

''শেখ হাসিনার বারতা নারী-পুরুষ সমতা'' গণপ্রজাতন্ত্রী বাংলাদেশ সরকার মহিলা ও শিশু বিষয়ক মন্ত্রণালয় প্রশাসন-২ শাখা বাংলাদেশ সচিবালয়, ঢাকা www.mowca.gov.bd



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তারিখঃ ১৯/৭/২০২১ খ্রিঃ।

বিষয়ঃ বার্যিক ক্রয় পরিকল্পনা ২০২১-২২ ওয়েবসাইটে প্রকাশ প্রসংগে।

উপর্যুক্ত বিষয়ে মহিলা ও শিশু বিষয়ক মন্ত্রণালয়ের ২০২১-২২ অর্থ বছরের অনুমোদিত বার্ষিক ক্রয় পরিকল্পনা অত্র মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্হা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ ১৪ পাতা।

মৌঃ মাসুদুঁর রহমান)

উপসচিব

ফোন ৯৫৪০১৯৩

প্রোগ্রামার আইসিটি শাখা মহিলা ও শিশু বিষয়ক মন্ত্রণালয় বাংলাদেশ সচিবালয় ঢাকা।

অনুলিপিঃ

০১। উপসচিব (প্রশাসন-১), মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

০২। সচিবের এক্সন্ত সচিব, মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

Annual Procurement Plan for FY 2021-2022

							_	age No.
	ı			Supporting materials/ installation/Supply	Computer, Laptop, Printer, Scanner and Office Fouriernt Related		2	Procurement Goods
					Nos.		ω	,
		Require- ment	As per		List-I Enclosed		4	Koding
					OTM/ RFQ/ Direct		51	Method & Type
Secretary	Deputy Secretary/Sr.	Secretary/ Joint	Ministry Secretary	delegation of Financial	Subject to the authority delegated in		5	Approving Authority
					GOB		7	of Funds
					20.00	c	(Lakh)	Cost in Tt
Actual Dates	Planned Days for RFQ	Planned Dates of RFQ	Dates for OTM	Planned Days for OTM	Planned Dates of OTM	ď	0	code for Process
¥0					10	10	3	Not used in Goods
		10 Feb			19 Sept			Advertise Tender
	10 Days	22 Feb		14 Days	03 Oct	12		Tender Opening
	05 Days	01 Mar		07 Days	10 Oct	13		Tender Evaluation
	05 Days	07 Mar		07 Days	17 Oct	14		Approval to Award
	04 Days	11 Mar		05 Days	24 Oct	15		Notification of Award
				28 Days		16	Collinant	Signing
	24 Days			57 Days	,	17	Signature	Total Time of
	10 Days			28 Days	,	18	Contract	Time for completion

Deputy Secretary Admin-2 Section

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Joint Secretary Admin Branch

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Annual Procurement Plan for FY 2021-2022

			Pack No.
		Miscellaneous Goods	Description of Procurement Goods 2 Stationery &
)			Nos 3 Unit
		Enclosed	Quantity 4
Y	2	Direct	Procurement Method & Type
Secretary/ Deputy Secretary/Sr. Assistant Secretary	Power of this Ministry Secretary /Additional Secretary/	Subject to the authority delegated in the delegation of Financial	Contract Approving Authority
		GOB	Source of Funds
		15.00	Estd. Cost in Tt. (Lakh) 8
Dates for OTM	Days for OTM	Planned Dates of OTM	rce Estd. Time Not Cost in Code for used in Tender Tender (Lakh) Process Goods (Lakh) 9 10 11
			Not used in Goods
		19 Sept	Advertise Tender
	14 Days	03 Oct	Tender Opening
	07 Days	13 10 Oct	Tender Evaluation
	07 Days	14 17 Oct	Approval to Award
	05 Days	15 24 Oct	Notification of Award
	28 Days	. 16	Signing of Contract
	57 Days	Signature 17	Total Time of Contract
	365 Days		Time for completion

Deputy Secretary Admin-2 Section

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Annual Procurement Plan for FY 2021-2022

								_	T	
-			-				μ	-	· Š	age
	0				etc.)	(Printer &	Computer	2	Goods	Procurement
-		~~~					Nos.	ω		Unit
			,			Enclosed	List-III	4		Quantity
						Direct	OTM/RFQ/	თ	Method & Type	Procurement
Secretary	Secretary/Sr. Assistant	Joint Secretary/	Secretary /Additional	Financial Power of this	the delegation of	the authority delegated in	Subject to	6	Approving Authority	Contract
	2					G	3	7	of Funds	Source
						11.00		(Lakn)	Cost in	Fish
Dates for REO	Days for RFQ	Dates of RFQ	Dates for RFQ Planned	Days for RFQ Actual	Planned	Planned Dates of	u	0	code for	Timo
							õ	5	used in Goods	N. J.
		10 Feb				15 Sept	11		Advertise Tender	
	10 Days	22 Feb		10 Days		26 Sept	12		Tender Opening	
	05 Days	01 Mar		05 Days		30 Sept	13		Tender Evaluation	
	05 Days	07 Mar		05 Days		05 Oct	14		Approval to Award	
	04 Days	11 Mar		04 Days		10 Oct	15		Notification of Award	
	1	ť					16	Contract	Signing	
	24 Days	1		24 Days			17	Contract	Total Time for Completion	
	10 Days	1		10 Days			Contrac 18	라.)	Time fo completion	

Deputy Secretary Admin-2 Section

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Annual Procurement Plan for FY 2021-2022

								-	
_							4.		No.
					set etc.)	(Secretariat Table, Chair, Cupboard, File Cabinet, Sofa	Furniture		Procurement Goods
	•						Nos.	c	s Chit
2						Enclosed	List-IV	4	Quantity
						Direct	OTM/ RFQ/	5	Procurement Method & Type
	Secretary/Sr. Assistant Secretary	Joint Secretary/ Deputy	Secretary /Additional	Financial Power of this Ministry	delegation of	the authority delegated in	Subject to	6	Contract Approving Authority
						G	3	7	Source of Funds
		5				13.00	5	8	Estd. Cost in Tt.
for OTM	OTM Actual	Dates of OTM Planned	Dates for OTM Planned	OTM Actual	Planned	Planned Dates of OTM	!	9	Time code for Process
							i	10	Not used in Goods
		10 Feb			0 0 4 4	15 Sept	=	1	Advertise Tender
	10 Days	22 Feb		10 Days		26 Sept	71	3	Tender Opening
	05 Days	01 Mar		05 Days		30 Sept	13	5	Tender Evaluation
	05 Days	07 Mar		05 Days		05 Oct	14		Approval to Award
	04 Days	11 Mar		04 Days		10 Oct	15		Notification of Award
	1	•		٠,		,	16		Signing of Contract
	24 Days			24 Days		r	17	Signature	Total Time for Time of completion
	10 Days	'	9	10 Days			18	Contract	Time for completion

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Admin-2 Section

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Annual Procurement Plan for FY 2021-2022

		Γ														
		-										Çī,	-	· į	age	Pack
				2				etc.)	Electric Kettle,	Refrigerator,	(Television,	Electronic Itoms	2	Goods	Procurement	Description of
)											NOS.		ω		9	-
				-						ment	As per		4		Quanty	
					_					Ulrect	OTM/ RFQ/		υ ₁	Туре	Procurement Method &	
		•	Secretary/Sr. Assistant Secretary	Secretary/ Deputy	/Additional Secretary/	Secretary	Power of this Ministry	Financial	the	the authority delegated in	Subject to		D)	Authority		
		_									GOB	-		Funds	Source	
											3.50	00	(Lakh)	Cost in Tt	Estd.	
	for RFQ	Dates	RFQ Actual	Planned	Planned Planned	Dates	Actual	Days for	Planned	Dates of	Dianno	9		code for Process	Time	
											Si.	10		used in Goods	Not	
	200			TO Feb						15 Sept		11		Tender	Advertise	01.1.20
			10 Days	22 Feb			coujo	10 Dave		26 Sept		12		Opening	1	7707-1707
			05 Days	01 Mar			us Days	06.7		30 Sept	2	2		Evaluation		770
			05 Days	07 Mar			U5 Days			05 Oct	14			Approval to Award		
			04 Days	11 Mar			04 Days			10 Oct	15			Notification of Award		
			.1			7				ı	16			Signing		
			24 Days	,			24 Days			ï	17	_		Total Time of		
			10 Days	7			10 Days							Time for		

Admin-2 Section

Joint Secretary Admin Branch

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Annual Procurement Plan for FY 2021-2022

are Nos. 150 Pics C	Description of Unit Procurement
3 4 Steware Nos. 150 Pics Computer Inputer In	Unit
150 Pics	
OTA	Quantity
5 OTW RFQ/ Direct	Procurement Method &
Authority 6 Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary / Additional Secretary / Joint Secretary/ Deputy Secretary/ Sec	Contract
Funds 7 GOB	Source
1t (Lakh) 8 6.00	Estd.
Process Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ	Time code for
Goods 10	Not In
11 15 Sept	Advertise Tender
12 26 Sept 10 Days	Tender Opening
13 30 Sept 05 Days	Tender Evaluation
05 Oct 05 Days	Approval to Award
15 10 Oct 04 Days	Notification of Award
Contract 16	Signing of
Contract Signature 17	Total Time of
of Contract 18	Time for completion

Deputy Secretary Admin-2 Section

Joint Secretary Admin Branch

Annual Procurement Plan for FY 2021-2022

					7.	-	Pack age No.
				related works)	Information and Communication Equipment	7	Description of Procurement Goods
				· · · · · · · · · · · · · · · · · · ·	Nos.	ć	. Unit
					As per requirement	4	Quantity
					OTM/ RFQ/ Direct	G	Procurement Method & Type
Secretary	Secretary/Sr. Assistant	Joint Secretary/	Secretary /Additional	delegation of Financial Power of this	Subject to the authority delegated in	σ	Contract Approving Authority
					608	7	Source of Funds
				2 2	6.60	8	Estd. Cost in Tt (Lakh)
Actual Dates for RFO	Planned Days for RFQ	Planned Dates of RFQ	Actual Dates for RFQ	Planned Days for RFQ	Planned Dates of RFQ	9	Time code for Process
	×		141			10	Not used in Goods
		10 Feb			15 Sept	11	Advertise Tender
	10 Days	22 Feb	*	10 Days	26 Sept	12	Tender Opening
	05 Days	01 Mar		05 Days	30 Sept	13	Tender Evaluation
	05 Days	07 Mar		05 Days	05 Oct	14	Approval to Award
	04 Days	11 Mar		04 Days	10 Oct	15	Notification of Award
		•		ž.	1	16	Signing of Contract
	24 Days	1		24 Days		17	
	10 Days	,		10 Days		18	Total Time for Time of completion Contract of Signature Contract

Deputy Secretary Admin-2 Section

Joint Secretary Admin Branch

Additional Secretary
Admin Wing CZOZIBIEC

Annual Procurement Plan for FY 2021-2022

		3		No.
		Liveries	2	Description of Procurement Goods
-		Nos.	cu	Unit
		As per requireme nt	4	Quantity
		RFQ/Direct Methods	5	Procurement Method & Type
Joint Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	delegation of Financial Power of this Ministry Secretary	Subject to the authority delegated in the	6	Contract Approving Authority
	-	GOB	7	Source of Funds
		1.80	8	Estd. Cost in Tt (Lakh)
Actual Dates for RFQ	Planned Days for RFQ	Planned Dates of RFQ	9	Time code for Process
			10	Not used in Goods
		15 Sept	=	Advertise Tender
	10 Days	26 Sept	12	Tender Opening
	05 Days	30 Sept	13	Tender Evaluation
	05 Days	05 Oct	14	Approval to Award
	04 Days	10 Oct	15	Notification of Award
5	L		16	Signing of Contract
	24 Days		17	Total Time of Contract Signature
	10 Days		18	Time for completion of

Deputy Secretary Admin-2 Section

Joint Secretary Admin Branch

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Additional Secretary
Admin Wing

Annual Procurement Plan for FY 2021-2022

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

SL No.	Item description	Qua	ntity
1	Laptop	10	pieces
2	Desktop Computer	10	pieces
3	Laser Printer	5	pieces
4	Color Printer	**	pieces
5	Scanner	8	pieces
6	Computer Hard Disk		pieces
7	Computer Mother Board		pieces
8	Monitor (LCD/LED)	5	pieces
9 .	UPS (650/1000/1200 VA)	5	Pieces
10	Pen drive (32GB), Transcend	50	pieces
11	Key Board (A-4 Tech)	25	pieces
12	Mouse (A-4 Tech)		pieces
13	Head phone (A-4 Tech)		pieces
14	Webcam (A-4 Tech)		pièces

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Annual Procurement Plan for FY 2021-2022

List-2: Stationery & Miscellaneous Goods

SL No.	Item description	Q	uantity
1	80 Grams Offset Paper (A4), Paper One	700	rim
2	80 Grams Offset Paper (A6), Paper One	50	rim
3	2nd Page Note Sheet (100 pages book)	100	books
4	Clip Folder (A4), Bili, China	1000	pieces
5	Transparent Folder (A4), Huaji, China	3000	pieces
6	9-inch Scissors, Deli	70	pieces
7	9-inch Knife (Yellow), Kiwi	70	pieces
8	White Pen Fluid (8 ml), Uni (Original)	70	pieces
9	Car Perfume (Caltina), Japan	50	pieces
10	Car Shampo, Best Quality	30	pieces
11	Air Freshener, 300 ml, Fay/Aroma	300	pieces
12	Aerosol, 475 ml, ACI	300	pieces
13	Tissue Paper (120x2 Ply), Bashundhara/ Fay	1000	Box
14	Toilet Paper (Best Quality), Bashundhara, Fay	1500	rolls
15	Water Glue (60 ml), Duckuy	150	pieces
16	Odonil Air freshener 50gm, with hanger (ACI/Square)	30	pieces
17	Pen Pot/Pen Stand	40	pieces
18	Pilot V-5 Pen, Japan	200	pieces
19	Ocean Gel Link Pen (Black)	500	pieces
20	Matador Ball Pen (Black)	2000	pieces
21	Matador i-teen Water gel Pen (Black)	300	pieces
22	Matador Ball Pen (Red)	300	pieces
23	Stamp Pad (106x67 mm), Artline	70	pieces
24	Steel Scale (12 inch), Swordfish, China	70	pieces
25	Marker Pen (Yellow, Green, Red) Redleaf 303, Japan	200	pieces
26	Stapler Machine (Big Size), Kangaroo/Deli	70	pieces
27	Stapler Machine (Small Size), Kangaroo/Deli	50	pieces
28	Stapler Pin (Big size 24/6), Kangaroo/Deli	200	pieces
29	Stapler pin (B10), Kangaroo/Deli	100	pieces
30	Pin Remover, Matador	50	pieces
31	Program Stand (A-4 Size), Plastic (Best Quality)	20	pieces
32	Coton Duster Cloth (32x18 inch), Best Quality	400	pieces
33	Pencil Battery (AA size), Maxell	600	pieces
34	Remote Battery (AAA size), Maxell	300	pieces



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Punching Machine (One Hole), Kangaroo			
1 unching Machine (Two Holes) Vonce		70	pieces
aperweight (Stone). Rest Quality	0	25	pieces
Snarpener, Faber Castle		200	pieces
Hood Tellett (2B), Faber Castle		200	pieces
Eraser (rubber), Best Quality		400	pieces
James Clip (Plastic Quoted)		400	pieces
Liquid soap 200 ml (with Spray) Lifeburg (C. 1)		500	box
(130 Grams) Inilever		300	pieces
Lux Soap (75 Grams), Unilever		00	pieces
Vim bar (325 Gm), Unilever			pieces
46 Harpic Toilet Cleaner (750 ml)			pieces
Savion, 112 ml, ACI		108 To 2 100	pieces
48 Savlon, 1000 ml. ACI			pieces
Hand Sanitizer 200ml (ACI/Square)			pieces
Hand Sanitizer 50ml (ACI/Square)	50	1 00	pieces
Rubber Hand Gloves (100 pcs/box)	10	00 r	pieces
Polyethylene Hand Gloves (100 pgg/Pgg)	2	0 E	Box
Savion Disinfectant Spray 300ml	2	0 E	Box
Hexisol, 250 ml with spray	5	0 p	ieces
55 Glass Cleaner, 350 ml, (Mr. Brasso)	5	0 p	ieces
56 Carton Tape (2 inches wide)	5	0 pi	ieces
57 File barrier ribbon (45-meter roll)	6		olls
58 Khaki Envelope (10x4 inch)	100) ro	lls
59 Khaki Envelope (A4 Size)	10000) pi	eces
60 Khaki Envelope (File Size), Best Quality	5000		eces
61 Paper Basket (RFL)	2000		eces
62 Plastic bucket (10 liters), RFL	60		eces
63 Plastic mug, RFL	20	_	eces
64 Plastic Badna/Lota (RFL)	20		ces
65 Flux (1 Liter), Best Quality	10		ces
66 Scotch Tape (2.5 inch)	20	pie	
67 Plastics Ring Guard File (A-4, 3 inch)	100	pie	
68 Candle (Big size)	50	pied	S. P.A.
69 Black Hard Clip (Size 1 inch)	100	pied	
70 Black Hard Clip (Size 1.25 inch)	100	piec	
71 Black Hard Clip (Size 1.50 inch)	100	piec	
72 File Cover (including Ministry Name)	100	piec	
73 Wireless Door Calling Bell	5000	piec	
74 Telephone/Intercom Set	20	piec	
respirate filter com Set	20	Piece	
75 Multi Plug (3 pin, Five way, with 15 Meter Cable)		piece	
		Pioce	<i>.</i>
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Annual Procurement Plan for FY 2021-2022

List-3: Computer Accessories (Printer & Photocopier Toner etc.)

SL No.	Item description		Quantity
1	Printer Toner (Canon 308)	20	
2	Printer Toner (Canon 324)		1
3	Printer Toner (Canor 325)	2	I The state of the
4	Printer Toner (HP 26A)	10	T
5	Printer Toner (HP 76A)	30	pieces
6	Printer Toner (HP 80A)	30	r
7	Printer Toner (HP 83A)	2	pieces
8	Printer Toner (HP 85A)	2	pieces
9		2	pieces
10	Color Printer Toner (HP 131A, 4 Pics Set)	2	pieces
	Color Printer Toner (HP 201A, 4 Pics Set)	2	pieces
11	Color Printer Toner (HP 203A, 4 Pics Set)	2	pieces
12	Color Printer Toner (HP 204A, 4 Pics Set)	3	pieces
13	Color Printer Toner (HP 215A, 4 Pics Set)	2	pieces
14	Photocopier Toner (Toshiba e-Studio 2518A)	6	pieces
15	Photocopier Toner (Toshiba e-Studio 2506)	3	pieces
16	Photocopier Toner (Canon 2520)	2	
17	Photocopier Toner (Canon 2420L)	3	pieces
		3	pieces

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Annual Procurement Plan for FY 2021-2022

List-4: Furniture (Secretariat Table, Chair, Cupboard, File Cabinet, Sofa set etc.)

SL No.	Item description	Quantity
3	সোফা সেট	২টি
٤	ফুল সেক্রেটারিয়েট টেবিল	২টি
৩	হাফ সেক্রেটারিয়েট টেবিল	১টি
8	কম্পিউটার টেবিল	৩টি
¢	কম্পিউটার চেয়ার	
৬	রিভলভিং চেয়ার	৩টি
٩	কাঠের চেয়ার	২টি
Ъ	ভিজিটর চেয়ার	২৫টি
৯	ষ্টিলের আলমারি	২টি
50	ফাইল কেবিনেট	৫টি
22	র্যাক/বুক সেলফ	২টি
25	ওয়াল কেবিনেট	৫টি
১৩	লুকিং গ্লাস	৫টি
	6.	,

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Annual Procurement Plan for FY 2021-2022

List-5: Electronic Items (Television, Refrigerator, Electric Kettle, Microwave Oven etc.)

ক্রমিক নং	বিবরণ	পরিমাণ	
\$	রেফ্রিজারেটর	১টি	
২	রঞ্জান টেলিভিশন	৩টি	
٠	ইলেকট্রিক কেটলি	-	
8	পেপার শ্রেডার মেশিন	-	
¢	ইলেকট্রিক ওভেন	১টি	
৬	এসি	১০টি	
٩	ওয়াটার ফিল্টার	8টি	

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