Annual Procurement Plan for FY 2025-26

Budget: Operating

Ministry/Division : Ministry of Finance.

Agency: Financial Institutions Division.

Head of Procuring Entity Name and Code: Secretary, Financial Institutions Division, 11201.

Package No.	Description of procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (Lac)	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Openin g	Tender Evaluat ion	Approval to Award	Notificati on of Award	Signing of Contract	Total time to Contract Signature	Time for Completi on of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned Dates for OTM		Before 27, Aug 2025	24 Sep 2025	05 Oct 2025	19 Oct 2025	26 Oct 2025	09 Nov 2025		
	Desktop Computer/			e-GP/OTM/				Planned Dates for OTM		0	29 Days	11 Days	14 Days	7 days	14 Days	75 Days	01 Year
1	All in One PC/ Laptop/ Laser	Nos	As per	Framework/R FQ/ Direct	HUDE	GOB	34.80	Actual Dates for OTM									
1.	Printer/ UPS/ Scanner/	1408	requirement	Purchase	НОРЕ	ООБ	34.80	Planned Dates for OTM		Before 24, Mar 2026	20 April 2026	27 April 2026	11 May 2026	18 May 2026	31 May 2026		
	Photocopier							Planned Dates for OTM		0	28 Days	7 Days	14 Days	7 days	14 Days	70 Days	01 Year
								Actual Dates for OTM									
	Computer Accessories (Toner, Pen Drive, Webcam, Headphone, Key Board, Mouse, Multiplug etc)			e-GP/OTM/ Framework/R FQ/ Direct Purchase				Planned Dates for OTM		Before 27, Aug 2025	24 Sep 2025	05 Oct 2025		26 Oct 2025	09 Nov 2025		
			As per		D-	GOB	22.00	Planned Dates for OTM		0	29 Days	11 Days	14 Days	7 days	14 Days	75 Days	01 Year
2.		NOS	requirement		Do			Actual Dates for OTM									
	Stationery & Miscellaneous Goods		As per requirement	e- GP(Framework) / RFQ/Direct Purchase	Do	GOB	22.00	Planned Dates for OTM		Before 27, Aug 2025	24 Sep 2025	05 Oct 2025	19 Oct 2025	26 Oct 2025	09 Nov 2025		5 Days 01 Year
3.		Nos						Planned Dates for OTM		0	29 Days	11 Days	14 Days	7 days	14 Days	75 Days	
								Actual Dates for OTM									
						GOB		Planned Dates		Before 25 Aug 2025	03Sep 2025	03 Sep 2025	09 Sep 2025	15 Sep 2025	-	-	01 Year 01 Year
							15.00	Planned Days		0	10	0	06	05	-	21 Days	
								Actual Dates									
				OTM/RFQ /	Addl. Secretary			Planned Dates		Before 28 Oct 2025	06 Nov 2025	06 Nov 2025	12 Nov 2025	17 Nov 2025	-	-	
4.	Furniture	Nos	As per requirement	Direct Purchase				Planned Days		0	10	0	06	05	-	21 Days	
								Actual Dates									
								Planned Dates for OTM		Before 24, Mar 2026	20 April 2026	27 April 2026	11 May 2026	18 May 2026	31 May 2026		
								Planned Dates for OTM		0	28 Days	7 Days	14 Days	7 days	14 Days	70 Days	01 Year
								Actual Dates for OTM									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5.	Telecommunication Equipment	Nos	As per requirement	Direct Purchase	Addl. Secy/ Joint Secy	GOB	5.00	-	-	-	ı	ı	-	-	-	-	-
	Office Equipment (Refrigerator/TV/Ov		As per	RFQ/Direct				Planned Dates		Before 27 Oct 2025	05 Nov 2025	05 Nov 2025	11 Nov 2025	16 Nov 2025	-	-	
6.	en/Filter/Crockeries	Nos	requirement	purchase	Do	GOB	7.00	Planned Days		0	10	0	06	05	-	21 Days	01 Year
	etc)							Actual Dates									
7.	Stamp and Seal	Nos	As per requirement	Direct Purchase	Addl. Secretary	GOB	2.20	-	-	-	-	-	-	-	-	-	-
8.	Furniture and others equipment repair/Maintenance	Nos	As per requirement	Direct Purchase	Joint Secy/ Deputy Secy	GOB	6.00	-	-	-	-	-	-	-	-	-	-
9.	Computer and Office Equipment related supporting materials repair & maintenance	Nos	As per requirement	Direct Purchase	Do	GOB	3.00	-	-	-	-	-	-	-	-	-	-
10.	Transport Fuel (Petrol/Octane/CNG)	LTR/ CFT	As per requirement	Direct Purchase	Do	GOB	15.00	-	-	-	-	-	-	-	-	-	-
11.	Advertisement	Nos	As per requirement	Direct Purchase	Addl. Secretary	GOB	1.50	-	-	-	-	-	-	-	-	-	-
12.	Maintenance of Vehicle (Fitness/Tax Token/Gas cylinder etc)	Nos	As per requirement	RFQ/Direct Purchase	Do	GOB	4.00		-	-	ı	ı	ı	-	-	-	-
	Printing & Binding							Planned Dates		Before 17 Aug 2025	26 Aug 2025	26 Aug 2025	01 Sep 2025	07 Sep 2025	-	-	
13.	(file folder/ Kham/visiting card	Nos	As per requirement	RFQ/Direct Purchase	Addl. Secy/ Joint Secy	GOB	3.50	Planned Days		0	10	0	06	05	-	21 Days	01 Year
	etc.)							Actual Dates									
								Planned Dates		Before 20 Jan 2026	29 Jan 2026	29 Jan 2026	04 Feb 2026	09 Feb 2026	-	-	
14.	Leverage	Nos	As per privilege	RFQ/Direct Purchase	Do	GOB	5.00	Planned Days		0	10	0	06	05	-	21 Days	01 Year
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
15.	Books and Journals	Nos	As per requirement	Direct Purchase	Joint Secretary	GOB	6.00	-	-	-	1	-	ı	ı	ı	ı	-
16.	Postage	Nos	As per requirement	Direct Purchase	Do	GOB	0.50	-	-	-	-	-	1	-	-	-	-
18.	Internet/Fax/Telax	Nos	As per requirement	Direct Purchase	Do	GOB	4.00	-	-	-	-	-	-	-	-	-	-
19.	Telephone	Nos	As per requirement	Direct Purchase	Do	GOB	2.00	-	-	-	-	-	1	-	-	-	-
20.	Non Residential Building	Nos	As per requirement	RFQ/ Direct Purchase	НОРЕ	GOB	10.00	-	-	-	-	-	1	-	-	-	1
	Motor Vehicle: Jeep			e-GP/OTM/ Direct Purchase	НОРЕ	GOB	170.00	Planned Dates for OTM		Before 27, Aug 2025	24 Sep 2025	05 Oct 2025	19 Oct 2025	26 Oct 2025	09 Nov 2025		
21.		Nos	01					Planned Dates for OTM		0	29 Days	11 Days	14 Days	7 days	14 Days	75 Days	01 Year
								Actual Dates for OTM									

Budget: Operating