

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

স্মারক নং- ৩২.০০.০০০০.০১৯.০৭.০০১.২৫.০৮

তারিখ : ১৫/০৭/২০২৫ খ্রি.

বিষয় : ২০২৫-২০২৬ অর্থ বছরের রাজস্ব বাজেটের অনুমোদিত ক্রয় পরিকল্পনা ওয়েবসাইটে প্রকাশ।

উপর্যুক্ত বিষয়ে মহিলা ও শিশু বিষয়ক মন্ত্রণালয়ের ২০২৫-২০২৬ অর্থ বছরের রাজস্ব বাজেটের অনুমোদিত ক্রয়-পরিকল্পনা (এপিপি) ওয়েবসাইটে প্রকাশের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি : অনুমোদিত ক্রয় পরিকল্পনা (১৮পাতা)।



(দীপক কুমার রায়)

উপসচিব

ফোন: ৫৫১০০১৯৩

admin-2@mowca.gov.bd

✓ সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার

আইসিটি শাখা

মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

অনুলিপি ও সদয় জ্ঞাতার্থে।

১। যুগ্মসচিব (প্রশাসন) মহোদয়ের ব্যক্তিগত কর্মকর্তা, মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

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Annual Procurement Plan for FY 2025-26

**LIST 1: Computer, Laptop, Printer, Scanner and Office Equipment Related
Supporting materials/installation/Supply**

SL NO.	Item description	quantity	
1	Laptop		pieces
2	Desktop	15	pieces
3	Laser Printer	15	pieces
4	Color Printer	1	pieces
5	Scanner	15	pieces
6	Computer Hard Disk		pieces
7	Monitor (LCD/LED)		pieces
8	UPS (650/1000/1200 VA)		pieces


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মুগ্ধাঙ্গিন (প্রশাসন)
(অতিরিক্ত দায়িত্ব)

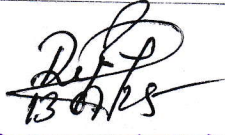

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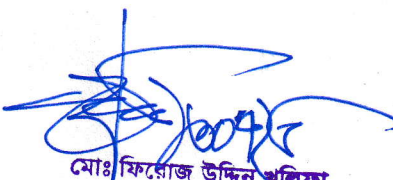
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2. Office Stationery (অফিস ষ্টেশনারী ও অন্যান্য মনিহারী)

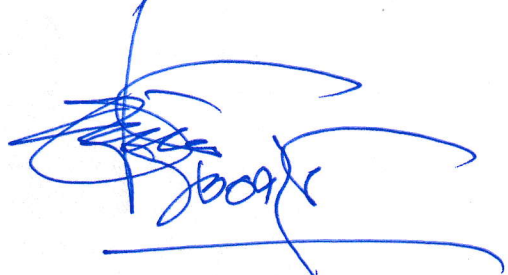
SL NO.	Item description	quantity	
1.	80 Grams Offset Paper (A4), Paper One/ Double A	1000	rim
2.	80 Grams Offset Paper (A6), Paper One/Dabble A	50	rim
3.	2nd Page Note Sheet (100 pages book)	50	books
4.	Clip Folder (A4). Bil/Equivalent	1000	pieces
5.	Transparent Folder (A4)	5000	pieces
6.	Double Clip 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


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(অতিরিক্ত দায়িত্ব)

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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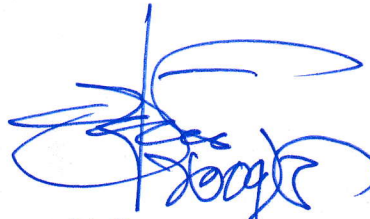
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List-3: Other sundry Items (অন্যান্য মনিহারি)

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, RFI/Equivalent	24	pieces
27.	Plastic bucket (10 liters), RFL	24	pieces
28.	Plastic mug, RFI/Equivalent	12	pieces
29.	Plastic Badna/Lota, RFI/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)	24	pieces


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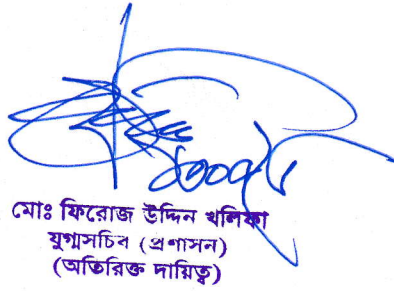
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Annual Procurement Plan for FY 2025-26

LIST 4: 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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(অতিরিক্ত দায়িত্ব)

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Ministry of Women & Children Affairs
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Annual Procurement Plan for FY 2025-26

LIST 5: 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	pieces
5	Cable (cat 6)	2	pieces
6	Headphone (Double port)	4	pieces
7	Headphone (Single port)	3	pieces
8	Webcam	3	pieces


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(অতিরিক্ত দায়িত্ব)

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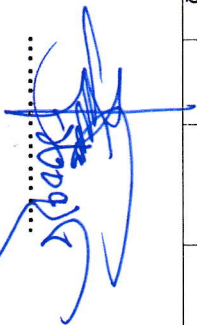
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Pack age No	Description of procurement Goods	unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tk (Lakh)	Time code for process	Not used in Goods	Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singing 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 (গণপ্রজাতন্ত্রী বাংলাদেশ)	Nos	List-I Enclosed	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A ditional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	25.00	Planned Dates of OTM Planned Days for OTM Actual Dates for OTM Planned Dates of RRQ Planned Days of RRQ Actual Dates for RRQ		01 Sept	15 sept	22 sept	28 sept	05 oct	05 Days	28 Days	60 Days	15 Days


..13.07.25

Deputy Secretary
Admin-2 Section


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Joint Secretary
Admin Branch

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Additional Secretary
Admin Wing

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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 (কফি ডেস্ক/শীট/ক্যাগ/ন বাক্স)	Nos	Offset paper & Others	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A Additional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	2.00	Planned Dates of RFQ		18 Aug	28 Aug	03 sept	09 sept	15 Sept	-	-	10 Days
	List-II Enclosed						13.00	Planned Dates of RFQ		01 Sept	15 sept	22 sept	28 sept	05 oct	-	-	-
								Planned Dates of OTM									
								Planned Days of OTM			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	365 Days
								Actual Dates for OTM									


13/6/25

Deputy Secretary
Admin -2 Section



Joint Secretary
Admin Branch

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Additional Secretary
Admin Wing

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**Deputy Secretary
Admin -2 Section**

13.09.28

**Joint Secretary
Admin Branch**

Additional Secretary
Admin Wing

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Annual Procurement plan for FY 2025-2026

Pack age No	Description of procurement Goods	unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estid Cost in Tt (Lakh)	Time code for process	Not used in Goods	Adveritis e Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singing 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
4.	Computer Equipment	Nos	HP 26A HP 76A HP 115A 18 Pcs	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A additional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	2.00	Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ Planned Dates of OTM Planned Days of OTM Actual Dates for OTM		18 Aug	28 Aug	03 sept	09 Sept	15 sept			10 Days
			List-IV Enclosed				18.00			01 Sept	15 Sept	22 Sept	28 Sept	05 oct			
											14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	365 Days

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Deputy Secretary
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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 (পর্চালি পাতালি)	Nos	As per Requirement	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A Additional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	2.00	Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ		01 Dec	10 Dec	15 Dec	22 Dec	26 Dec	-	-	10 Days
								Planned Dates of OTM Planned Days of OTM Actual Dates for OTM									

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13.11.25

Deputy Secretary
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13.11.25

Joint Secretary
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13.11.25

Additional Secretary
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Pack age No	Description of procurement Goods	unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estid Cost in Tr (Lakh)	Time code for process	Not used in Goods	Advertis e Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singng 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
6	Furniture (Secretariat Table, chair, cupboard, File Cabinet, Sofa set etc. (कपड़ाकैबल)	Nos	As per Requirement	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A dditional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	3.00	Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ		18 Aug	28 Aug	03 Sept	07 Sept	15 Sept	-	-	-
			As per Requirement				5.00	Planned Dates of OTM Planned Days of OTM Actual Dates for OTM		01 Dec	10 Dec	15 Dec	22 Dec	28 Dec	-	-	10 Days

13.04.25

**Deputy Secretary
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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 সামগ্রী)	Nos	TV & Camera (APS PRO)	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A Additional Secretary/Int Secretary Deputy Secretary/S t. Assistant secretary	GOB	3.00	Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ Planned Dates of RFQ Planned Days of RFQ Actual Dates for RFQ		18 Aug	28 Aug 10 Days	03 Sept 05 Days	07 Sept 05 Days	15 Sept 05 Days	-	-	10 Days

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Deputy Secretary
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Pack age No	Description of procurement Goods	unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tk (Lakh)	Time code for process	Not used in Goods	Advertis e Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singling 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
8.	Computer Software and other Equipment Antivirus dor Desktop computer & Laptop) (পিসি/ল্যাপটপ সফটওয়্যার)	Nos	120 Pcs Antivirus for Desktop Computer & Laptop)	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A ditional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	1.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	28 Dec	-	-	-
							3.00	Planned Dates of RFQ			10 Days	05 Days	05 Days	05 Days			10 Days
								Actual Dates for RFQ									
								Planned Days of RFQ									
								Actual Dates for RFQ									

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Annual Procurement plan for FY 2025-2026

Pack age No	Description of procurement Goods	Unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Est'd Cost in Tk (Lakhs)	Time code for process	Not used in Goods	Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singing 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
9.	Information and Communication Equipment Network (সং গঠিত সিস্টেম জালিকা)	Nos	List- V Enclosed	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A Additional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	5.00	Planned Dates of RFQ		18 Aug	28 Aug	03 Sept	09 Sept	15 Sept	-	-	10 Days
								Planned Dates for RFQ			10 Days	05 Days	05 Days	05 Days	-	-	
								Actual Dates for RFQ									
								Planned Days of RFQ									
								Planned Days of RFQ									
								Actual Dates for RFQ									

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Annual Procurement plan for FY 2025-2026

Package No	Description of Goods	unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est'd Cost in Tk (Lakh)	Time code for process	Not used in Goods	Advertisement Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singling 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
10.	Tele-communication Equipment (Telephone & intercom set, etc.)	Nos	Telephone & intercom Set	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/Additional Secretary/Int Secretary Deputy Secretary/Secretary Assistant	GOB	1.00	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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Annual Procurement plan for FY 2025-2026

Pa ck age No	Description of procurement Goods	unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tr (Lakh)	Time code for process	Not used in Goods	Advertis e Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singling 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
11.	Printing & Binding (Annual Report, Eid card, Visiting Card Note pad, DO Pad etc.) (৭৭৭৭ ৭৭৭৭)	Nos	Annual Report (2023-24) print	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A ditional Secretary/Jo int Secretary Deputy Secretary/S r. Assistant secretary	GOB	3.00	Planned Dates of RFQ		02 Dec	15 Dec	15 Dec	22 Dec	28 Dec		60 Days	15 Days
								Planned Days for RFQ			14 Days	07 Days	05 Days	05 Days	28 Days	60 Days	15 Days
								Actual Dates for RFQ									
								Planned Days for RFQ									
								Actual Dates for RFQ									

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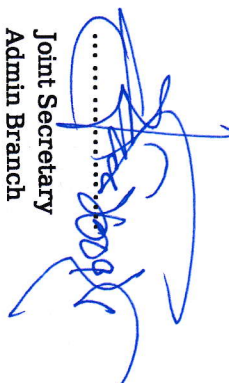
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Annual Procurement plan for FY 2025-2026

Pa ck age No	Description of Goods	unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estid Cost in Tk (Lakh)	Time code for process	Not used in Goods	Advertis e Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Singling 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
12.	Book and Journals	Nos	As per requirement	OTM RFQ/ Direct	Subject to the authority delegated in the Financial power of this Ministry Secretary/A dditional Secretary/Joint Secretary Secretary Deputy Secretary/S r. Assistant secretary	GOB	9.00	Planned Dates of RFQ		01 Dec	10 Dec	15 Dec	22 Dec	28 Dec			
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days			10 Days
								Actual Dates for RFQ									
								Planned Days for RFQ									
								Actual Dates for RFQ									

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