

Annual Procurement Plan for 2024-2025

Appendix-c

Ministry/Division				Ministry of Commerce (MOC)				Project/Programme Cost (In Tk Thousand)									
Agency				(MOC)				5,56,70									
Procuring Entity Name and Code				(MOC)													
Pack age No.	Description of procurement GOODS	Unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost(In Tk. Thousa nd)	Time Code for Process	Not Used in Goods	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
1.	Stationery/ Miscellaneous Goods.	List Enclosed-1	List Enclosed-1	OTM/ RFQ	Secretary/ Additional Secretary	GOB	50,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec 2024		24 Dec 2024
								Planned days		0	15	32	41	48	56	56	15
	Seal/Stamp/Visi- ting Card	List Enclosed-4	List Enclosed-4	RFQ	Secretary/ Additional Secretary	GOB	4,00	Actual									
2.	(a) Computer/ Printer/UPS /other parts Etc.	List Enclosed-2	List Enclosed-2	OTM/ RFQ	Secretary/ Additional Secretary	GOB	66,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec 2024		24 Dec 2024
								Planned days		0	15	32	41	48	56	56	15
	(b)Repairing/ Serving/ Replacement						7,50	Actual									
3.	Computer Accessories (Toner)	List Enclosed-3	List Enclosed-3	OTM/ RFQ	Secretary/ Additional Secretary	GOB	60,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec 2024		24 Dec 2024
								Planned days		0	15	32	41	48	56	56	15
								Actual									
4.	Liveries Puschase	List Enclosed-5	List Enclosed-5	RFQ	Secretary/ Additional Secretary	GOB	5,00	Planned dates		Before 10 Nov 2024	17 Nov 2024	22 Nov 2024	25 Nov 2024	30 Nov 2024	6 Dec2024		21 Dec 2024
								Planned days		0	7	5	3	5	6	26	15
								Actual									
5.	Furniture Puschase	List Enclosed-6	List Enclosed-6	OTM/ RFQ	Secretary/ Additional Secretary	GOB	10,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec2024		24 Dec 2024
								Planned days		0	15	32	41	48	56	56	15
								Actual									
6.	Furniture Repairing	Subject to Submit req.	as per Govt. Rule	RFQ	Secretary/ Additional Secretary	GOB	2,00	Planned dates		Before 10 Nov 2024	17 Nov 2024	22 Nov 2024	25 Nov 2024	30 Nov 2024	6 Dec2024		21 Dec 2024
								Planned days		0	7	5	3	5	6	26	15
								Actual									
7.	Telephone/ Intercom Replacement	List Enclosed-7	List Enclosed-7	OTM/ RFQ	Secretary/ Additional Secretary	GOB	5,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec 2024		24 Dec 2024
								Planned days		0	15	32	41	48	56	56	15
								Actual									
8.	Information and Communicat ion Technology	List Enclosed-8	List Enclosed-8	OTM/ RFQ	Secretary/ Additional Secretary	GOB	1,50,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	1 Dec. 2024	24 Dec 2024		Before 13 Oct 2024
								Planned days		0	15	32	41	48	56	56	15
								Actual									

9.	Office Instrument	List Enclosed-9	List Enclosed-9	OTM/ RFQ	Secretary/ Additional Secretary	GOB	10,00	Planned dates	Before 13 Oct 2024	27 Oct. 2024	15Nov2024	24 Nov 2024	1Dec.2024	9 Dec 2024		24 Dec 2024	Before 13 Oct 2024
								Planned dates	0	15	32	41	48	56	56	15	0
								Actual									
10.	Instrument & others equipment	Subject to Submit req.	as per Govt. Rule	OTM/ RFQ	Secretary/ Additional Secretary	GOB	10,00	Planned dates		Before 13 Oct 2024	27 Oct. 2024	15 Nov.2024	24 Nov 2024	01 Dec. 2024	9 Dec 2024		24 Dec 2024
								Planned dates		0	15	32	41	48	56	56	15
								Actual									
11.	Books and Journals	Subject to Submit req.	as per Govt. Rule	DPM	Additional Secretary/ Joint Secretary	GOB	15,00	Planned dates		-----	-----	-----	-----	-----	-----	-----	-----
								Planned dates									
								Actual									
12.	Publicity & Advertisement	Subject to Submit req.	as per Govt. Rule	DPM	Additional Secretary/ Joint Secretary	GOB	25,00	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
13.	Transport Fuel (petrol/fuel)	Subject to Submit to Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	1,25,00	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
14.	Transport Fuel(CNG)	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	5,00	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
15.	Cleaning and washing	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	7,20	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Deuty Secretary (Admn.-7)

ড. শাহাদাত হোসেন
উপসচিব
বাণিজ্য মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Joint Secretary (Admn-2)

মোঃ জসির উদ্দিন
যুগ্মসচিব
বাণিজ্য মন্ত্রণালয়

Additional Secretary (Admin)

মালেকা খায়রুন্নেছা
অতিরিক্ত সচিব
বাণিজ্য মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Secretary

Md. Selim Uddin
Secretary
Ministry of Commerce
Govt. of the People's Republic of Bangladesh