

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা
বাংলাদেশ সচিবালয়, ঢাকা
www.mowca.gov.bd

“শেখ হাসিনার বারতা
নারী-পুরুষ সমতা”

নং- ৩২.০০.০০০০.০১৯.০৭.০০১.২৪-৩৫,

তারিখঃ ৩০/৭/২০২৪ খ্রিঃ।

বিষয়ঃ ২০২৪-২৫ অর্থ বছরের রাজস্ব বাজেটের অনুমোদিত ক্রয়-পরিকল্পনা ওয়েবসাইটে প্রকাশ।

উপর্যুক্ত বিষয়ে মহিলা ও শিশু বিষয়ক মন্ত্রণালয়ের ২০২৪-২৫ অর্থ বছরের রাজস্ব বাজেটের অনুমোদিত ক্রয়-পরিকল্পনা (এপিপি) ওয়েবসাইটে প্রকাশের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ অনুমোদিত ক্রয় পরিকল্পনা (১৮ পাতা)।



(মোঃ মাসুদুর রহমান)

উপসচিব

ফোন: ৫৫১০০১৯৩

✓ সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার
আইসিটি শাখা
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা।

অনুলিপিঃ সদয় জ্ঞাতার্থেঃ

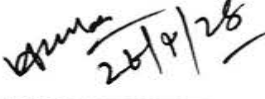
১। লাইব্রেরিয়ান, মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

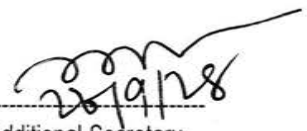
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Annual Procurement Plan for FY 2024-25

Pack age No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tt. (Lakh)	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 of 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.	Computers & accessories (কম্পিউটার ও অনুসংগিক)	Nos.	List-I Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	25.00	Planned Dates of OTM		01 Sept	15 Sept	22 Sept	26 Sept	03 Oct	-	-	-
								Planned Days for OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	15 Days
								Actual Dates for OTM									
								Planned Dates of RFQ									
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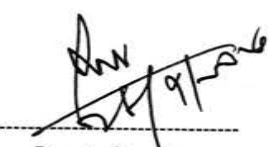

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2.	Office Stationery (অফিস স্টেশনারী/ অন্যান্য মনিহারী)	Nos.	Offset Paper & Others List-II Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	2.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
							13.00	Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									
								Planned Dates of OTM		01 Sept	15 Sept	22 Sept	26 Sept	03 Oct	-	-	-
								Planned Days for OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	365 Days
								Actual Dates for OTM									


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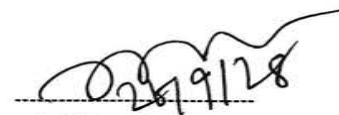
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
3.	Consumable items (ব্যবহার্য সামগ্রি)	Nos.	List-III Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	15.00	Planned Dates of OTM		01 Sept	15 Sept	22 Sept	26 Sept	03 Oct	-	-	-
								Planned Days for OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	365 Days
								Actual Dates for OTM									
							2.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
4.	Computer Equipment (কম্পিউটার সামগ্রি)	Nos.	HP 26A, HP 76A, HP 115A 18 Pics List-IV Enclosed	OTM/Rfq/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	2.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
							18.00	Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									
								Planned Dates of OTM		01 Sept	15 Sept	22 Sept	26 Sept	03 Oct	-	-	-
								Planned Days for OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	365 Days
								Actual Dates for OTM									


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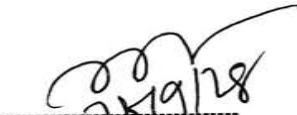
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Annual Procurement Plan for FY 2024-25

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5.	Crockery Items (ফ্রোকারীজ সামগ্রি)	Nos.	As per Require- ment	OTM/Rfq/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	2.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec			
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								Actual Dates RFQ									
								Planned Dates of RFQ									
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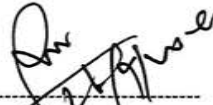

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6.	Furniture (Secretariat Table, Chair, Cupboard, File Cabinet, Sofa set etc.) (আসবাবপত্র)	Nos.	As per Require- ment	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	3.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									
							5.00	Planned Dates of OTM		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec			
								Planned Days for OTM			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates for OTM									


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
7.	Other Machinery and equipment (অন্যান্য যন্ত্রপাতি ও সরঞ্জামাদি)	Nos.	TV & Camera	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	3.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates for RFQ									
								Planned Dates of RFQ									
								Planned Days for RFQ									
								Actual Dates RFQ									


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
8.	Computer Software and other office Equipment (Antivirus for Desktop Computer & Laptop) (কম্পিউটার সফটওয়্যার)	Nos.	120 Pcs Antivirus for Desktop Computer & Laptop	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	1.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									
							3.00	Planned Dates of RFQ									
								Planned Days for RFQ									
								Actual Dates RFQ									


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
9.	Information and Communication Equipment (Network related works) (তথ্য ও যোগাযোগ প্রযুক্তি সরঞ্জামাদি)	Nos.	List-V Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	5.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates for RFQ									
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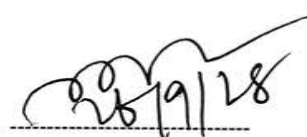
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
10.	Telecommunica tion Equipment (Telephone & Intercom set, etc.) (টেলিযোগাযোগ সরঞ্জামাদি)	Nos.	Telephone & Intercom Set	RFQ/ Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	1.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept			
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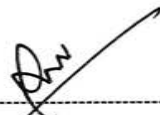


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
11.	Printing & Binding (Annual Report, Eid Card, Visiting Card, Note Pad, DO Pad. etc.) (মুদ্রণ ও বঁধাই)	Nos.	Annual Report (2023-24) Print	OTM/ RFQ/ Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	3.00	Planned Dates of OTM		02 Dec	15 Dec	15 Dec	22 Dec	26 Dec			
								Planned Days for OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	15 Days
								Actual Dates for OTM									
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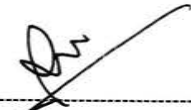

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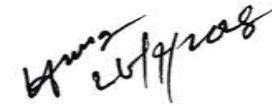

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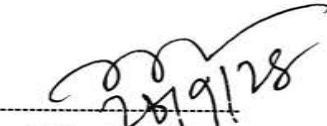
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12.	Book and Journals	Nos.	As per requirement	Direct Methods	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	9.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	10 Days
								Actual Dates RFQ									
								Planned Dates of RFQ									
								Planned Days for RFQ									
								Actual Dates for RFQ									


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Annual Procurement Plan for FY 2024-25

List-I : Computer, Laptop, Printer, Scanner and Office Equipment Related Supporting materials/installation/Supply

SL No.	Item description	Quantity	
1	Laptop	-	pieces
2	Desktop Computer	15	pieces
3	Laser Printer	15	pieces
4	Color Printer	1	pieces
5	Scanner	15	pieces
6	Computer Hard Disk		pieces
7	Computer Mother Board		pieces
8	Monitor (LCD/LED)		pieces
9	UPS (650/1000/1200 VA)		Pieces


(Md. Masudur Rahman)
Deputy Secretary
Ministry of Women and Children Affairs
Bangladesh Secretariat Dhaka




28/9/28

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Annual Procurement Plan for FY 2024-25

List-II : Office Stationery (অফিস স্টেশনারী ও অন্যান্য মনিহারী)

SL No.	Item description	Quantity	
1.	80 Grams Offset Paper (A4), Paper One/ Double A	1000	rim
2.	80 Grams Offset Paper (A6), Paper One/Dabble A	50	rim
3.	2nd Page Note Sheet (100 pages book)	50	books
4.	Clip Folder (A4). Bili/Equivalent	1000	pieces
5.	Transparent Folder (A4)	5000	pieces
6.	Double Clip File	48	pieces
7.	Scissors (8 Inch) Deli/Equivalent	120	pieces
8.	Knife (8 inch) Deli/Equivalent	120	pieces
9.	Correction Pen (8 ml)	120	pieces
10.	Water Glue (50 ml), Duckuy	500	pieces
11.	Glue Stick (15g), Fevi stick	100	pieces
12.	Pen Pot (Best Quality)	50	pieces
13.	Pilot V-5/V-7/V-10 Pen (Black & Blue)	300	pieces
14.	Uni-ball eye pen	100	pieces
15.	Ocean Gel Link Pen (Black)	500	pieces
16.	Matador Ball Pen (Black)	3000	pieces
17.	Matador i-teen Water gel Pen	300	pieces
18.	Matador Ball Pen (Red)	300	pieces
19.	Stamp Pad (106x67 mm), Artline	24	pieces
20.	Steel Scale (12 inch), Dolphin	60	pieces
21.	Marker Pen (Yellow, Green, Red)	200	pieces
22.	Post it Note Pad (6.7 x 6.7 cm)	50	pieces
23.	Stapler Machine (Big Size)	50	pieces
24.	Stapler Machine (Small Size)	25	pieces
25.	Stapler Pin (Big size 24/6)	300	Boxes
26.	Stapler pin (B10)	100	Boxes
27.	Pin Remover	50	pieces
28.	Program Stand (A-4 Size)	24	pieces
29.	Punching Machine (One Hole)	50	pieces
30.	Punching Machine (Two Holes)	25	pieces
31.	Paperweight (Stone)	100	pieces
32.	Wood Pencil (2B)	300	pieces
33.	Sharpener	500	pieces
34.	Eraser (non dust)	500	pieces
35.	James Clip (Plastic Quoted)	600	Boxes
36.	Cotton File Tag (Best Quality)	200	Bundles
37.	File barrier ribbon (45 meter roll)	500	pieces

38.	Khaki Envelope (10x4 inch)	10000	pieces
39.	Khaki Envelope (A4 Size)	3000	pieces
40.	Khaki Envelope (File Size)	1000	pieces
41.	Transparent Scotch Tape (2.5 inch)	100	pieces
42.	Candle (Big size)	24	pieces
43.	Binder Clip (Size 1 inch), Diamond	100	pieces
44.	Binder Clip (Size 1.5 inch), Diamond	150	pieces
45.	Binder Clip (Size 2 inch), Diamond	150	pieces
46.	File Cover (including Ministry Name)	3000	pieces


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List-III : Consumable Items (ব্যবহার্য দ্রব্যাদি)

SL No.	Item description	Quantity	
1.	Air Freshener, 300 ml (Fay)	600	pieces
2.	Aerosol, 475 ml (ACI)	600	pieces
3.	Car Perfume (Caltina)	150	pieces
4.	Car Shampoo, Best Quality	150	pieces
5.	Tissue Paper (120x2 Ply), with Ministry Name	1800	Box
6.	Toilet Paper (Bashundhara)	1800	rolls
7.	Duster Cloth (32x18 inch)	600	pieces
8.	Pencil Battery (AA size)	1200	pieces
9.	Remote Battery (AAA size)	300	pieces
10.	Liquid soap 200 ml (with Spray)	800	pieces
11.	Wheel Soap (130 Grams)	600	pieces
12.	Lux Soap (75 Grams)	600	pieces
13.	Vimbar (100 Grams), Unilever	600	pieces
14.	Harpic (750 ml), Unilever/Equivalent	25	pieces
15.	Savlon, 112 ml, ACE/Equivalent	100	pieces
16.	Savlon, 1000 ml, ACI/Equivalent	10	pieces
17.	Odonil Air freshener 50gm, with hanger	100	pieces
18.	Hand Sanitizer 200ml, Square	10	pieces
19.	Hand Sanitizer 50ml, Square	50	pieces
20.	Rubber Hand Gloves (100 pcs/box)	5	Box
21.	Polyethylene Hand Gloves (100 pcs/Bag)	5	pieces
22.	Disinfectant Spray, 300ml, Square	5	pieces
23.	Hexisol, 250 ml, ACI/Equivalent	30	pieces
24.	Face Mask (Sepnil)	20	Box
25.	Glass Cleaner, 350 ml, (Mr. Brasso)	25	pieces
26.	Paper Basket, RFL/Equivalent	24	pieces
27.	Plastic bucket (10 liters), RFL	24	pieces
28.	Plastic mug, RFL/Equivalent	12	pieces
29.	Plastic Badna/Lota, RFL/Equivalent	12	pieces
30.	Towel (30x60"), Yellow Bird	60	pieces
31.	Towel (25x50"), Yellow Bird	60	pieces
32.	Wall Clock (Twister) 12 inch	24	pieces
33.	Electric Wireless Calling bell, Sage	24	pieces
34.	Calculator (12 digit), Mega/Casio	24	Pieces
35.	Umbrella (Large Size) For Car	24	Pieces


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List-IV : Computer Equipment (কম্পিউটার সামগ্রী)

SL No.	Item description	Quantity	
1	Printer Toner (Canon 308)	10	pieces
2	Printer Toner (HP 26A)	45	pieces
3	Printer Toner (HP 76A)	45	pieces
4	Printer Toner (HP 151A)	45	pieces
5	Colour Printer Toner (HP 131A, 4 Pics Set)	2	set
6	Colour Printer Toner (HP 201A, 4 Pics Set)	2	set
7	Colour Printer Toner (HP 203A, 4 Pics Set)	2	set
8	Colour Printer Toner (HP 204A, 4 Pics Set)	2	set
9	Colour Printer Toner (HP 215A, 4 Pics Set)	2	set
10	Photocopier Toner (Toshiba T-5018P)	4	pieces
11	Photocopier Toner (Toshiba T-5018U)	3	pieces
12	Photocopier Toner (Toshiba T-2507C)	3	pieces
13	Photocopier Toner (Canon NPG-51)	3	pieces
14	Photocopier Toner (Canon NPG-28)	3	pieces
15	Multi Plug (3 pin, Five way, with 15 Meter Cable)	50	pieces
16	Pen drive (32GB)	100	pieces
17	Key Board	50	pieces
18	Mouse	50	pieces
19	Cordless Mouse	10	pieces
20	Mouse Pad	50	pieces


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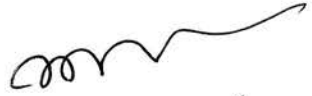
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List-V : ICT Equipment

SL No.	Item description	Quantity	
1	Router	12	pieces
2	SSD (240 GB)	5	pieces
3	SSD (120 GB)	5	pieces
4	Connector	2	Box
5	Cable (Cat6)	2	Box
6	Headphone (Double Port)	4	pieces
7	Headphone (Single Port)	3	Pieces
8	Webcam	3	Pieces


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