

**ANNUAL PROCUREMENT PLAN (2024-2025)**  
**(Goods, Works & Services)**

Ministry/Division : Defence Finance Department (DFD)

Budget: Revenue

Agency : Controller General Defence Finance

Procuring Entity Name & Code: Controller General Defence Finance (1190501104216)

Economic Code: Computer & Others (4112202)

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notificatio n of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	Laptop Purchase For CGDF Office	★ 3 sets HP laptop	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Oct-24	Oct-24	Oct-24	Oct-24	Oct-24	Oct-24		Oct-24
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	Laptop Purchase For CGDF Office	★ 3 sets HP laptop	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25		Jan-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	Scanner Purchase For CGDF Office	★ 5 Sets scanner	RFQM	CGDF	GoB	1,50,000/-	Planned Dates		Nov-24	Nov-24	Nov-24	Nov-24	Nov-24	Nov-24		Nov-24
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	Printer Purchase For CGDF	★ 10 Sets	RFQM/ LTM	CGDF	GoB	2,50,000/-	Planned Dates		Nov-24	Nov-24	Nov-24	Nov-24	Nov-24	Nov-24		Nov-24

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Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Appoval of Award	Notificatio n of Award	Signing of Contact	Total Time of contact	Time for Completion of contact	
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	<b>Office</b>	Printer					Planed Days			9		7	7		23 Days		
							Actual Dates										
PG-	<b>Desktop Computer Purchase For CGDF Office</b>	★4 Sets (Monitor, CPU, Keyboard, Mouse & Others) ★UPS	RFQM	CGDF	GoB	3,00,000/-	Planed Dates		Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25		Jan-25	
							Planed Days			9		7	7		23 Days		
							Actual Dates										
		★2 Sets (Monitor, CPU, Keyboard, Mouse & Others) ★UPS ★ 5 Sets HD monitor	RFQM	CGDF	GoB	2,47,000/-	Planed Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25
							Planed Days			9		7	7		23 Days		
							Actual Dates										
Total Estd.Cost in Tk.						15,47,000	Budget			15,47,000							

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Office Accessories (4112310)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact	
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
PG-	55/65'' LED TV Purchase for Pension Monitoring Cell of CGDF Office	★02 pcs	RFQM/ DPM	CGDF	GoB	3,00,000/-	Planed Dates		Sep-24	Sep-24	Sep-24	Sep-24	Sep-24	Sep-24		Sep-24	
							Planed Days			9		7	7		23 Days		
							Actual Dates										
PG-	Photocopy Machine For CGDF Office	★02 pcs	OTM/ RFQM	CGDF	GoB	6,00,000/-	Planed Dates		JAN-25	JAN-25	JAN-25	JAN-25	JAN-25	JAN-25		JAN-25	
							Planed Days			9		7	7		23 Days		
							Actual Dates										
							Planed Dates		JAN-25	JAN-25	JAN-25	Feb-25	Feb-25	March-25		March-25	
							Planed Days			14	14	7	7	28	70 Days		
PG-	AC Purchase for Mini Conference room of CGDF Office	★One New AC 3 Ton	RFQM	CGDF	GoB	1,50,000/-	Planed Dates		OCT-24	OCT-24	OCT-24	OCT-24	OCT-24	OCT-24		OCT-24	
							Planed Days		9		7	7		23 Days			
							Actual Dates										

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Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Appoval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	Various Electric goods for CGDF Office	★02 pcs Microwave Oven ★ Variant Electric Goods ★01 pcs electric water purifier with installation ★15 pcs ceiling fan ★15 pcs wall fan ★15 pcs pedestal fan	RFQM/ DPM	CGDF	GoB	3,00,000/-	Planned Dates		NOV-24	NOV-24	NOV-24	NOV-24	NOV-24	NOV-24		NOV-24
							Planned Days			9		7	7		23 Days	
							Actual Dates									
Total Estd. Cost in Tk.						13,50,000/	Budget				15,00,000					

**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Furniture (4112314)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact		
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
PG-	Chair Purchase For CGDF Office	As per requirement	RFQM/ DPM	CGDF	GoB	3,00,000/-	Planned Dates		Dec-24	Dec-24	Dec-24	Dec-24	Dec-24	Dec-24		Dec-24		
							Planned Days			9		7	7		23 Days			
							Actual Dates											
PG-	Table Purchase For CGDF Office	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25		Jan-25		
							Planned Days			9		7	7		23 Days			
							Actual Dates											
PG-	Sofa Purchase For CGDF Sir's room	As per requirement	RFQM/ OTM	CGDF	GoB	8,00,000/-	Planned Dates		Nov-24	Nov-24	Nov-24	Nov-24	Nov-24	Nov-24		Nov-24		
							Planned Days			9		7	7		23 Days			
							Actual Dates											
							Planned Dates		March-25	March-25	March-25	March-25	March-25	March-25	April-25		April-25	
							Planned Days			14	14	7	7	28	70 Days			
PG-	File Cabinet	As per	RFQM/ LTM	CGDF	GoB	3,00,000/-	Planned Dates	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25			

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Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Purchase For CGDF Office	requirement					Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	Desk Cabinet for CGDF Office	As per requirement	RFQ	CGDF	GoB	3,00,000/-	Planned Dates		Apr-25	Apr-25	Apr-25	Apr-25	Apr-25	Apr-25		Apr-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
Total Estd. Cost in Tk.						20,00,000/-	Budget		20,00,000/							

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Information and Communication Technologies (4112201)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Signing of Contract	Total Time of contact	Time for Completion of contact	
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
PG-	Information and Communication Technologies	★ Software programmes	DPM	CGDF	GoB	2,50,000/-	Planned Dates		NOV-24	NOV-24	NOV-24	NOV-24	NOV-24	NOV-24		NOV-24	
							Planned Days										
							Actual Dates										
Total Estd.Cost in Tk.						2,50,000/-	Budget		2,50,000/-								

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Computer Software (4113301)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notificat ion of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	Computer Software	★ 30 pcs Microsoft Teams	DPM/OTM	CGDF	GoB	6,00,000/-	Planed Dates		JAN-25	JAN-25	JAN-25	JAN-25	JAN-25	JAN-25		JAN-25
							Planed Days			14	14	7	7	28	70 Days	
							Actual Dates									
Total Estd.Cost in Tk.						6,00,000	Budget		6,00,000/							

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Non-residential building (3258107)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	<b>Renovation works at 3<sup>rd</sup> and 6<sup>th</sup> floor of CGDF office</b>	As per requirement	OTM/	CGDF	GoB	12,00,000/-	Planed Dates		Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25		Jan-25
			RFQM/				Planed Days			14	14	7	7	28	70 Days	
			LTM				Actual Dates									
Total Estd.Cost in Tk.						12,00,000	Budget				15,00,000/					

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Computer consumables (3255101)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	<b>Computer accessories of CGDF office</b>	Webcam 10pcs Speaker 10pcs Keyboard 10pcs Mouse 10pcs Pen drive 20pcs UPS 10pcs Portable Hard drive 10pcs	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Oct-24	Oct-24	Oct-24	Oct-24	Oct-24	Oct-24		Oct-24
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	<b>Color Toner Cartridges for printer and Photocopy Machine Toner</b>	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates			Jan-25	Jan-25	Jan-25	Jan-25	Jan-25		Jan-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	<b>Black Toner Cartridges for printer</b>	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
Total Estd. Cost in Tk.						9,00,000/-	Budget			15,00,000/-						

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Printing and binding (3255102)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	<b>Notebook and envelope printing (A4, Legal, 9×4)</b>	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Dec-24	Dec-24	Dec-24	Dec-24	Dec-24	Dec-24		Dec-24
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	<b>Compendium and annual report printing</b>	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
PG-	<b>File board. File cover, Tissue box cover</b>	As per requirement	RFQM	CGDF	GoB	3,00,000/-	Planned Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25
							Planned Days			9		7	7		23 Days	
							Actual Dates									
Total Estd.Cost in Tk.						9,00,000/-	Budget				10,00,000/					

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Consumable items (3256103)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Appoval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact	
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
PG-	<b>Various Consumable Items</b>	Various crockeries and dinner sets	RFQM/ OTM	CGDF	GoB	13,00,000/-	Planed Dates		April-25	April-25	April-25	April-25	May-25	May-25		May-25	
							Planed Days			14	14	7	7	28	70 Days		
							Planed Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25		Mar-25
							Planed Days			9		7	7		23 Days		
Total Estd.Cost in Tk.						13,00,000/-	Budget				15,00,000/						

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Other stationery (3255105)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	<b>Stationery Items</b>	As per list	RFQM/ OTM/	CGDF	GoB	8,00,000/-	Planed Dates		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	April-25		April-25
							Planed Days			14	14	7	7	28	70 Days	
							Actual Dates									
Total Estd.Cost in Tk.						8,00,000/-	Budget				10,00,000/					

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**ANNUAL PROCUREMENT PLAN (2024-2025)**

**Economic Code: Other equipment & Accessories (4112316)**

**Budget: Revenue**

Package No	Description of Procurement Package Work	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Apporval of Award	Notification of Award	Signing of Contact	Total Time of contact	Time for Completion of contact
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PG-	<b>Refrigerator, Microwave oven, Geysar, Air conditioner, Mobile Phone, TV/Smart TV</b>	As per list	OTM	CGDF	GoB	12,00,000/-	Planned Dates		Feb-25	Feb-25	Feb-25	Feb-25	Feb-25	Mar-25	90 Days	Mar-25
							Planned Days			14	14	7	7	28	70 Days	
							Actual Dates									
Total Estd.Cost in Tk.						12,00,000/-	Budget			12,00,000/						

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**করিদ উজ-জামান**  
 এসএস অধীক্ষক

*Melan 07/20/28*  
**মুহাম্মদ নূরুদ্ব ইসলাম**  
 সহকারী কন্ট্রোলার জেনারেল ডিফেন্স ফাইন্যান্স  
 সিজিডিএফ এর কার্যালয়  
 সেকেন্ডারি স্ট্রাট, ঢাকা-১০০০

*9/20/28*  
**আঃ কাঃ মোঃ শাহসুল আলম**  
 জডিট এক একাউন্টস অফিসার  
 কন্ট্রোলার জেনারেল ডিফেন্স ফাইন্যান্স এর কার্যালয়  
 জডিট কমপ্লেক্স (৭ম তলা)  
 সেকেন্ডারি স্ট্রাট, ঢাকা-১০০০।

*07/20/28*  
**নাসিমুল ইসলাম**  
 জয়েন্ট কন্ট্রোলার জেনারেল ডিফেন্স ফাইন্যান্স  
 কন্ট্রোলার জেনারেল ডিফেন্স ফাইন্যান্স এর কার্যালয়  
 ১ম ১২ তলা সরকারী অফিস ভবন (৪র্থ তলা)  
 সেকেন্ডারি স্ট্রাট, ঢাকা-১০০০