

ANNUAL PROCUREMENT PLAN 2024-2025
(Goods)

Ministry/Division: Finance Division
Agency: Finance Division
Procuring Entity Name & Code: Assistant Secretary, Administration-6

Pack No	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac Tk.	Time Code for Process	Not Used in GOODS	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
1								Planned dates		15 Sep, 24	25 Sep, 24	25 Sep, 24	30 Sep, 24	03 Oct, 24	-	-	01 year
								Planned days		-	10 days	00 days	05 days	03 days	-	18 days	
1	Books (Various Item) (Code: 3211127)	NoS	List-1	DPM Or RFQ	HOPE Or As per delegation	GOB	50	Actual dates		-	-	-	-	-	-	-	
								Planned dates		4 Sep, 24	2 Oct, 24	09 Oct, 24	16 Oct, 24	21 Oct, 25	18 Nov, 24	-	
								Planned days		-	28 days	07 days	07 days	05 days	28 days	75 days	01 year
2	Computer Printer Toner & others Accessories (Black & White and Color) Code: 3255101	NoS	List-2 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	110	Actual dates		-	-	-	-	-	-	-	
								Planned dates		4 Sep, 24	2 Oct, 24	09 Oct, 24	16 Oct, 24	21 Oct, 25	18 Nov, 24	-	
								Planned days		-	28 days	07 days	07 days	05 days	28 days	75 days	01 year
3	Stationery Code: 3255105	NoS	List-3 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	20	Actual dates		-	-	-	-	-	-	-	
								Planned dates		-	-	-	-	-	-	-	
								Planned days		4 Sep, 24	2 Oct, 24	09 Oct, 24	16 Oct, 24	21 Oct, 25	18 Nov, 24	-	
4	Consumable Items (Code: 3256103)	NoS	List-4 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	45	Actual dates		-	-	-	-	-	-	-	
								Planned dates		4 Sep, 24	2 Oct, 24	09 Oct, 24	16 Oct, 24	21 Oct, 25	18 Nov, 24	-	
								Planned days		-	28 days	07 days	07 days	05 days	28 days	75 days	01 year
5	Crockeries (Code: 3256103)	NoS	List-5 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	5	Actual dates		-	-	-	-	-	-	-	
								Planned dates		6 Mar, 25	13 Mar, 25	13 Mar, 25	20 Mar, 25	23 Mar, 25	-	-	
								Planned days		-	07 days	00 days	07 days	03 days	-	17 days	01 year
6	Liveries/Uniform (Code: 3256106)	NoS	List-6 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	10	Actual dates		6 Nov, 24	5 Dec, 24	15 Dec, 24	22 Dec, 24	26 Dec, 24	23 Jan, 25	-	
								Planned dates		-	28 days	10 days	07 days	04 days	28 days	77 days	01 year
7	Motor Vichale & Accessories (Code: 4112101)	NoS	List-7 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	300	Planned dates		6 Jan, 25	3 Feb, 25	13 Feb, 25	20 Feb, 25	26 Feb, 25	27 Mar, 25	-	
								Planned days		-	28 days	10 days	07 days	06 days	28 days	79 days	
8	Computer & Accessories (Laptop, Desktop Printer, Scanner, UPS, Multimedia Projector & others equipment) (Black & White and Color) Code: 4112202	NoS	List-8 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	200	Actual dates		-	-	-	-	-	-	-	01 year
								Planned dates		01 Dec, 24	29 Dec, 24	05 Jan, 25	12 Jan, 25	19 Jan, 25	16 Feb, 25	-	
								Planned days		-	28 days	07 days	07 days	06 days	28 days	76 days	01 year
9	Network Switch & Others accessories Code: 4112202	NoS	List-8 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	200	Actual dates		29 Jul, 24	5 Aug, 24	5 Aug, 24	12 Aug, 24	14 Aug, 24	-	-	
								Planned dates		-	07 days	00 days	07 days	04 days	-	18 days	01 year
10	Conference System Code: 4112310	NoS	List-8 Enclosed	DPM Or RFQ	HOPE Or As per delegation	GOB	10	Planned dates		-	-	-	-	-	-	-	
								Actual dates		13 Aug, 24	21 Aug, 24	21 Aug, 24	28 Aug, 24	29 Aug, 24	-	-	
								Planned dates		-	07 days	00 days	07 days	01 days	-	15 days	01 year
11	LED TV Code: 4112310	NoS	List-9 Enclosed	RFQ	HOPE Or As per delegation	GOB	3	Planned dates		-	-	-	-	-	-	-	
								Actual dates		3 Oct, 24	10 Oct, 24	10 Oct, 24	15 Oct, 24	17 Oct, 24	-	-	
								Planned dates		-	07 days	00 days	05 days	02 days	-	14 days	01 year
12	Microwave Oven Code: 4112310	NoS	List-9 Enclosed	RFQ	HOPE Or As per delegation	GOB	3	Planned dates		-	-	-	-	-	-	-	
								Actual dates		-	-	-	-	-	-	-	


 09.09.2024
 মোঃ কবুল আমিন মন্ডল
 সহকারী সচিব
 কলকাতা, গুজরাত
 কলকাতা, গুজরাত

13	Freege Code: 4112310	NoS	List-9 Enclosed	RFQ	HOPE Or As per deligation	GOB	5	Planned dates		20 Oct,24	27 Oct,24	27 Oct,24	30 Oct,24	31 Oct,24	-	-	01 year
								Planned days		-	07 days	00 days	07 days	01 days	-	15 days	
								Actual dates		-	-	-	-	-	-	-	
14	Photocopy Machine Toner code: : 4112310	NoS	List-9 Enclosed	OTM Or RFQ	HOPE Or As per deligation	GOB	10	Planned dates		4 Sep, 24	2 Oct, 24	09 Oct, 24	16 Oct, 24	21 Oct, 25	18 Nov, 24		01 year
								Planned days		-	28 days	07 days	07 days	05 days	28 days	75 days	
								Actual dates		-	-	-	-	-	-	-	
15	Telecommunication Equipment (Telephone, Intercom, PA Set & Mobile Set) Code: 4112204	NoS	List-10 Enclosed	RFQ	HOPE Or As per deligation	GOB	6	Planned dates		10 Oct,24	20 Oct,24	20 Oct,24	24 Oct,24	27 Oct,24	-	-	01 year
								Planned days		-	10 days	00 days	04 days	03 days	-	17 days	
								Actual dates		-	-	-	-	-	-	-	
16	Furniture Code: 4112314	NoS	List-11 Enclosed	OTM Or RFQ	HOPE Or As per deligation	GOB	100	Planned dates		15 Oct, 24	12 Nov, 24	19 Nov, 24	26 Nov, 24	01 Dec, 24	29 Dec, 24	-	01 year
								Planned days		-	28 days	07 days	07 days	05 days	28 days	75 days	
								Actual dates		-	-	-	-	-	-	-	


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 মহাপরিচালক
 সচিব, কার্য পরিচালনা
 বিভাগ, বাংলাদেশ সরকার