

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
সমাজসেবা অধিদফতর
সমাজসেবা ভবন
আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭

নং: ৪১.০১.০০০০.০১৩.৩০.৩০৮.২২. ২৮-৯৪

তারিখ: ১৬/৭/২০২৪

বিষয়: ২০২৪-২০২৫ অর্থ বৎসরের বাজেট বাস্তবায়নের জন্য সমাজসেবা অধিদফতরের বার্ষিক
সংগ্রহ পরিকল্পনা (Procurement Plan) প্রেরণ।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে সমাজসেবা অধিদফতরের ২০২৪-২০২৫ অর্থ বছরের
বার্ষিক সংগ্রহ পরিকল্পনা Annual Procurement Plan (APP) সদয় পরবর্তী প্রয়োজনীয়
ব্যবস্থা গ্রহণের জন্য এতদসঙ্গে প্রেরণ করা হলো।

১৬/৭/২০২৪

ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (গ্রেড-১)
ফোন: ০২ ৫৫০০৭০২৪
dg@dss.gov.bd

সচিব
সমাজকল্যাণ মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা।

ANNUAL PROCUREMENT PLAN 2024-2025

Budget: Revenue

Ministry / Division : Ministry of Social Welfare
Agency : Department of Social Services (DSS)
Procuring Entity Name & Code : Head Office, Department of Social Services, Dhaka-1207.

Code: 1290201117158

In Lac Taka.

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR 01	Clean & Cleaning Materials	No	LS/ As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	11.00	SRFQ		Planned Dates	23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024	01/09/2024
										Planned Days	00	7	5	3	5	5	25
										Actual Dates							
								SRFQ		Planned Dates	03/12/2024	10/12/2024	15/12/2024	18/12/2024	23/12/2024	29/12/2024	12/01/2025
										Planned Days	00	7	5	3	5	6	26
										Actual Dates							
								SRFQ		Planned Dates	04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025	13/04/2025
										Planned Days	00	7	6	3	5	6	27
										Actual Dates							
GR 02	Entertainment Expenses	No	LS/ As per requirement	SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB	4.39	SRFQ		Planned Dates	18/09/2024	25/09/2024	01/10/2024	03/10/2024	08/10/2024	14/10/2024	28/10/2024
										Planned Days	00	7	6	2	5	6	27
								DPM		Actual Dates	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
								Others		Actual Dates							
GR 03	Transport use is contract based for Rent	No	LS/ As per requirement	OTM/ LTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	27.25	SRFQ		Planned Dates	23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024	01/09/2024
										Planned Days	00	7	5	3	5	5	25
										Actual Dates							
								Error! Not a valid link.		Planned Dates	24/07/2024	07/08/2024	21/08/2024	28/08/2024	04/09/2024	25/09/2024	09/10/2024
										Planned Days	00	14	14	7	7	28	70
										Actual Dates							
GR 04	Seminar, Conference	No	LS/As per requirement	OTM/ LTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	28.00	SRFQ		Planned Dates	13/08/2024	20/08/2024	25/08/2024	28/08/2024	02/09/2024	08/09/2024	22/09/2024
										Planned Days	00	7	5	3	5	6	26
										Actual Dates							
								L TM		Planned Dates	24/07/2024	07/08/2024	21/08/2024	28/08/2024	04/09/2024	25/09/2024	09/10/2024
										Planned Days	00	14	14	7	7	28	70
										Actual Dates							
								O TM		Planned Dates	06/11/2024	20/11/2024	04/12/2024	11/12/2024	18/12/2024	15/01/2025	29/01/2025
										Planned Days	00	14	14	7	7	28	70
										Actual Dates							

মোঃ ইদ্রিসুর রহমান
সমাজসেবা অফিসার
(৩দার, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

1 | Page

সমাজসেবা অধিদপ্তর, ঢাকা।

বিপুল কুমার সাহা
সহকারী পরিচালক
(৩দার, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহমুদ সান্নোয়া
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

মৈয়দ মোঃ কুন্স হাসিম
উপপরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

ড. আবু সাঈদ মোস্তফা কামাল
মহাপরিচালক (গ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								SRFQ		Planned Dates	03/12/2024	10/12/2024	15/12/2024	18/12/2024	23/12/2024	29/12/2024	12/01/2025
										Planned Days	00	7	5	3	5	6	26
										Actual Dates							40
GR 05	Electricity Bill	Monthly	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	60.11			N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
										Actual Dates							
GR 06	Water Bill	Monthly	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	13.61			N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
										Actual Dates							
GR 07	Currier	No	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	7.04			N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
										Actual Dates							
GR 08	Internet/ Fax/ Telex Bill	No.	As per requirement	OTM /SRFQ/ LTM /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	120.00	SRFQ		Planned Dates	20/08/2024	27/08/2024	02/09/2024	05/09/2024	10/09/2024	17/09/2024	01/10/2024
										Planned Days	00	7	5	3	5	7	26
										Actual Dates							41
								O TM		Planned Dates	18/09/2024	09/10/2024	23/10/2024	30/10/2024	07/11/2024	04/12/2024	26/12/2024
										Planned Days	00	21	14	7	7	28	79
										Actual Dates							105
								SRFQ		Planned Dates	25/09/2025	02/10/2024	08/10/2024	14/10/2024	20/10/2024	27/10/2024	10/11/2024
										Planned Days	00	7	6	6	6	7	32
										Actual Dates							46
								L TM		Planned Dates	10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024	09/01/2025
										Planned Days	00	21	14	7	7	28	77
										Actual Dates							91
GR 09	Post	No/Taka	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	4.77			N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
										Actual Dates							
GR 10	Telephone Bill	Monthly	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	13.17			N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
										Planned Days	-	-	-	-	-	-	365
										Actual Dates							
GR 11	Publicity & Advertisement	No.	As per requirement	OTM /SRFQ/ LTM /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	340.00	SRFQ		Planned Dates	13/08/2024	20/08/2024	25/08/2024	28/08/2024	02/09/2024	08/09/2024	22/09/2024
										Planned Days	00	7	5	3	5	6	26
										Actual Dates							40
								O TM		Planned Dates	11/09/2024	25/09/2024	09/10/2024	16/10/2024	23/10/2024	20/11/2024	11/12/2024
										Planned Days	00	21	14	7	7	28	77
										Actual Dates							105
								SRFQ		Planned Dates	04/01/2025	11/01/2025	16/01/2025	19/03/2025	24/03/2025	30/03/2025	13/04/2025
										Planned Days	00	7	6	3	5	6	27
										Actual Dates							41

১৬/৭/২৪
মোঃ ইদ্রিস রহমান
সমাজসেবা অফিসার
২। প্রকৌশল, সরঞ্জাম ও যানবাহন
সমাজসেবা অধিদপ্তর, ঢাকা।

১৬/৭/২৪
মোস্তাফা হাফিজ সারওয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

১৬/৭/২৪
সৈয়দ মোঃ নূরুল বাসির
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

১৬/৭/২৪
ড. আবু সালেহ মোস্তাফা কামাল
সহপরিচালক (প্রকৌশল ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process		Not Used in GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9		10	11	12	13	14	15	16	17	18
								L TM	Planned Dates	10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025	
									Planned Days	00	21	14	7	7	28	77	91	
									Actual Dates									
GR 12	Audio-Video/Film Making	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	70.61	SRFQ	Planned Dates	21/08/2024	28/08/2024	02/09/2024	05/09/2024	10/09/2024	15/09/2024		29/09/2025	
									Planned Days	00	7	5	3	5	5	25	39	
									Actual Dates									
									Actual Days									
								O TM	Planned Dates	10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025	
									Planned Days	00	21	14	7	7	28	77	91	
									Actual Dates									
									Actual Days									
SRFQ	Planned Dates	04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025		13/04/2025									
	Planned Days	00	7	6	3	5	6	27	41									
	Actual Dates																	
GR 13	Book & Samoyeki	No	As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	12.34	Planned Dates	08/10/2024	15/10/2024	20/10/2024	23/10/2024	28/10/2024	03/11/2024		17/11/2024		
								Planned Days	00	7	5	3	5	5	25	41		
								Actual Dates										
GR 14	Publicity	No.	As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	1.71	SRFQ	Planned Dates	13/08/2024	20/08/2024	25/08/2024	28/08/2024	02/09/2024	08/09/2024		22/09/2024	
									Planned Days	00	7	5	3	5	6	26	40	
									Actual Dates									
GR 15	Travel expenses	Monthl y	As per requirement	DPM/Others	According to PPA, PPR and Delegation of Financial Power	GOB	9.65	Planned Dates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025	
								Planned Days	-	-	-	-	-	-	-	365		
								Actual Dates										
GR 16	Outsourcing	No.	As per requirement	OTM/ Others	According to PPA, PPR and Delegation of Financial Power	GOB	64.00	O TM	Planned Dates	24/07/2024	07/08/2024	21/08/2024	28/08/2024	04/09/2024	25/09/2024		09/10/2024	
									Planned Days	00	14	14	7	7	28	70	84	
									Actual Dates									
GR 17	Labour	Monthl y	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	15.50	Planned Dates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025	
								Planned Days	-	-	-	-	-	-	-	365		
								Actual Dates										
GR 18	Recruitment Examination	No	LS/ As per requirement	OTM/ QCBS/ LTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	640.00	SRFQ	Planned Dates	13/08/2024	20/08/2024	25/08/2024	28/08/2024	02/09/2024	08/09/2024		22/09/2024	
									Planned Days	00	7	5	3	5	6	26	40	
									Actual Dates									
								O TM	Planned Dates	10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025	
									Planned Days	00	21	14	7	7	28	77	91	
									Actual Dates									
								SRFQ	Planned Dates	04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025		13/04/2025	
									Planned Days	00	7	6	3	5	6	27	41	
Actual Dates																		
GR 19	Nirikkha/Samikkha Fee	No/ Taka	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	3.00	Planned Dates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025	
								Planned Days	-	-	-	-	-	-	-	365		
								Actual Dates										

১৭/১৮
বিপ্লব কুমার সাহা
সহকারি পরিচালক
(কমান্ড, সশস্ত্র ও যানবহন)
সমাঙ্গাঙ্গী আদিকার, ঢাকা।

সৈয়দ মোঃ নূরুল হাশিম
 মুম্বাই
 পরিচালক (প্রশাসন ও অর্থ)
 সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used in GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR 20	Annulipi	No/ Taka	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	1.58	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
								Planned Days		-	-	-	-	-	-	-	365
								Actual Dates									
GR 21	Training & Training Materials	No	LS/ As per requirement	OTM/ LTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	240.45	SRFQ	Planned Dates	06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024
									Planned Days	00	7	5	3	6	5	26	40
									Actual Dates								
								L TM	Planned Dates	22/08/2024	12/09/2024	26/09/2024	03/10/2024	10/10/2024	07/11/2024		21/11/2024
									Planned Days	00	21	14	7	7	28	77	91
									Actual Dates								
								O TM	Planned Dates	14/11/2024	12/09/2024	26/09/2024	03/10/2024	10/10/2024	07/11/2024		21/11/2024
									Planned Days	00	21	14	7	7	28	77	91
									Actual Dates								
								SRFQ	Planned Dates	03/12/2024	10/12/2024	15/12/2024	18/12/2024	23/12/2024	29/12/2024		12/01/2025
									Planned Days	00	7	5	3	5	6	26	40
									Actual Dates								
GR 22	Purchase of Petrol, Oil & Lubricant	LTR/ LS	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	77.38	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
								Planned Days		-	-	-	-	-	-	-	365
								Actual Dates									
GR 23	Purchase of Transport Fuel (CNG & Other Fuel)	LTR/ CM/ LS	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	59.77	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
								Planned Days		-	-	-	-	-	-	-	365
								Actual Dates									
GR 24	Security Service	Monthl y	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	44.00	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025
								Planned Days		-	-	-	-	-	-	-	365
								Actual Dates									
GR 25	Purchase of Computer Consumables	No.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	48.47	SRFQ	Planned Dates	23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024		01/09/2024
									Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
								O TM	Planned Dates	05/09/2024	19/09/2024	03/10/2024	10/10/2024	18/10/2024	24/10/2024		07/11/2024
									Planned Days	00	14	14	7	7	28	70	84
									Actual Dates								
GR 26	Printing & Binding	No.	As per requirement	OTM/LTM/ SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB	44.25	SRFQ	Planned Dates	06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024
									Planned Days	00	7	5	3	6	5	26	40
									Actual Dates								
								L TM	Planned Dates	22/08/2024	12/09/2024	26/09/2024	03/10/2024	10/10/2024	07/11/2024		21/11/2024
									Planned Days	00	21	14	7	7	28	77	91
									Actual Dates								
								O	Planned Dates	21/11/2024	11/12/2024	26/12/2024	02/01/2025	09/01/2025	06/02/2025		20/02/2025

মোঃ ইদ্রিসুর রহমান
সভাসেবা অফিসার
(জনসং, পদার্থ ও যানবাহন)

4 | Page সমাজসেবা অধিদপ্তর, ঢাকা।

বিপুল কুমার সাহা
সহকারী পরিচালক
(জনসং, পদার্থ ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তফা মাহমুদ সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

সৈয়দ মোঃ নূরুল বাসির
মুদ্রাধিকার
পরিচালক (প্রশাসন ও অর্থ)

ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (খ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								TM		00	21	14	7	7	28	77	91
								SRFQ		03/12/2024	10/12/2024	15/12/2024	18/12/2024	23/12/2024	29/12/2024		12/01/2025
										00	7	5	3	5	6	26	40
GR 27	Purchase of Stamp & Seal	No.	As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	2.80	Planned Dates		11/09/2024	18/09/2024	23/09/2024	26/09/2024	01/10/2024	08/10/2024		22/10/2024
								Planned Days		00	7	5	3	5	7	28	42
								Actual Dates									
								SRFQ		23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024		01/09/2024
										00	7	5	3	5	5	25	39
								O		24/07/2024	07/08/2024	21/08/2024	28/08/2024	04/09/2024	25/09/2024		09/10/2024
								TM		00	14	14	7	7	28	70	84
								SRFQ		30/10/2024	06/11/2024	11/11/2024	14/11/2024	19/11/2024	24/11/2024		08/12/2024
										00	7	5	3	5	5	25	39
								SRFQ		05/02/2025	12/02/2025	17/02/2025	20/02/2025	20/02/2025	25/02/2025		11/03/2025
										00	7	5	3	5	5	25	39
								SRFQ		02/04/2025	9/04/2025	14/04/2025	17/04/2025	22/04/2025	27/04/2025		11/05/2025
										00	7	5	3	5	5	25	39
GR 28	Other Stationery						543.86	Planned Dates		06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024
	Toiletries Item	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Days		00	7	5	3	6	5	26	40
								Actual Dates									
	Printing Item (Paper)	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		03/09/2024	10/09/2024	15/09/2024	18/09/2024	23/09/2024	28/10/2024		12/10/2024
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
	Crookeries Item	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		08/10/2024	15/10/2024	20/10/2024	23/10/2024	28/10/2024	03/11/2024		17/11/2024
								Planned Days		00	7	5	3	5	5	25	41
								Actual Dates									
	Dress up to 16-20 Grade Employee	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		30/10/2024	06/11/2024	11/11/2024	14/11/2024	19/11/2024	24/11/2024		08/12/2024
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
	Food, Beverage and Entertainment	SL	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		11/12/2024	18/12/2024	23/12/2024	26/12/2024	31/12/2024	05/01/2025		19/01/2025
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
	Plastic Equipment, Dustmen, Basket, Ball	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		17/12/2024	24/12/2024	28/01/2025	01/01/2025	06/01/2025	12/01/2025		26/01/2025
								Planned Days		00	7	5	3	5	6	26	40
								Actual Dates									

মোঃ ইদ্রিস রহমান
সমাজসেবা অফিসার
(ভদাম, সরকার ও মানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

বিশ্বজিৎ কুমার সাহা
সহকারি পরিচালক
(ভদাম, সরকার ও মানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহমুদ সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

সৈয়দ মোঃ নূরুল বাসির
বৃক্ষসচিব
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

ড. আবু সালেহ মোস্তাফা কামাল
মহাপরিচালক (প্রজ-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS		Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract					
1			3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					
		Cleaning & Hygening Equipment/ Item	no.	As per requirement	OTM/LTM/SRF Q/DPM	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		24/12/2024	31/12/2024	05/01/2025	08/01/2025	12/01/2025	16/01/2025		30/01/2025					
									Planned Days		00	7	5	3	5	4	24	38					
		Purchase of Hardware & Sanitary goods	no.	As per requirement	OTM/LTM/SRF Q/DPM	According to PPA, PPR and Delegation of Financial Power	GOB			Planned Dates		01/02/2025	08/02/2025	13/02/2025	16/02/2025	22/02/2025	27/02/2025		11/03/2025				
									Planned Days		00	7	5	3	6	5			40				
		Purchase of Misc. goods	no.	As per requirement	OTM/LTM/SRF Q/DPM	According to PPA, PPR and Delegation of Financial Power	GOB			Planned Dates		04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025		13/04/2025				
									Planned Days		00	7	6	3	5	6	27	41					
									Actual Dates														
		Monihari & Other expenses	no.	As per requirement	OTM/LTM/SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB			SRFQ	Planned Dates		06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024			
													00	7	5	3	6	5	26	40			
											Actual Dates												
										O TM	Planned Dates		24/10/2024	14/11/2024	28/11/2024	05/12/2024	12/12/2024	09/01/2025		23/01/2025			
													00	21	14	7	7	28	77	91			
											Actual Dates												
										SRFQ	Planned Dates		30/10/2024	06/11/2024	11/11/2024	14/11/2024	19/11/2024	24/11/2024		08/12/2024			
													00	7	5	3	5	5	25	39			
											Actual Dates												
										SRFQ	Planned Dates		05/02/2025	12/02/2025	17/02/2025	20/02/2025	20/02/2025	25/02/2025		11/03/2025			
													00	7	5	3	5	5	25	39			
											Actual Dates												
		O TM	Planned Dates		13/02/2025	06/03/2025	20/03/2025		27/03/2025	03/04/2025	30/04/2025		15/05/2025										
					00	21	14		7	7	28	77	91										
			Actual Dates																				
											Planned Dates		04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025		13/04/2025			
													00	7	6	3	5	6	27	41			
											Actual Dates												
		GR 29	Dress		No	LS/As per requirement	SRFQ/LTM DPM		According to PPA, PPR and Delegation of Financial Power	GOB	10.65	Planned Dates		30/10/2024	06/11/2024	20/11/2024	27/12/2024	04/12/2024	01/01/2025		15/01/2025		
		GR 30	Procurement of Consultancy Services	No	As per requirement	FBS/QCBS	According to PPA, PPR and Delegation of Financial Power		GOB	18.94	Planned Days		00	14	14	7	7	28		84			
Actual Dates																							
Planned Dates								24/10/2024			14/11/2024	28/11/2024	05/12/2024	12/12/2024	09/01/2025		23/01/2025						
GR 31	Research	No	As per requirement	FBS/QCBS	According to PPA, PPR and Delegation of Financial Power	GOB	64.00	Planned Days		00	21	14	7	7	28		91						
								Actual Dates															
								Planned Dates		30/10/2024	06/11/2024	20/11/2024	27/12/2024	04/12/2024	01/01/2025		15/01/2025						
GR 32	Survey	No	As per requirement	FBS/QCBS	According to PPA, PPR and Delegation of Financial Power	GOB	13.50	Planned Days		00	14	14	7	7	28		84						
								Actual Dates															
								Planned Dates															
GR 33	Innovation	Seminar	No.	As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	37.85	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025					
									Planned Days		-	-	-	-	-	-	-	-	365				
		Innovation Materials	no.	As per requirement	SRFQ/ DPM	GOB			Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025				
									Planned Days		-	-	-	-	-	-	-	-	365				

মোঃ ইদ্রিস রহমান
সহকারী পরিচালক
সমাজসেবা অধিদপ্তর, ঢাকা।
২৬/১১/২৪

বিপুল কুমার সাহা
সহকারী পরিচালক
(সদস্য, প্রশাসন ও ব্যবস্থাপনা)
২৬/১১/২৪

মোস্তফা মাহমুদ সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর
২৬/১১/২৪

সৈয়দ মোঃ নূরুল বাসির
বৃন্দা
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।
২৬/১১/২৪

ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (গ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।
২৬/১১/২৪

Package No	Description of Procurement Package GOODS		Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract									
1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18									
		Honorius of Participant & Resource Person	no.	As per requirement	G2G	Financial Power	GOB		Actual Dates																		
						Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
						Planned Days				-	-	-	-	-	-	-	365										
						Actual Dates																					
	Awareness of Innovation	no.	As per requirement	G2G	According to PPA, PPR and Delegation of Financial Power	GOB		Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
					Planned Days				-	-	-	-	-	-	-	365											
					Actual Dates																						
					Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025										
GR 34	Honorarium	No	As per requirement	G2G	According to PPA, PPR and Delegation of Financial Power	GOB	21.00	Planned Days		-	-	-	-	-	-	-	-	365									
					Actual Dates																						
					Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
					Planned Days				-	-	-	-	-	-	-	-	365										
GR 35	Event/Festival: Celebrating National and International Days	No	LS/ As per requirement	OTM/LTM/ RFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	260.00	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
					Planned Days				-	-	-	-	-	-	-	-	365										
					Actual Dates																						
					Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
GR 36	Land Development Tax	Taka	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	1.39	Planned Days		-	-	-	-	-	-	-	-	365									
					Actual Dates																						
					Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
					Planned Days				-	-	-	-	-	-	-	-	365										
GR 37	City Corporation Tax	Taka	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	13.00	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
					Planned Days				-	-	-	-	-	-	-	-	365										
					Actual Dates																						
					Planned Dates				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2025									
GR 38	Sports Programme	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	24.00	SRFQ	Planned Dates		09/10/2024	16/10/2024	21/10/2024	24/10/2024	29/10/2024	03/11/2024		17/11/2024									
									Planned Days		00	7	5	3	5	5	25	39									
									Actual Dates																		
									Planned Dates		07/11/2024	21/11/2024	05/12/2024	12/12/2024	19/12/2024	26/12/2024		09/01/2025									
								O TM	Planned Days		00	14	14	7	7	28	70	84									
									Actual Dates																		
									GR 39	Cultural Programme	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	42.05	SRFQ	Planned Dates		09/10/2024	16/10/2024	21/10/2024	24/10/2024	29/10/2024	03/11/2024		17/11/2024
																		Planned Days		00	7	5	3	5	5	25	39
Actual Dates																											
Planned Dates		07/11/2024	21/11/2024	05/12/2024	12/12/2024	19/12/2024	26/12/2024											09/01/2025									
O TM	Planned Days		00	14	14	7	7	28	70	84																	
	Actual Dates																										
	GR 40	Purchase of Vehicle	No	As per requirement	OTM/DPM	According to PPA, PPR and Delegation of Financial Power	GOB	168.30	Planned Dates		06/10/2024	03/11/2024	17/11/2024	24/11/2024	02/12/2024	30/12/2024		02/02/2025									
									Planned Days		00	28	14	7	7	28	84	126									
Actual Dates																											
GR 41									ICT Equipment	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	125.50	SRFQ	Planned Dates		06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024	
	Planned Days		00	7	5	3	6	5									26	40									
	Actual Dates																										
	O TM	Planned Dates		06/08/2024	27/08/2024	10/09/2024	17/09/2024	24/09/2024									22/10/2025		05/11/2024								
Planned Days			00	21	14	7	7	28	77	91																	

17.9.28
মোঃ ইদ্রিস রহমান
সমাজসেবা অফিসার
(উদ্যম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

বিপ্লবী সাহা
সহকারী পরিচালক
(উদ্যম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাক আহমদ সারওয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

২৮/৯/২৪
সৈয়দ মোঃ নূরুল বাসির
মুদ্রাসচিব
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

২৮/৯/২৪
ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (মেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost In Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR 42	Computer and accessories	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	82.70	Actual Dates									
								Planned Dates		02/04/2025	9/04/2025	14/04/2025	17/04/2025	22/04/2025	27/04/2025		11/05/2025
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
								Planned Dates		06/08/2024	13/08/2024	18/08/2024	21/08/2024	27/08/2024	01/09/2024		15/09/2024
								Planned Days		00	7	5	3	6	5	26	40
								Actual Dates									
								Planned Dates		05/09/2024	19/09/2024	03/10/2024	10/10/2024	18/10/2024	24/10/2024		07/11/2024
								Planned Days		00	14	14	7	7	28	70	84
								Actual Dates									
								Planned Dates		04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025		13/04/2025
								Planned Days		00	7	6	3	5	6	27	41
								Actual Dates									
GR 43	Telecommunication equipment	No.	As per requirement	SRFQ /OTM /LTM/DPM	According to PPA, PPR and Delegation of Financial Power	GOB	9.90	Planned Dates		17/09/2024	24/09/2024	29/09/2024	02/10/2024	07/10/2024	10/10/2024		24/10/2024
								Planned Days		00	7	5	3	5	4	24	38
								Actual Dates									
								Planned Dates		11/09/2024	25/09/2024	09/10/2024	16/10/2024	23/10/2024	20/11/2024		11/12/2024
								Planned Days		00	21	14	7	7	28	77	105
								Actual Dates									
								Planned Dates		01/01/2025	22/01/2025	05/02/2025	12/02/2025	19/02/2025	20/03/2025		09/4/2025
								Planned Days		00	21	14	7	7	28	77	105
								Actual Dates									
								Planned Dates		23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024		01/09/2024
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
								Planned Dates		10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		12/01/2025
GR 44	Electric Equipment	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	45.00	Planned Days		00	21	14	7	7	28	77	92
								Actual Dates									
								Planned Dates		08/01/2025	29/01/2025	12/02/2025	19/02/2025	26/02/2025	24/3/2025		10/04/2025
								Planned Days		00	21	14	7	7	28	77	92
								Actual Dates									
								Planned Dates		05/02/2025	12/02/2025	17/02/2025	20/02/2025	25/02/2025	02/03/2025		16/03/2025
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
								Planned Dates		23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024		01/09/2024
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
								Planned Dates		10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025
								Actual Dates									
GR 45	Office Equipment	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	64.70	Planned Dates		23/07/2024	30/07/2024	04/08/2024	07/08/2024	12/08/2024	18/08/2024		01/09/2024
								Planned Days		00	7	5	3	5	5	25	39
								Actual Dates									
								Planned Dates		10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025

মোঃ ইদ্রিসুর রহমান
সমাজসেবা অফিসার
৪। প. ৪ (উদ্যম, মনোমুগ্ধ ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

বিশ্বনাথ কুমার সাহা
সহকারী পরিচালক
(উদ্যম, মনোমুগ্ধ ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহমুদ সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

সৈয়দ মোঃ নূরুল বাসির
ইনস্পেক্টর
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (খ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used In GOODS	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								SRFQ	Planned Dates	05/02/2025	12/02/2025	17/02/2025	20/02/2025	25/02/2025	02/03/2025		16/03/2025
									Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
									L TM	15/01/2025	06/02/2025	16/02/2025	23/02/2025	03/3/2025	31/03/2025		21/04/2025
GR 46	Furniture	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	83.00	SRFQ	Planned Dates	17/09/2024	24/09/2024	29/09/2024	02/10/2024	07/10/2024	10/10/2024		24/10/2024
									Planned Days	00	7	5	3	5	4	24	38
									Actual Dates								
								O TM	Planned Dates	10/10/2024	31/10/2024	14/11/2024	21/11/2024	28/11/2024	26/12/2024		09/01/2025
									Planned Days	00	21	14	7	7	28	77	91
									Actual Dates								
								SRFQ	Planned Dates	30/10/2024	06/11/2024	11/11/2024	14/11/2024	19/11/2024	24/11/2024		08/12/2024
									Planned Days	00	7	5	3	5	5	25	39
GR 47	Other Machinery & Equipment	No.	As per requirement	SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	7.30	SRFQ	Planned Dates	09/10/2024	16/10/2024	21/10/2024	24/10/2024	29/10/2024	03/11/2024		17/11/2024
									Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
GR 48	Computer Software	No.	As per requirement	OTM/SRFQ /DPM	According to PPA, PPR and Delegation of Financial Power	GOB	71.60	SRFQ	Planned Dates	11/09/2024	18/09/2024	23/09/2024	26/09/2024	01/10/2024	06/10/2024		20/10/2024
									Planned Days	00	7	5	3	5	6	25	39
									Actual Dates								
								O TM	Planned Dates	19/09/2024	10/10/2024	24/10/2024	31/10/2024	07/11/2024	05/12/2024		19/12/2024
									Planned Days	00	21	14	7	7	28	77	90
									Actual Dates								
								SRFQ	Planned Dates	05/02/2025	12/02/2025	17/02/2025	20/02/2025	25/02/2025	02/03/2025		16/03/2025
									Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								

১৬.৭.১৪
মোঃ ইদ্রিসুর রহমান
সমাজসেবা অফিসার
(উদ্যম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

১৬.৭.১৪
বিপ্লব কুমার সাহা
সহকারী পরিচালক
(উদ্যম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

১৬.৭.১৪
মোস্তাফা মাহমুদ সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

১৬.৭.১৪
সৈয়দ মোঃ নূরুল বাসির
হাসিচিব
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

১৬.৭.১৪
ড. আবু সাঈদ মোস্তাফা কামাল
মহাপরিচালক (খ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

ANNUAL PROCUREMENT PLAN 2024-2025

Budget: Revenue

Ministry / Division : Ministry of Social Welfare
Agency : Department of Social Services
Procuring Entity Name & Code : Head Office, Department of Social Services, Dhaka-1207. Code: 1290201117158

In Lac Taka.

Package No	Description of Procurement Package SERVICE	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Advertise EOI	Issue RFP	Proposal Opening	Proposal Evaluation	Opening Financial Proposal	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SR 1	Legal Service	LS	As per requirement	DPM	According to PPA, PPR and Delegation of Financial Power	GOB	6.30	Planned Dates		N/A	N/A	N/A	N/A	N/A	N/A	N/A		June 2025
								Planned Days		-	-	-	-	-	-	-	-	365
								Actual Dates										

মোঃ ইজিউর রহমান
সমাজসেবা অফিসার
(ওদাম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

বিপুল কুমার সাহা
সহকারি পরিচালক
(ওদাম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহবুব সারোয়ার
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

সৈয়দ মোঃ নূরুল বাসির
ব্যবস্থাপক
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

ড. আবু সালেহ মোস্তাফা কামাল
মহাপরিচালক (গ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোঃ ইজিউর রহমান
সমাজসেবা অফিসার
(ওদাম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহবুব সারোয়ার
(উপপরিচালক) প্রশাসন
সমাজসেবা অধিদপ্তর

ANNUAL PROCUREMENT PLAN 2024-2025

Budget: Revenue

Ministry / Division : Ministry of Social Welfare
Agency : Department of Social Services
Procuring Entity Name & Code : Head Office, Department of Social Services, Dhaka-1207.

Code: 1290201117158

In Lac Taka.

Package No	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Advertise Prequel (if applicable)	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
WR 1	Repair & Maintenance of Motor Vehicle	As per requirement	OTM/LTM SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	90.00		O	Planned Dates	19/09/2024	10/10/2024	24/10/2024	31/10/2024	07/11/2024	05/12/2024		19/12/2024
								T	Planned Days	00	21	14	7	7	28	77	90
								M	Actual Dates								
								SR	Planned Dates	21/08/2024	28/08/2024	02/09/2024	05/09/2024	10/09/2024	15/09/2024		29/09/2024
								FQ	Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
WR 2	Repair & Maintenance of Furniture	As per requirement	OTM/LTM SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	16.99		O	Planned Dates	28/11/2024	12/12/2024	26/12/2024	01/01/2025	09/01/2025	06/02/2025		20/02/2025
								T	Planned Days	00	14	14	7	7	28	70	84
								M	Actual Dates								
								SR	Planned Dates	21/08/2024	28/08/2024	02/09/2024	05/09/2024	10/09/2024	15/09/2024		29/09/2024
								FQ	Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
WR 3	Repair & Maintenance of Computer	As per requirement	OTM/LTM SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	16.64		O	Planned Dates	01/01/2025	15/01/2025	29/01/2025	05/02/2025	12/02/2025	26/03/2025		12/03/2025
								T	Planned Days	00	14	14	7	7	28	70	84
								M	Actual Dates								
								SR	Planned Dates	03/09/2024	10/09/2024	15/09/2024	18/09/2024	23/09/2024	28/10/2024		12/10/2024
								FQ	Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
WR 4	Repair & Maintenance of Office Equipment/ Related Equipment	As per requirement	SRFQ/LTM DPM	According to PPA, PPR and Delegation of Financial Power	GOB	21.90			Planned Dates	30/10/2024	06/11/2024	11/11/2024	14/11/2024	19/11/2024	24/11/2024		08/12/2024
									Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
WR 5	Repair & Maintenance of Other machinery and equipment	no.	As per requirement	OTM/LTM/ SRFQ/DPM	According to PPA, PPR and Delegation of Financial Power	GOB	190.00	O	Planned Dates	09/01/2025	23/01/2025	06/02/2025	13/02/2025	20/02/2025	20/03/2025		03/04/2025
								T	Planned Days	00	14	14	7	7	28	70	84
								M	Actual Dates								
								SR	Planned Dates	13/11/2024	20/11/2024	25/11/2024	28/11/2024	03/12/2024	08/12/2024		26/12/2024
								FQ	Planned Days	00	7	5	3	5	5	25	39
									Actual Dates								
WR 6	Repair & Maintenance of Anabasic Bhaban	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	71.85	O	Planned Dates	19/09/2024	10/10/2024	24/10/2024	31/10/2024	07/11/2024	05/12/2024		19/12/2024
								T	Planned Days	00	21	14	7	7	28	77	91
								M	Actual Dates								

মোঃ ইদ্রিসুর রহমান

সমাজসেবা অফিসার

(উদ্যম, সরঞ্জাম ও যানবাহন)

11 | Page সমাজসেবা অধিদপ্তর, ঢাকা।

বিপ্লব কুমার সাহা

সহকারি পরিচালক

(উদ্যম, সরঞ্জাম ও যানবাহন)

সমাজসেবা অধিদপ্তর, ঢাকা।

মোস্তাফা মাহমুদ সারোয়ার

উপপরিচালক (প্রশাসন)

সমাজসেবা অধিদপ্তর

সৈয়দ মোঃ নূরুল বাসির

হুমসচিব

পরিচালক (প্রশাসন ও অর্থ)

সমাজসেবা অধিদপ্তর, ঢাকা।

ড. আবু সাঈদ মোস্তাফা কামাল

মহাপরিচালক (খ্রো-১)

সমাজসেবা অধিদপ্তর, ঢাকা।

Package No	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Advertise Prequel (if applicable)	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								SR FQ	Planned Dates	11/12/2024	18/12/2024	23/12/2024	26/12/2024	31/12/2024	05/01/2025	25	19/01/2025
									Planned Days	00	7	5	3	5	5		39
									Actual Dates								
WR 7	Repair & Maintenance of Other Building and Structure	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	230.00	O T M	Planned Dates	11/09/2024	25/09/2024	09/10/2024	16/10/2024	23/10/2024	20/11/2024		11/12/2024
									Planned Days	00	21	14	7	7	28	77	105
									Actual Dates								
								SR FQ	Planned Dates	24/12/2024	31/12/2024	05/01/2025	08/01/2025	12/01/2025	16/01/2025		30/01/2025
									Planned Days	00	7	5	3	5	4	24	38
									Actual Dates								
WR 8	Repair & Maintenance of Tele Communication Equipment	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	14.90	O T M	Planned Dates	28/11/2024	12/12/2024	26/12/2024	02/01/2025	09/01/2025	06/02/2025		20/02/2025
									Planned Days	00	14	14	7	7	28	70	84
									Actual Dates								
								SR FQ	Planned Dates	08/01/2025	15/01/2025	20/01/2025	23/01/2025	28/01/2025	02/02/2025	25	16/02/2025
									Planned Days	00	7	5	3	5	5		39
									Actual Dates								
WR 9	Repair & Maintenance of Feting and Fixture	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	31.00	O T M	Planned Dates	01/01/2025	15/01/2025	29/01/2025	05/02/2025	12/02/2025	26/03/2025		12/03/2025
									Planned Days	00	14	14	7	7	28	70	84
									Actual Dates								
								SR FQ	Planned Dates	05/02/2025	12/02/2025	17/02/2025	20/02/2025	25/02/2025	02/03/2025	25	16/03/2025
									Planned Days	00	7	5	3	5	5		39
									Actual Dates								
WR 10	Maintenance of Vehicle	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	31.25	O T M	Planned Dates	09/01/2025	23/01/2025	06/02/2025	13/02/2025	20/02/2025	20/03/2025		03/04/2025
									Planned Days	00	14	14	7	7	28	70	84
									Actual Dates								
								SR FQ	Planned Dates	04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025	27	13/04/2025
									Planned Days	00	7	6	3	5	6		41
									Actual Dates								
WR 11	Maintenance of Software and Database	no.	As per requirement	OTM/SRFQ/ DPM	According to PPA, PPR and Delegation of Financial Power	GOB	100.00	O T M	Planned Dates	09/01/2025	23/01/2025	06/02/2025	13/02/2025	20/02/2025	20/03/2025		03/04/2025
									Planned Days	00	14	14	7	7	28	70	84
									Actual Dates								
								SR FQ	Planned Dates	04/03/2025	11/03/2025	16/03/2025	19/03/2025	24/03/2025	30/03/2025	27	13/04/2025
									Planned Days	00	7	6	3	5	6		41
									Actual Dates								

০২/১২/২৪
মোঃ ইদ্রিসুর রহমান
সমাজসেবা অফিসার
(ওদাম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

০২/১২/২৪
বিপুল কুমার সাহা
সহকারি পরিচালক
(ওদাম, সরঞ্জাম ও যানবাহন)
সমাজসেবা অধিদপ্তর, ঢাকা।

০২/১২/২৪
মোস্তাফা মাহমুদ সায়োয়াজ
উপপরিচালক (প্রশাসন)
সমাজসেবা অধিদপ্তর

০২/১২/২৪
সৈয়দ মোঃ নুরুল বাসির
যুগ্মসচিব
পরিচালক (প্রশাসন ও অর্থ)
সমাজসেবা অধিদপ্তর, ঢাকা।

০২/১২/২৪
ড. আবু সালেহ মোস্তফা কামাল
মহাপরিচালক (গ্রেড-১)
সমাজসেবা অধিদপ্তর, ঢাকা।

০২/১২/২৪
০২/১২/২৪
০২/১২/২৪

০২/১২/২৪
০২/১২/২৪
০২/১২/২৪