ANNUAL PROCUREMENT PLAN

FY 2025-2026

Ministry/Division : Ministry of Public Administration

Agency : Office of the Deputy Commissioner, Habiganj

Procuring Entity Name & Code : Deputy Commissioner, Habiganj

Budget: Revenue

Package No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh)	Time Code for Process	Not used in GOOD	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
GR1	Procurement of Office Stationery CODE: 3255105 CODE: 3255102	No.	58	OTM (Framework)	DC	GOB	15	Planned Dates		10 July 2025	27 July 2025	28 July 2025	29 July 2025	3 Aug 2025	4 Aug 2025	-	-
								Planned Days									
								Actual Dates									
GR2	Procurement of Office Equipment CODE: 3255105 CODE: 4112310	No.	59	OTM (Framework)	DC	GOB	15	Planned Dates		10 July 2025	27 July 2025	28 July 2025	29 July 2025	3 Aug 2025	4 Aug 2025	-	-
								Planned Days									
								Actual Dates									
GR3	Procurement of Computer Stationary CODE: 3255101	No	250	OTM (Framework)	DC	GOB	15	Planned Dates		1 Aug	15 Aug	17 Aug	19 Aug	22 Aug	28 Aug		
								Planned Days									
								Actual Dates									
GR4	Procurement of Uniform CODE: 3256106	No	50	OTM	DC	GOB	6	Planned Dates		1 Oct	15 Oct	17 Oct	19 Oct	22 Oct	28 Oct		
								Planned Days									
								Actual Dates									
GR5 (a)	Procurement of Wireless Hand Microphone in Conference Room CODE: 4112303	No.	04	RFQ	DC	GOB	1.5	Planned Dates		18 July 2025	28 July 2025	29 July 2025	31 July 2025	03 Aug 2025	10 Aug 2025		
								Planned Days									
								Actual Dates									
GR5 (b)	Procurement of Electronics Goods CODE: 4112303	No	20	OTM	DC	GOB	12	Planned Dates		01 August	15 August	17 August	19 August	20 August	22 August		
								Planned									

ge No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh)	Time Code for Process	Not used in GOOD	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
								Days									
								Actual Dates									
GR5 (c)	Procurement of Flood Light CODE: 4112303	No	11	RFQ	DC	GOB	1	Planned Dates		05 July 2025	15 July 2025	16 July 2025	18 July 2025	19 July 2025	21 July 2025		
								Planned Days									
								Actual Dates									
GR6	Procurement of Computer Equipment CODE: 4112202	No	20	OTM	DC	GOB	9	Planned Dates		01 August	15 August	17 August	19 August	20 August	22 August		
								Planned Days									
								Actual Dates									
GR7	Procurement of Camera Equipment CODE: 4112302	No	10	OTM	DC	GOB	4	Planned Dates		1 Sept	15 Sept	17 Sept	18 Sept	20 Sept	22 Sept		
								Planned Days									
								Actual Dates									
GR8	Procurement of Furniture CODE: 4112314	No	20	DPM/OTM	DC	GOB	15	Planned Dates		1 Oct	15 Oct	17 Oct	19 Oct	22 Oct	28 Oct		
								Planned Days									
								Actual Dates									
GR9	Repair of Office Furniture CODE: 3258102	No	40	OTM/RFQ	DC	GOB	6	Planned Dates		1 Nov 2025	15 Nov 2025	18 Nov 2025	19 Nov 2025	21 Nov 2025	25 Nov 2025		
								Planned Days									
								Actual Dates									
GR10	Procurement of Telephone/Mobile CODE: 3258126	No	4	DPM/RFQ	DC	GOB	0.7	Planned Dates		1 Jan 2026	10 Jan 2026	12 Jan 2026	13 Jan 2026	14 Jan 2026	16 Jan 2026		
								Planned Days									
								Actual Dates									

ge No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh)	Time Code for Process	Not used in GOOD	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
GR11	Repair of Computer Item CODE: 3258103	No	50	OTM (Framework)	DC	GOB	6	Planned Dates	02 Feb 2026	16 Feb 2026	18 Feb 2026	20 Feb 2026	23 Feb 2026	26 Feb 2026	1 Mar 2026		
								Planned Days									
								Actual Dates									
GR12	Repair of Other Equipment CODE: 3258105	No	30	RFQ	DC	GOB	3	Planned Dates	3 Mar 2026	14 Mar 2026	16 Mar 2026	17 Mar 2026	19 Mar 2026	21 Mar 2026	24 Mar 2026		
								Planned Days									
								Actual Dates									
Total Value of Procurement of Goods is							**109.2 Lakh (One Hundred and Nine Lakh Twenty Thousand Taka Only)**										

Shaikh
10/7/25
Shaikhul Islam
Nejarat Deputy Collector
Habiganj

10.7.25
Md. Mainul Hoque
Additional Deputy Commissioner (General)
Habiganj

10.07.2025
Dr. Md. Faridur Rahman
Deputy Commissioner
Habiganj

Package No.	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh) as per RDPP	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 Competition of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
WR1	Office+ Circuit House Mosaic Cleaning CODE:3258108	Meter		RFQ	DC	GOB	1.8	Planned Dates		2 July 2025	9 July 2025	10 July 2025	12 July 2025	13 July 2025	15 July 2025	-	-
								Planned Days									
								Actual Dates									
WR2	Office Doors and Windows Repair CODE: 3258107	30		RFQ	DC	GOB	2	Planned Dates		1 August	11 August	12 August	14 August	15 August	16 August		
								Planned Days									
								Actual Dates									
WR3	Office Gardening Work CODE: 3258107	Sq feet	1000	RFQ	DC	GOB	2	Planned Dates		1 August	11 August	12 August	14 August	15 August	16 August		
								Planned Days									
								Actual Dates									
WR4	Office Wire Management & Calibration CODE: 3258107	Meter	1000	RFQ	DC	GOB	2	Planned Dates		1 Sept	11 Sept	12 Sept	14 Sept	15 Sept	16 Septs		
								Planned Days									
								Actual Dates									
WR5	Office Bushes Cleaning and Waste Removal CODE: 3258107	Sq feet	3000	RFQ	DC	GOB	0.5	Planned Dates		2 Oct	12 Oct	13 Oct	15 Oct	16 Oct	17 Oct		
								Planned Days									
								Actual Dates									
WR5	Renovation of ADM and Executive Court CODE: 3258107	Sq Feet	3000	OTM	DC	GOB	14	Planned Dates		5 Dec	19 Dec	21 Dec	22 Dec	24 Dec	26 Dec		
								Planned Days									
								Actual Dates									

Package No.	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh) as per RDPP	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 Competition of Contract
WR6	Renovation of DC Banglow Front	Sq Feet	1500	OTM	DC	GOB	10		Planned Dates	1 Jan 2026	16 Jan 2026	19 Jan 2026	22 Jan 2026	25 Jan 2026	31 Jan 2026		
									Planned Days								
									Actual Dates								
Total Value of Procurement of Works is							**32.3 Lakh (Thirty-Two Lakh Thirty Thousand Taka Only)**										

Shaikh 10/7/25

Shaikhul Islam
Nejarat Deputy Collector
Habiganj

10.7.25

Md. Mainul Hoque
Additional Deputy Commissioner (General)
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