

**ANNUAL PROCUREMENT PLAN &  
PROCUREMENT IMPLEMENTATION REPORT (2024-2025)**

**Budget: Revenue**

Ministry / Division : Ministry of Fisheries and Livestock  
 Head of Entity & Agency : Department of fisheries, Bangladesh  
 Procuring Entity Name & Post : Upazila Fisheries Officer  
 Office Name & Code : Upazila Fisheries Office, Basail, Tangail, 1440204-123285

Package No	Description of Procurement Package <b>GOODS</b>	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used in GOOS	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					
																		Planned Dates	Planned Days	Actual Dates		
1								9	10	11	12	13	14	15	16	17	18					
GD1	Cleaning and washing (3211102)	LS	4	Direct Purchase	UFO	GOB	0.12	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual Dates														
GD2	Entertainment expenses (3211106)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual Dates														
GD3	Legal expenses (3211110)	LS	LS	Direct Purchase	UFO	GOB	0.70	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual Dates														
GD4	Electricity (3211113)	LS	LS	Direct Purchase	UFO	GOB	0.12	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual Dates														
GD5	Internet/ Fax/Telex (3211117)	LS	LS	Direct Purchase	UFO	GOB	0.12	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual Dates														
GD6	Telephone (3211120)	LS	LS	Direct Purchase	UFO	GOB	0.06	Planned Dates	As when necessary													
								Planned Dates										365 days				
								Planned Days														
								Actual														

*[Signature]*

Package No	Description of Procurement Package <b>GOODS</b>	Unit	Quantity	Procurement Method & Type	Contract Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used in GOOS	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
								Dates									
GD7	Advertising expenses (3211125)	LS	LS	Direct Purchase	UFO	GOB	0.25	Planned Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD8	labor wages (3211134)	LS	LS	Direct Purchase	UFO	GOB	0.24	Planned Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD9	Training (3231301)	LS	LS	Direct Purchase	UFO	GOB	0.50	Planned Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD10	Travel Allowance (3244101)	LS	LS	Direct Purchase	UFO	GOB	2.0	Planned Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD11	Demonstration farming (3254104)	LS	LS	Direct Purchase/ RFQ	UFO	GOB	1.5	Planned Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD12	Fish & fish products (3254101)	LS	LS	RFQ	UFO	GOB	1.4	Planned Dates		17/8/24	24/8/24	24/8/24	24/8/24	24/8/24	24/8/24	7 Days	12 Days
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
GD13	Computer consumables (3255101)	LS	LS	Direct Purchase	UFO	GOB	0.4	Planned Dates									
								Planned Dates									
								Planned Days									

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Package No	Description of Procurement Package <b>GOODS</b>	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used in GOOS	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
								Actual Dates									
GD14	Printing and binding (3255102)	LS	LS	Direct Purchase	UFO	GOB	0.5	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD15	Stamps and seals (3255104)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD16	Other stationery (3255104)	LS	LS	Direct Purchase	UFO	GOB	0.35	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD17	Survey (3257104)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD18	Honorarium (3257206)	LS	LS	-	UFO	GOB	0.8	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD19	Ceremonies/Festivals (3257301)	LS	LS	Direct Purchase	UFO	GOB	0.80	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days
								Actual Dates									
GD20	Motor vehicle (3258101)	LS	LS	Direct Purchase	UFO	GOB	0.35	Planned Dates					As when necessary				
								Planned Days		-	-	-	-	-	-	-	365 days

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Package No	Description of Procurement Package <b>GOODS</b>	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used in GOOS	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
								Actual Dates									
GD21	Furniture (3258102)	LS	LS	Direct Purchase	UFO	GOB	0.20	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD22	Computer (3258103)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD23	Office equipment (3258104)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD24	Other Machineries and equipment (3258105)	LS	LS	Direct Purchase	UFO	GOB	0.10	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD25	Computers and accessories (4112202)	LS	LS	Direct Purchase/ RFQ	UFO	GOB	0.36	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD26	Laboratory equipment (4112306)	LS	LS	Direct Purchase	UFO	GOB	0.20	Planned Dates									365 days
								Planned Days									
								Actual Dates									
GD27	Furniture (4112314)	LS	LS	Direct Purchase/ RFQ	UFO	GOB	0.50	Planned Dates									365 days
								Planned Days									
								Actual Dates									

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Package No	Description of Procurement Package <b>GOODS</b>	Unit	Quantity	Procurement Method & Type	Contracting Authority	Source of Funds	Estd. Cost in Lakh Tk.	Time Code for Process	Not Used in GOOS	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
								Actual Dates									
								Planned Dates									
								Planned Days									365 days
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