Document	'Bid Document' means the tender documents submitted by participating tenderers in response to the invitation of tender by the procuring entity through any procuring method.
(7)	Bidder	'Bidder' means a supplier or a contractor participating in the tender process in response to the invitation of procurement proposal by the procuring entity.
(8)	Board	'Board' means the Board of Trustees (BoT) of EWU University.
(9)	Chairperson	'Chairperson' means the Chairperson of the BoT of EWU.
(10)	Chancellor	'Chancellor' means the Chancellor of the East West University who is the Honourable President of the People's Republic of Bangladesh.
(11)	Chief of Human Resources & Logistics (CHR&L)	'Chief of Human Resources and Logistics' (CHR&L) means the Chief of Human Resources and Logistics Department of East West University.
(12)	Conflict of Interest	"Conflict of Interest" means any situation where any official of procuring entity having business, financial, personal or professional interest in a procurement process would adversely affect the interest of EWU in achieving economy, efficiency, transparency, fairness and equal treatment of Tenders or Proposals.
(13)	Consultant	'Consultant' means a person under contract with the procuring entity for providing intellectual and professional services.
(14)	Delegation of Financial Power	'Delegation of financial power' means the orders regarding the delegation of financial authority, issued by the EWU from time to time, and relating to the conduct of procurement or sub-delegation of financial powers under such delegation, in accordance this Manual.
(15)	Director of Finance (DoF)	'Director of Finance' (DoF) means the Director of Finance of East West University.
(16)	Evaluation Committee	'Evaluation Committee' means a tender or a proposal evaluation committee outlined in this manual or constituted by


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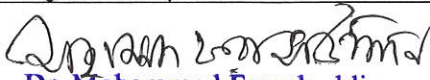

Page 25 of 37
Syed Manzur Elahi
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Sl. No.	Term(s) (Alphabetical Order)	Definition(s)
		the procuring entity.
(17)	Employee	'Employee' means teachers, officers and staff members appointed by EWU authority.
(18)	e-Tender	'e-Tender' means invitation as well as receiving of tender applications from the bidders through internet.
(19)	Framework Contract	'Framework Contract' means a contract, effective for a specified period of time between the procuring entity and one or more suppliers establishing the terms governing the procurement of goods and related services, with regard to price, and the quantity or as the case may be, estimated quantities.
(20)	Goods	'Goods' means raw materials, products and equipment and objects in solid, liquid or gaseous form, electricity and related services.
(21)	Government	'Government' means the Government of the People's Republic of Bangladesh.
(22)	Head of Procuring Entity (HOPE)	'Head of Procuring Entity' means the Vice Chancellor of East West University.
(23)	Human Resources and Logistics (HR&L) Department	Human Resources and Logistics (HR&L) Department means the HR&L Department of East West University
(24)	In-Writing	'In-writing' means any communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.
(25)	Officers	'Officers' means the Vice Chancellor, Pro-Vice Chancellor, Treasurer, Registrar, Deans and such other officers as may be declared by the EWU authority to be the Officers of the University.
(26)	Opening Committee	'Opening Committee' means a Tender Opening Committee (TOC) or a Proposal Opening Committee (POC) constituted by the EWU.
(27)	Physical Services	'Physical Services' means the following services with measurable outputs: (a) the supply of goods or execution of works relating to operation and maintenance of facilities or plant, surveys. (b) individual service-oriented contracts regarding security services, catering services, cleaning services or third party services.
(28)	Pre-qualification	'Pre-qualification' means a procedure for demonstrating qualifications as a pre-condition for being invited to tender.
(29)	Pro Vice Chancellor	'Pro-Vice Chancellor (Pro-VC)' means the Pro-Vice Chancellor of EWU appointed by the Chancellor.
(30)	Procurement	'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 by any contractual means.
(31)	Procurement Committee	'Procurement Committee' means the committee(s) outlined in this manual or formed by the authority of EWU for procurement purposes.
(32)	Procuring Entity	'Procuring Entity' means East West University or any of its departments or officials having delegated administrative and financial powers to undertake procurement of goods, works or services using university fund.


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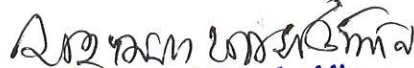

Page 26 of 37
Syed Manzur Elahi
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Sl. No.	Term(s) (Alphabetical Order)	Definition(s)
(33)	Quotation	'Quotation' means the priced offer in writing received from tenderers for the procurement of readily available standardized goods, works or physical services subject to the financial limitation as prescribed by rules.
(34)	Registrar	'Registrar' means the Registrar of East West University.
(35)	Related Services	'Related Services' means services relating to the contracts of the supply of goods.
(36)	Requisitioner	'Requisitioner' means the employee of EWU initiating the requisition for procurement of goods, works or services or the head of the concerned Department to which the requisition initiating employee belongs.
(37)	Responsive	'Responsive' means qualified for consideration based on evaluation criteria so declared and specified in the tender document or in the request for quotation/proposal document.
(38)	Review Panel	'Review Panel' means a panel comprised of specialists constituted by the procuring entity.
(39)	Services	'Services' means related services, physical services or intellectual and professional services.
(40)	Short-List	'Short-list' means a list of applicants considered suitable to be invited to submit proposals for goods, works and services or intellectual and professional services following the evaluation of applications submitted in response to a Request for Expressions of Interest.
(41)	Supplier	'Supplier' means a person under contract with the procuring entity for the supply of goods and related services.
(42)	Syndicate	'Syndicate' means a body set up as per the Act for the management of the academic, financial and administrative affairs of EWU and overseeing the implementation of the policy decisions adopted by the Board, by itself, by the Academic Council and the bodies constituted by it.
(43)	Tender Document or Request for Proposal Document	'Tender Document' or 'Request for Proposal Document' means the document provided by the procuring entity to a tenderer or consultant as a basis for preparation of its tender or proposal.
(44)	Tender or Proposal	'Tender or Proposal' means a tender or as the case may be a proposal submitted by a tenderer or a consultant for delivery of goods, works or services in response to an invitation for tender or a request for proposal ; and a quotation shall also be included in tender.
(45)	Tenderer	'Tenderer' means a person or organization who submits a tender.
(46)	Treasurer	'Treasurer' means the Treasurer of East West University appointed by the Chancellor.
(47)	Vice Chancellor	'Vice Chancellor (VC)' means the Vice Chancellor of East West University appointed by the Chancellor.
(48)	Year	'Year' means the Financial year of the University beginning on 1 st July and ending on 30 th June.


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Page 20

Timeframe for Processing Procurement Proposals and Assigned Responsibilities

Steps	Particulars	Actions/ Activities	Time Allocated & Responsibility
Steps-1: Pre-Tendering Stage			
1/1	Initiation of Requisition	The requisitioner or his/her concerned department will initiate requisition proposal as per their requirements in the prescribed form to be devised and circulated by the HR&L Department. The requisition proposal must include proper description of goods, detailed specification (quality and technical), and an estimated cost. The copy of the requisition/ proposal will be forwarded to the HR&L Department accompanied by a soft copy through 'file-tracker'.	Open Requisitioner
1/2	Finalization of Tender Specifications in relation to felt needs through the Technical Evaluation Committee, wherever applicable	The requisitioner or his/her concerned Head of the Department will finalize the specifications in relation to the identified needs through the Technical Evaluation Committee (TechEC). In doing so, the concerned Head of the Department will constitute a technical committee as per the provisions of clause 13.3 and get the technical specification prepared and authenticated by obtaining the signatures and seals of all the TechEC Members. The representatives of Information and Communication Services Department or/and of Engineering and Maintenance Department may be included in the committee if the items to be procured are of nature relevant to them.	Open Requisitioner
1/3	Endorsement by the Departmental Development Committee, if necessary	Procurement proposals involving capital items (e.g. Machineries, Laboratory equipments, Computers, etc.) should be endorsed by Departmental Development Committee	Open Requisitioner
1/4	Rationalization of Estimated Cost	Before sending the requisition proposal to the HR&L Department, the requisitioner or his/her concerned department will check and rationalize the estimated cost, will do a market survey, if felt necessary. Assistance of the relevant Departments, e.g. ICS, EMD and others may be sought in this regard.	Open Requisitioner
1/5	Checking the Availability of Budgeted Fund	The requisitioner will check the availability/allocation of fund in the Budget for the proposed procurement from the office of the Director of Finance and obtain the status of fund availability.	Open Requisitioner
1/6	Forwarding the Final Requisition/ Procurement Proposal to HR&L Department	The concerned Head of the Department, after completion of the above steps from (i) to (v), will forward the requisition along with the supporting papers to the HR&L Department.	Open Requisitioner


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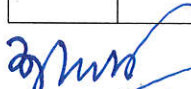

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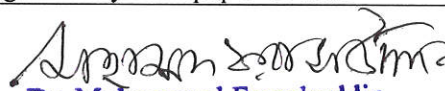
Page 28 of 37


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Steps-2: Tendering Stage			
2/1	Examination of the Proposal by the HR&L Department	Department of HR&L shall examine the proposal in the light of the provisions of the Procurement Manual 2021 and/ or other relevant rules and regulations issued by the procuring entity. Special attention has to be put on the specification of the goods, works or services. Close interaction between the requisitioner and the HR&L Department may be necessary to arrive at an unambiguous specification.	Within 03 (three) days from the date of receipt in the HR&L Deptt. CHR&L
2/2	Referring the Requisition Back to the Source (requisitioner) in case of Non-compliance, if required	On Examination if it is found that the requisition is not in compliance with the provisions of the Procurement Manual, the HR&L Department will send the same back to the requisitioner for necessary compliance.	Within 02 (two) days from the date of receipt in the HR&L Deptt. CHR&L
2/3	Placing before PNAC	After receiving the final requisition back from the concerned department, HR&L Department will arrange to place the requisition to the Procurement Need Assessment Committee in the prescribed format. The format will be devised by the HR&L Department.	Within 07 (seven) days from the date of receipt in the HR&L Deptt. CHR&L
2/4	Determination of Tender Method	The PNAC in its meeting will consider, inter alia, the following: (a) justifications of the proposed procurement, its quantity and quality. (b) unambiguity of the specifications, particularly the technical aspects. (c) rationality of estimated cost. (d) on the basis of the above sub-clauses from (a) to (c), PNAC will accord clearance mentioning the method of procurement as per the provisions of this Manual or reject the requisition for further processing. (e) the mode of advertisement for Open Tendering Method should also be decided by PNAC, indicating the names of newspapers. (f) may ask for further examination and necessary revision, correction, and modification, if necessary.	Open (As and when PNAC decides) CHR&L
2/5	Invitation of Tenders/Proposals /Quotations	On the basis of the decision of PNAC, the HR&L Department will start the process of invitation of tenders or Proposals or Quotations, as the case may be, in compliance with the provisions of clause 8.0 of the PM. The procuring entity shall prepare advertisements for pre-qualification, tenders and requests for Expressions of Interest in standard format. The procuring entity shall directly arrange to publish the advertisement, at least one in Bangla and one in English daily newspaper of wide	Within 07 (seven) days from the date of PNAC meeting. CHR&L

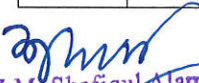

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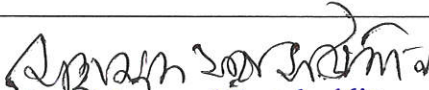

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		<p>circulation in the Country. The procuring entity shall publish such advertisement on the own website of the university. Receiving of tender bids through any of the methods mentioned at clause 8.2 to 8.6 of the PM (including e-tendering) will be closed sharp at the time mentioned in the tender invitation schedule.</p>	
2/6	Opening of Tender bids/ quotations	<p>The HR&L Department will organize a meeting of TOC for opening the tender bids received. The received tender applications/bids shall be opened by TOC as per the provisions of clause 13.2.1.</p>	<p>(i) Within 30 minutes from the set time on the closing date of submission of tenders in case of OTM and LTM. (ii) Within 03 (three) days from the date of receipt of RFQ/P or Spot Quotation.</p> <p>CHR&L</p>
2/7	Examining the Tender Bid Documents by HR&L Department	<p>Examination of the received tender application/ bid documents will be the responsibility of the HR&L Department. The primary scrutiny of the Tender bids including checking the originality of the bid documents, relevant documents/certificates required as per the Tender document/ schedule, (e.g. Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc) shall be done by the HR&L Department. Any mathematical error (in summing up or calculation without any alteration or correction in the per unit price, manipulation (overwriting), etc. shall also be checked by HR&L Department. The tender applications/bids which do not qualify through the above scrutiny or which are not in compliance with the terms and conditions of the Tender Schedule/document will be declared as 'Generally Non-Responsive'. These 'Generally Non-Responsive' bids should be placed before TEC-1 or TEC-2, as the case may be, for decision.</p>	<p>Within 03 (three) days from the date of opening of the tenders.</p> <p>CHR&L</p>
2/8	Sending the bids to the Technical Evaluation Committee for Technical Evaluation	<p>After primary scrutiny, the HR&L Department will send the 'Generally Responsive' tender application/bids to the Head of the concerned department for technical evaluation. The requisitioning department get the technical offer evaluated by the TechEC and sends back the 'Technical Evaluation Report to the HR&L Department.</p>	<p>Within 05 (five) days from the date of receiving the tender proposals in the Deptt .</p> <p>Requisitioning Deptt.</p>

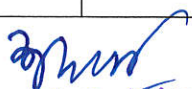

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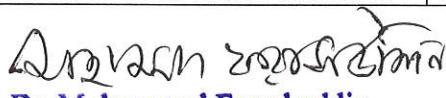

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2/9	Preparing Working Paper for TEC-1 or TEC-2, as the case may be	After receiving the technical evaluation report, HR&L Department, will prepare a working Paper in a Standard Format to be devised by HR&L Department and convene meeting of TEC-1 or TEC-2, as the case may be, to consider and evaluate the tender bids in totality.	Within 03 (three) days from the date of receipt the modified/ corrected Technical Evaluation Report. CHR&L
2/10	Evaluation of Tender bids/ proposals by TEC-1 or TEC-2	TEC-1 or TEC-2 will evaluate the tender bids in-depth and formulate recommendation for the CDCPC or appropriate authority as per clause 10.1 of the PM. While formulating recommendation, the TEC-1 or TEC-2 shall adequately provide justifications of the recommendation.	Within 07 (seven) days from the date of receipt of the Technical Evaluation Report mentioned at 2/9 above. CHR&L
2/11	Consideration of the Recommendation of TEC-1 or TEC-2 by the CDCPC or the VC or the delegated authority as the case may be	To consider the recommendation of TEC-1, HR&L Department will arrange a meeting of CDCPC as soon as possible. In the event of the recommendation is accepted by CDCPC, the proposal will be placed before the BoT for final decision. The recommendation of TEC-2 will be placed before the authority as per clause 10.1 of the PM.	Within 07 (seven) days from the date of receipt of the Technical Evaluation Report mentioned at 2/9 above. CHR&L
2/12	Decision on the Recommendation of CDCPC by BoT	The recommendation of CDCPC will be considered in a meeting of BoT. The HR&L Department will take action as per the decision or/and instructions of BoT.	Open
2/13	Notification of Award	In the event of the recommendation(s) is/are approved by the BoT, the HR&L Department will issue a Notification of Award Letter to the successful bidder, if necessary, depending upon the case.	Within 03 (three) days from the date of the Minutes of BoT Meeting are circulated. CHR&L
2/14	Issuance of Purchase Order/ Work Order:	In the event of the step 2/14 above is not relevant, the Procuring Entity will issue the work order/purchase order to the successful bidder. The work order/purchase order will include, but not limited to, the terms and conditions of the tender schedule.	Within 03 (three) days from the date of the Minutes of BoT Meeting are circulated. CHR&L
2/15	Execution of Agreement (AMC or otherwise), if required	If it felt necessary by the procuring entity that an Annual Maintenance Contract (AMC) or an appropriate mode of Agreement needs to be executed with the successful bidder, such agreement should be executed together with the issuance of the Work Order.	On the day the Work Order is issued or as per the Terms and Conditions of the Work Order.
Steps-3: Post Tender Stage			
3/1	Delivery of Goods and Services	The supplier or the contractor will deliver the Goods or accomplish the works or services within the time stipulated in the Work Order. In case of	As per the time and date stipulated in the Work Order.



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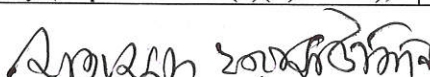

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Page 37
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		any delay in delivery or non-accomplishment of the works or services as per Work Order, the procuring entity will take punitive measures as per the terms and conditions of the work order.	
3/2	Verification of the Quality and Quantity	The quality and quantity of items of goods delivered or works/ services accomplished shall be verified by the requisitioner jointly with the officer-in-charge of store to check whether the goods, works or services have been done or accomplished as per the work order before receiving through delivery challan. In case of technical items and construction works, the requisitioner, jointly with the representative of the concerned Technical Committee and representative of the relevant technical department (ICS in case of computer and related accessories, EMD for construction and allied works, etc) will verify the quality and quantity before those are accepted and received. They will certify about the quality and quantity of goods, works or services in relation to the specifications of work order.	At the time on the day the Goods/ items are supplied at the sight of the University, in case of supply. In case of technical items and construction works, within 07 (seven) days of completion of fabrication/ installation or construction as per the Work Order. Requisitioner, Officer-in-charge of store, representative of ICS/EMD Deptt.
3/3	Payment for Purchases: Initiation of Bill Payment Process	After completion of supply of all goods or after completion of all works, related works, and services as per the work order, the supplier/contractor shall submit the bill in original to the HR&L Department for payment along with two copies of Delivery Challan duly signed by the concerned officials.	The supplier/ contractor shall submit bills within 07 (seven) days from the date they complete supply/ fabrication of all work order items and within 03 (three) days by the HR&L Deptt from the date they receive the bills. Supplier/Contractor CHR&L
3/4	Examination of Bill by the HR&L Department	The designated Procurement Officer in the HR&L Department shall scrutinize the bill and be confirmed that the bill is supported by the (i) copy of prior approval from the relevant authority of EWU for the work or for the purchase of items, (ii) copy of comparative statement of offers, (iii) copy of work/purchase order, (iv) material receiving report (MRR)/stock entry report from the store-in-charge supported by the Quality Certificate/Performance Report from the consuming department or user department wherever necessary (as per clause 3(c)(ii) above),	As mentioned at 3/3 above. CHR&L


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Page 92 of 97
Syed Manzur Elahi
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		(v) Delivery Challan/Packing list in original, (vi) the Bill in original, (vii) a forwarding containing opinion for payment of the bill from the Head of the HR&L department. Having been satisfied with the papers attached with the bill, CHR&L shall forward the bill to the Chief /Head of Internal Audit for scrutiny and internal audit.	
3/5	Internal Audit: Clearance of the Bill by the Head of Internal Audit Department	The CIA shall scrutinize the bill further and being satisfied that the work has been done or the supply has been made as per terms and conditions of the work order/purchase order and also being satisfied with all the recommendations, and budget provision in this respect, he/she shall send it to the Director of Finance or the Treasurer as the case may be. The Treasurer will accord approval or send the file to the Vice Chancellor for approval. Similarly, the Vice Chancellor will accord approval or forward the file onward to the Chairperson, BoT for approval.	Within 03 (three) days from the date the bills are received from the HR&L Department. CHR&L
3/6	Obtaining approval of Bill Payment from the Director of Finance or the Treasurer or the Vice Chancellor or the Chairperson, as the case may be.	Director of Finance or the Treasurer or the Vice Chancellor or the Chairperson, BoT, as the case may be, accords approval/decision on the payment proposal.	Within 02 (two) days from the date of receipt of the bill by the Director of Finance, Treasurer, or the Vice Chancellor. As soon as possible by the Chairperson, BoT.
3/7	Making final payment ➤ Deductions VAT/IT ➤ Performance Security ➤ Bank Guarantee	After necessary approval from the Treasurer, Vice Chancellor and Chairperson, BoT, as the case may be, the Director of Finance shall arrange payment after necessary deductions such as tax, VAT, performance security deposit, penalty, etc. if applicable as per clause 7.0 of this Manual.	Within 03 (three) days from the date of receipt of the file with final approval of the bill by the appropriate authority. DoF


A.Z.M. Shafiqul Alam
Treasurer


Prof. M.M. Shahidul Hasan
Vice Chancellor
East West University


Dr. Mohammed Farashuddin
Chief Adviser
East West University
Former Governor, Bangladesh Bank
Member, ICSC, United Nations


Syed Manzur Elahi
Chairperson
Board of Trustees
East West University

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Procurement Requisition Form


A. GENERAL INFORMATION:			
Sl. No.	Particulars		Description
1.	Date of Requisition	:	
2.	Subject of Requisition	:	
3.	Name of Requisitioner	:	
4.	Designation	:	
5.	Name of Department	:	

B. DETAILS OF REQUISITION:				
Sl. No	Name of Item(s)	No. of Units/ Quantity available in stock at present	No. of Units/ Quantity Required	Estimated Cost
1.				
2.				
3.				
4.				
5.				
Total:				

C. SPECIFICATION OF THE ITEMS:				
Sl. No.	Name of Item(s)	Specifications		Special notes (if any)
		General	Technical	
1.				
2.				
3.				
4.				
5.				

Note: For detailed technical specification, please attach separate sheet, if required.


A.Z.M. Shafigul Alam
Treasurer


Prof. M.M. Shahidul Hassan
Vice Chancellor
East West University


Dr. Mohammed Farashuddin
EWUPM 2021
Chief Adviser
East West University
Former Governor, Bangladesh Bank
Member, ICSC, United Nations


Syed Muntasir Elahi
Chairperson
Board of Trustees
East West University

G. COMMENTS OF ICS/EMD (IF NECESSARY) :

The Comments of Information Communication Department/ Engineering and Maintenance Department:

Signature :

Name:

Designation:

Date:

H. COMMENTS OF THE HEAD OF THE DEPARTMENT :

Recommendations/ Comments:

Signature :

Name:

Designation:

Date:

Note: Additional pages may be attached, if required.

I. CONFIRMATION OF BUDGET ALLOCATION BY THE DIRECTOR OF FINANCE:

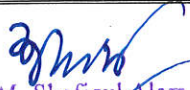
Availability of budget allocation in the 'Account Head' of the proposed procurement:


Signature :


Name:

Designation: Director of Finance

Date:


A.Z.M. Shafiqul Alam
Treasurer


Prof. M.M. Shahidul Hassan
Vice Chancellor
East West University


Dr. Mohammed Farashuddin
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Page 36 of 38
Syed Manzil Elahi
Chairperson
Board of Trustees
East West University

J. COMMENTS OF THE CHIEF OF HR & LOGISTICS:

Comments:

Signature :

Name:


Designation: Chief, HR&L Department

Date:

Important Note:

- 1) Please give information in the space provided. Attach additional sheets of paper, if necessary.
- 2) Please write 'Not applicable' if any information sought for is not relevant to any particular procurement proposal.
- 3) Any incomplete requisition form will be sent back to the requisitioner.


A.Z.M. Shaiful Alam
Treasurer


Prof. M.M. Shahidul Hascan
Vice Chancellor
East West University


Dr. Mohammed Farashuddin
Chief Adviser
East West University
Former Governor, Bangladesh Bank
Member, ICSC, United Nations

24 January 2021


Syed Manzur Elahi
Chairperson
Board of Trustees
East West University