

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Admin-2 Section
Annual Procurement Plan for FY 2025-26

Pac- age No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tk. (lakh)	Time Code for Process	Not used in Good s	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.	Computer Accessories (Desktop/LAPTOP Monitor/UPS/ Motherboard/ Hard-disk/ Processor/Pendrive and Related Supporting Materials Installation/Supply)	NOS	List-I Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the Delegation of Financial Power of this Division- Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	28.00	Planned Dates for OTM	--	04 Aug 2025	17 Aug 2025	24 Aug 2025	02 Sep 2025	07 Sep 2025	22 Sep 2025	--	3 years
								* Planned Days for OTM	--	--	14 Days	07 Days	09 Days	05 Days	15 Days	50 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	06 Oct 2025	15 Oct 2025	15 Oct 2025	21 Oct 2025	26 Oct 2025	--	--	1 year
								Planned Days for RFQ	--	--	10 Days	00 Days	06 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	



Md Shafikur Alam
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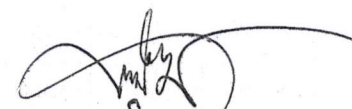
Dr. Md. Monirul Islam
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR2.	Computer equipment (Toner & Other Computer equipment)	NOS	List-I Enclosed	OTM/ RFQ/ Direct	Do	GOB	60.00	Planned Dates for OTM	--	04 Aug 2025	17 Aug 2025	24 Aug 2025	02 Sep 2025	07 Sep 2025	22 Sep 2025	--	3 years
								Planned Days for OTM	--	--	14 Days	07 Days	09 Days	05 Days	15 Days	50 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	06 Oct 2025	15 Oct 2025	15 Oct 2025	21 Oct 2025	26 Oct 2025	--	--	1 year
								Planned Days for RFQ	--	--	10 Days	00 Days	06 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR3.	Stationary & Miscellaneous Goods	NOS	List-II Enclosed	OTM/ RFQ/ Direct*1	Do	GOB	75.00	Planned Dates for OTM	--	04 Aug 2025	17 Aug 2025	24 Aug 2025	02 Sep 2025	07 Sep 2025	22 Sep 2025	--	3 years
								Planned Days for OTM	--	--	14 Days	07 Days	09 Days	05 Days	15 Days	50 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	06 Jan 2026	14 Jan 2026	14 Jan 2026	21 Jan 2026	26 Jan 2026	--	--	1 year
								Planned Days for RFQ	--	--	09 Days	00 Days	07 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	

*1 Direct procurement includes procurement from Government Owned Forms and Stationary Office.



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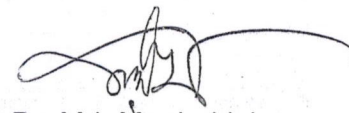
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR4.	Furniture	NOS	List-III Enclosed	OTM/ RFQ/ Direct	Do	GOB	55.00	Planned Dates for OTM	--	11 Sep 2025	24 Sep 2025	01 Oct 2025	09 Oct 2025	14 Oct 2025	29 Oct 2025	--	3 years
								Planned Days for OTM	--	--	14 Days	07 Days	08 Days	05 Days	15 Days	49 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	06 Oct 2025	15 Oct 2025	15 Oct 2025	21 Oct 2025	26 Oct 2025	--	--	1 year
								Planned Days for RFQ	--	--	10 Days	00 Days	06 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	



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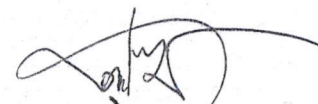
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR5.	Printing & Binding Goods (Gift Box/Bag/Note Pad/File Cover/ Folder/Crests & other)	NOS	List-IV Enclosed	OTM/ RFQ/ Direct*1	Do	GOB	45.00	Planned Dates for OTM	--	11 Sep 2025	24 Sep 2025	01 Oct 2025	09 Oct 2025	14 Oct 2025	29 Oct 2025	--	3 years
								Planned Days for OTM	--	--	14 Days	07 Days	08 Days	05 Days	15 Days	49 Days	
								Actual Dates for °OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	06 Oct 2025	15 Oct 2025	15 Oct 2025	21 Oct 2025	26 Oct 2025	--	--	1 year
								Planned Days for RFQ	--	--	10 Days	00 Days	06 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR6.	Office Equipment (Installation/Supply & Maintenance)	NOS	List-V Enclosed	RFQ/ Direct Method	Do	GOB	30.00	Planned Dates for RFQ	--	02 Nov 2025	11 Nov 2025	12 Nov 2025	20 Nov 2025	24 Nov 2025	--	--	1 year
								Planned Days for RFQ	--	--	10 Days	01 Days	08 Days	04 Days	--	23 Days	
								Actual Dates for RFQ	-	-	-	-	-	-	-	-	
GR7.	Computer Repair/Maintenance	NOS	As per requirement	RFQ/ Direct Method	Do	GOB	15.00	-	-	-	-	-	-	-	-	-	-
GR8.	Furniture Repair/Maintenance	NOS	As per requirement	RFQ/ Direct Method	Do	GOB	15.00	-	-	-	-	-	-	-	-	-	-
GR9.	Office Equipment Repair/Maintenance	NOS	As per requirement	RFQ/ Direct Method	Do	GOB	25.00	-	-	-	-	-	-	-	-	-	-



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR10.	Liveries	NOS	As per privilege	RFQ/ Direct	Subject to the authority delegated in the Delegation of Financial Power of this Division	GOB	8.00	Planned Dates for RFQ	--	16 Oct 2025	26 Oct 2025	26 Oct 2025	30 Oct 2025	02 Nov 2025	--	--	1 year
								Planned Dates for RFQ	--	--	11 Days	00 Days	04 Days	03 Days	--	18 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	
GR11.	Books and Journals	NOS	As per requirem ent	Direct purchase	Do	GOB	10.00	-	-	-	-	-	-	-	-	-	-
GR12.	Postage	NOS	As per requirem ent	Direct purchase	Do	GOB	4.50	-	-	-	-	-	-	-	-	-	-
GR13.	Stamp & Seal	NOS	As per requirem ent	Direct purchase	Do	GOB	5.50	-	-	-	-	-	-	-	-	-	-



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR14.	Telephone/ Fax/ Internet/Mobile Phone Service	NOS	As per requirement	Direct purchase	Subject to the authority delegated in the Delegation of Financial Power of this Division	GOB	5.50	-	-	-	-	-	-	-	-	-	-
GR15.	Promotion and Advertising	NOS	As per requirement	Direct purchase	Do	GOB	30.00	-	-	-	-	-	-	-	-	-	-
GR16.	Entertainment of Meeting/ Conference/Work shop & Seminar	NOS	As per requirement	Direct Contracting	Do	GOB	100.00	-	-	-	-	-	-	-	-	-	-
GR17.	Transport Fuel (Petrol/Octane/ CNG)*2	LTR/ CFT	List-VI Enclosed	Direct purchase	Do	GOB	40.00	-	-	-	-	-	-	-	-	-	-
GR18.	Maintenance of Vehicle*3	NOS	As per requirement	Direct purchase	Do	GOB	220.00	-	-	-	-	-	-	-	-	-	-
GR19.	Miscellaneous Expenditure including APA/NIS/Innovation/ Seminar/ Souvenir/ Festival etc.	NOS	As per requirement	Direct Contracting	Do	GOB	200.00	-	-	-	-	-	-	-	-	-	-

*2 Petrol/Octane/Mobil/Break oil cooling water, gear oil etc are procured from Government owned Meghna Petroleum. CNG procured from private owned station.

*3 Maintenance of vehicle is usually done from the Government owned Transport Workshop.



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