

## Summary of Annual Procurement Plan of Common Service Division for the financial year 2024-25

Sl. No	Description of Procuring Head	Allocated Budget in FY 2024-25 (Taka in lac)	Expected Expenditure in FY 2024-25 (Taka in lac)	Remarks
A	Different Head			Total proposed expenditure is within the allocated total budget. Thus, approval on divisional budget is required.
	Overtime	15.00	15.00	
	Conveyance	1.00	1.00	
	Telephone	8.00	8.00	
	Furniture Repair	5.00	5.00	
	Office Maintenance	3.00	3.00	
	Computer Repair & Maintenance	0.50	0.50	
	Entertainment	39.29	39.29	
	Honorarium	1.94	1.94	
	Office Rent	45.00	45.00	
	Sub-total of Head "A"	<b>118.73</b>	<b>118.73</b>	
B	Procurement of Printing & Stationary	250.00	250.00	
C	Procurement of Cleaning (Cleaning goods & Outsourcing cleaning)	110.00	110.00	
D	Procurement of Furniture	80.00	80.00	
	Total =	<b>558.73</b>	<b>558.73</b>	

*Foumy*

*Adnan*

*[Signature]*

*Admir*

*Aemen*

*[Signature]*

## Annual Procurement Plan For The Financial Year 2024-25 of Common Service Division, Dhaka WASA

SL No	Description of Procurement Package (Including Items & Model)	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estimated Contract/Bill amount in (Taka)	Time Code for Process	Indicative Dates (Approximate)		
									Invitation Tender	Signing Contract	Complete of Contract
<b>A-Head</b>											
1	Overtime						15.00				
2	Conveyance						01.00				
3	Telephone						08.00				
4	Furniture Repair						05.00				
5	Office Maintenance						03.00				
6	Computer Repair & Maintenance						00.50				
7	Entertainment						39.29				
8	Honorarium						01.94				
9	Office Rent						45.00				
							Sub-total	<b>118.73</b>			
<b>B-Head. (Procurement of Printing Stationary goods)</b>											
10	Different model of computer printer & photocopy Machine's Toner/Cartridge	Lot		OTM	MD	Revenue	15.00	Actual	1 Aug-2024	-----	31 Dec-2024
11	Different model of computer printer & photocopy Machine's Toner/Cartridge	Lot		OTM	MD	Revenue	15.00	Actual	1 Jan-2025	-----	30 Jun-2025
12	Different model of line printer's Ribbon/Cartridge (For Revenue Zones)	Lot		DPM/OTM	MD	Revenue	15.00	Actual	1 Aug-2024	-----	31 Dec-2024
13	Different model of line printer's Ribbon/Cartridge (For Revenue Zones)	Lot		DPM/OTM	MD	Revenue	15.00	Actual	1 Jan-2025	-----	30 Jun-2025
14	Different type Papers	Lot		DPM	MD	Revenue	15.00	Actual	1 Aug-2024	-----	30 Nov-2024
15	Different type Papers	Lot		DPM	MD	Revenue	15.00	Actual	1 Dec-2024	-----	31 Mar-2025
16	Different type Papers	Lot		DPM	MD	Revenue	15.00	Actual	1 Apr-2025	-----	30 Jun-2025
17	Different type office Printing goods	Lot		OTM	MD	Revenue	15.00	Actual	1 Dec-2024	-----	31 Mar-2025
18	Different type office Stationary goods	Lot		OTM	MD	Revenue	13.00	Actual	1 Dec-2024	-----	31 Mar-2025
19	Computer Bill Form	Lot		OTM	MD	Revenue	40.00	Actual	1 Oct-2024	-----	31 Jan-2025
20	Computer Bill Form	Lot		OTM	MD	Revenue	40.00	Actual	1 Feb-2022	-----	30 Jun-2025
21	In case of emergency (Printing, Stationary goods and Toner/Cartridge Purchase)	Lot		DPM	MD	Revenue	25.00	Actual	1 Jul-2024	-----	30 Jun-2025
22	Printing, Stationary goods and Toner/Cartridge)	----		Direct cash purchase	MD /DMD(Admin)	Revenue	12.00	Actual	1 Jul-2024	-----	30 Jun-2025
							<b>Sub-total = 250.00 lac</b>				

Annual Procurement Plan For The Financial Year 2024-25 of Common Service Division, Dhaka WASA

C-Head. Procurement of cleaning (Cleaning goods & Cleaning Works)

23	Cleaning Works (WASA Bhaban 4 <sup>th</sup> to 15 <sup>th</sup> floor)	Pack		OTM	MD	Revenue	55.00	Actual	1 March-2025	-----	31 May-2025
24	Cleaning Works (Jatrabari Branch Office)	Pack		OTM	MD	Revenue	15.00	Actual	1 March-2025	-----	31 May-2025
25	WASA Bhaban 3 <sup>rd</sup> floor ( Cleaning Works )	Pack		DPM	MD	Revenue	13.00	Actual	1 Jul-2024	-----	30 Jun-2025
26	Cleaning Works (Uttara and Baridhara Branch Office)	Pack		OTM/DPM	MD	Revenue	20.00	Actual	1 March-2025	-----	30 Jun-2025
27	Cleaning goods for WASA Bhaban and Gulshan House	-----		Direct cash purchase	MD /DMD(Admin)	Revenue	7.00	Actual	1 Jul-2024	-----	30 Jun-2025
							<b>Sub-total = 110.00 lac</b>				
<b>D-Head. (Procurement of Furniture)</b>											
29	Supply of furniture in different offices of Dhaka WASA ((As per requirement))	Lot		DPM	MD	Revenue	75.00	Actual	1 Jul-2024	-----	30 Jun-2025
30	Supply of furniture in different offices of Dhaka WASA (As per requirement)	---		Direct cash purchase	MD/ DMD(Admin)	Revenue	5.00	Actual	1 Jul-2024	-----	30 Jun-2025
							<b>Sub-total = 80.00 lac</b>				
							<b>Grand total = 558.73 lac</b>				

*Toumy*  
07/09/2028  
মোঃ ইউছুফ আলী  
অফিস সুপারিনটেন্ডেন্ট (চঃ দাঃ)  
কমন সার্ভিস বিভাগ  
ঢাকা ওয়াসা।

*Johny*  
07/09/2028  
মোঃ মোরশেদুল ইসলাম  
সহকারী সচিব  
কমন সার্ভিস বিভাগ  
ঢাকা ওয়াসা।

*Sheikh*  
06.09.2028  
শেখ এনায়েত আব্দুল্লাহ  
উপ-সচিব (চঃ দাঃ)  
কমন সার্ভিস বিভাগ  
ঢাকা ওয়াসা।

*Shamir*  
04/07/2029  
প্রকৌঃ শারমিন হক আমীর  
সচিব  
ঢাকা ওয়াসা।

*Romon*  
07.07.24  
মোঃ আব্দুল হামিদ  
উপ-ব্যবস্থাপনা পরিচালক (মানবসম্পদ ও প্রশাসন)  
(অতিরিক্ত দায়িত্ব)  
ঢাকা ওয়াসা।

*Abul*  
07/07/24  
প্রকৌঃ আবুল হাশিম এ খান  
ব্যবস্থাপনা পরিচালক  
ঢাকা ওয়াসা।