



“শেখ হাসিনার বারতা
নারী-পুরুষ সমতা”

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা
বাংলাদেশ সচিবালয়, ঢাকা
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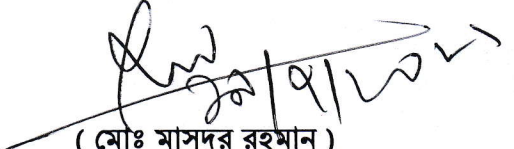
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তারিখঃ ১৯/৭/২০২১ খ্রিঃ।

বিষয়ঃ বার্ষিক 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 ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ ১৪ পাতা।


(মোঃ মাসুদুর রহমান)
উপসচিব
ফোন ৯৫৪০১৯৩

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

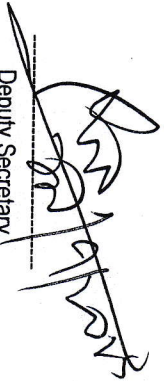
অনুলিপিঃ

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

Government of the People's Republic of Bangladesh
Ministry of Women & Children Affairs
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Annual Procurement Plan for FY 2021-2022

Pack age No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tl. (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.	Computer, Laptop, Printer, Scanner and Office Equipment Related Supporting materials/ Installation/Supply	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	20.00	Planned Dates of OTM	19	19 Sept	03 Oct	10 Oct	17 Oct	24 Oct	28 Days	57 Days	28 Days
								Planned Dates for OTM			14 Days	07 Days	07 Days	05 Days	28 Days	57 Days	28 Days
								Actual Dates for OTM									
								Planned Dates of RFQ		10 Feb	22 Feb	01 Mar	07 Mar	11 Mar	-	-	-
								Planned Dates for RFQ			10 Days	05 Days	05 Days	04 Days	-	-	-
								Actual Dates RFQ									24 Days
																	10 Days


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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.	Stationery & Miscellaneous Goods	Nos.	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	15.00	Planned Dates of OTM		19 Sept	03 Oct	10 Oct	17 Oct	24 Oct			
								Planned Days for OTM			14 Days	07 Days	07 Days	05 Days	28 Days	57 Days	365 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
3.	Computer Accessories (Printer & Photocopier Toner etc.)	Nos.	List-III Enclosed	OTM/RFC/ 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	11.00	Planned Dates of RFQ		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct	-	-	-
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									
								Planned Dates of RFQ		10 Feb	22 Feb	01 Mar	07 Mar	11 Mar	-	-	-
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									

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Pack age No.	Description of Procurement 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	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
4.	Furniture (Secretarial Table, Chair, Cupboard, File Cabinet, Sofa set etc.)	Nos.	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/ St. Assistant Secretary	GOB	13.00	Planned Dates of OTM		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct	-	-	10 Days
								Planned Days for OTM			10 Days	05 Days	05 Days	04 Days	-	24 Days	
								Actual Dates for OTM									
								Planned Dates of OTM		10 Feb	22 Feb	01 Mar	07 Mar	11 Mar			
								Planned Days for OTM			10 Days	05 Days	05 Days	04 Days		24 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
5.	Electronic Items (Television, Refrigerator, Microwave Oven, Electric Kettle, etc.)	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	3.50	Planned Dates of RFQ Planned Days for RFQ Actual Dates for RFQ		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct		24 Days	10 Days
										10 Feb	22 Feb	01 Mar	07 Mar	11 Mar			
											10 Days	05 Days	05 Days	04 Days		24 Days	10 Days

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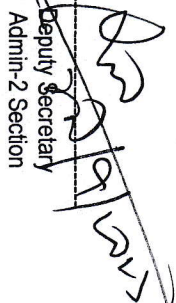
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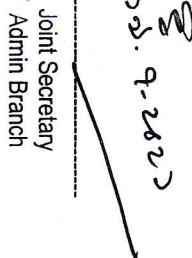
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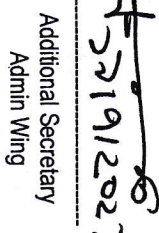
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6.	Computer Software and other office Equipment (Antivirus for Desktop Computer & Laptop)	Nos.	150 Pcs	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary /Additional Secretary/ Joint Secretary/ Deputy Secretary/Sr. Assistant Secretary	GOB	6.00	Planned Dates of RFQ		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct	-	-	-
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
7.	Information and Communication Equipment (Network related works)	Nos.	As per requirement	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	6.60	Planned Dates of RFQ		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct	-	-	-
								Planned Dates for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									
								Planned Dates of RFQ		10 Feb	22 Feb	01 Mar	07 Mar	11 Mar	-	-	-
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
০৯	Liveries	Nos.	As per requirement	RFQ/Direct Methods	Subject to the authority delegated in the delegation of Financial Power of this Ministry Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/St. Assistant Secretary	GOB	1.80	Planned Dates of RFQ		15 Sept	26 Sept	30 Sept	05 Oct	10 Oct	-	-	-
								Planned Dates for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									


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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	Quantity	
1	Laptop	10	pieces
2	Desktop Computer	10	pieces
3	Laser Printer	5	pieces
4	Color Printer	8	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)		pieces

➤ ক্রয়কালে সংখ্যা কম/বেশি হতে পারে।

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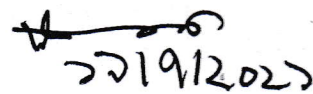
Annual Procurement Plan for FY 2021-2022

List-2 : Stationery & Miscellaneous Goods

SL No.	Item description	Quantity	
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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35	Punching Machine (One Hole), Kangaroo	70	pieces
36	Punching Machine (Two Holes), Kangaroo	25	pieces
37	Paperweight (Stone), Best Quality	200	pieces
38	Sharpener, Faber Castle	200	pieces
39	Wood Pencil (2B), Faber Castle	400	pieces
40	Eraser (rubber), Best Quality	400	pieces
41	James Clip (Plastic Quoted)	600	box
42	Liquid soap 200 ml (with Spray), Lifebuoy/Savlon	300	pieces
43	Wheel Soap (130 Grams), Unilever	500	pieces
44	Lux Soap (75 Grams), Unilever	400	pieces
45	Vim bar (325 Gm), Unilever	300	pieces
46	Harpic Toilet Cleaner (750 ml)	70	pieces
47	Savlon, 112 ml, ACI	100	pieces
48	Savlon, 1000 ml, ACI	30	pieces
49	Hand Sanitizer 200ml (ACI/Square)	500	pieces
50	Hand Sanitizer 50ml (ACI/Square)	100	pieces
51	Rubber Hand Gloves (100 pcs/box)	20	Box
52	Polyethylene Hand Gloves (100 pcs/Bag)	20	Box
53	Savlon Disinfectant Spray, 300ml	50	pieces
54	Hexisol, 250 ml with spray	50	pieces
55	Glass Cleaner, 350 ml, (Mr. Brasso)	50	pieces
56	Carton Tape (2 inches wide)	60	rolls
57	File barrier ribbon (45-meter roll)	100	rolls
58	Khaki Envelope (10x4 inch)	10000	pieces
59	Khaki Envelope (A4 Size)	5000	pieces
60	Khaki Envelope (File Size), Best Quality	2000	pieces
61	Paper Basket (RFL)	60	pieces
62	Plastic bucket (10 liters), RFL	20	pieces
63	Plastic mug, RFL	20	pieces
64	Plastic Badna/Lota (RFL)	10	pieces
65	Flux (1 Liter), Best Quality	20	pieces
66	Scotch Tape (2.5 inch)	100	pieces
67	Plastics Ring Guard File (A-4, 3 inch)	50	pieces
68	Candle (Big size)	100	pieces
69	Black Hard Clip (Size 1 inch)	100	pieces
70	Black Hard Clip (Size 1.25 inch)	100	pieces
71	Black Hard Clip (Size 1.50 inch)	100	pieces
72	File Cover (including Ministry Name)	5000	pieces
73	Wireless Door Calling Bell	20	pieces
74	Telephone/Intercom Set	20	Pieces
75	Multi Plug (3 pin, Five way, with 15 Meter Cable)	40	pieces

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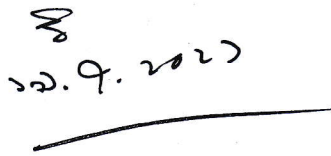
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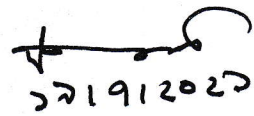
List-3 : Computer Accessories (Printer & Photocopier Toner etc.)

SL No.	Item description	Quantity	
1	Printer Toner (Canon 308)	20	pieces
2	Printer Toner (Canon 324)	2	pieces
3	Printer Toner (Canon 325)	10	pieces
4	Printer Toner (HP 26A)	30	pieces
5	Printer Toner (HP 76A)	30	pieces
6	Printer Toner (HP 80A)	2	pieces
7	Printer Toner (HP 83A)	2	pieces
8	Printer Toner (HP 85A)	2	pieces
9	Color Printer Toner (HP 131A, 4 Pics Set)	2	pieces
10	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	pieces
17	Photocopier Toner (Canon 2420L)	3	pieces

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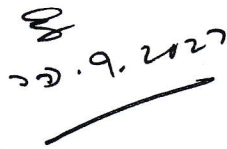
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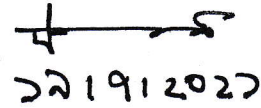
List-4 : Furniture (Secretariat Table, Chair, Cupboard, File Cabinet, Sofa set etc.)

SL No.	Item description	Quantity
১	সোফা সেট	২টি
২	ফুল সেক্রেটারিয়েট টেবিল	২টি
৩	হাফ সেক্রেটারিয়েট টেবিল	১টি
৪	কম্পিউটার টেবিল	৩টি
৫	কম্পিউটার চেয়ার	-
৬	রিভলভিং চেয়ার	৩টি
৭	কাঠের চেয়ার	২টি
৮	ভিজিটর চেয়ার	২৫টি
৯	স্টিলের আলমারি	২টি
১০	ফাইল কেবিনেট	৫টি
১১	র‍্যাক/বুক সেলফ	২টি
১২	ওয়াল কেবিনেট	৫টি
১৩	লুকিং গ্লাস	৫টি

➤ ক্রয়কালে সংখ্যা কম/বেশি হতে পারে।


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০৯.৭.২০২১


১২/৭/২০২১

Government of the People's Republic of Bangladesh
Ministry of Women & Children Affairs
Admin-2 Section

Annual Procurement Plan for FY 2021-2022

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

ক্রমিক নং	বিবরণ	পরিমাণ
১	রেফ্রিজারেটর	১টি
২	রজিন টেলিভিশন	৩টি
৩	ইলেকট্রিক কেটলি	-
৪	পেপার গ্রেডার মেশিন	-
৫	ইলেকট্রিক ওভেন	১টি
৬	এসি	১০টি
৭	ওয়াটার ফিল্টার	৪টি

➤ ক্রয়কালে সংখ্যা কম/বেশি হতে পারে।

for
১৮/৭/২০২১

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