People's Republic of Bangladesh
Ministry of Water Resources
Admin-3 Branch

Annual Procurement Plan for FY 2023-2024

Package No	Description of Procurement Package (Goods)	Unit	Quantity	Procurement 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 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.	Computer and Office Equipment Related Supporting materials/Installation/ Supply, Maintenance Washing	NOS	List – I Enclosed	**OTM (NCT)**	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	26.00	Planned Dates for OTM		16 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	10 Sep' 2023	08 Oct' 2023	--	28 Days
								Planned Days for OTM		--	13 Days	02 Days	07 Days	03 Days	28 Days	53 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	
2.	Computer and Related Supporting materials/Installation/ Supply, Maintenance Washing (2 Lots)		List – I Enclosed	RFQ	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	6.00	Planned Dates for RFQ		04 Jan' 2024	14 Jan' 2024	16 Jan' 2024	18 Jan' 2024	22 Jan' 2024	--		21 Days
								Planned Days for RFQ		--	10 Days	02 Days	02 Days	04 Days	--	18 Days	
								Actual Dates for RFQ		--	--	--	--	--	--	--	

29/09/23
(সুজিত হাওলাদার)
উপসচিব
পানি সম্পদ মন্ত্রণালয়

29/09/2023
(আব্দুল লতিফ মোল্লা)
যুগ্মসচিব (প্রশাসন)
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
3.	Computer, other Office Equipment (Antivirus for Server & Office Computer)	NOS	List – I Enclosed	OTM	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	4.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023	--	28 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days	28 Days		
								Actual Dates for OTM		--	--	--	--	--	--	--	
4.	Computer, software and other Office Equipment (Antivirus for Server & Office Computer)			RFQ	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR		3.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023	--	21 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 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.	Stationary & Miscellaneous Goods	NOS	List –II Enclosed	**OTM Through Framework**	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	24.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	08 Sep' 2023	12 Sep' 2023	10 Oct' 2023	--	28 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days	28 Days	60 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	
6.	Stationary & Miscellaneous Goods	NOS	List –II Enclosed	DPM	DO	GOB	3.68										
7.	Furniture	NOS	List –III Enclosed	**OTM**	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	30.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023	--	28 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days	28 Days	60 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
8.	Furniture Repair/ Maintenance	NOS	As per requirement	DPM	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	4.00										
9.	Others Supporting materials/ Installation/ Supply & Maintenance	NOS	List-iv Enclosed	DPM	Subject to the authority delegated in the Delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Assistant Secretary MOWR	GOB	7.00										
10.	Liveries (summer)	NOS	As per privilege	**RFQM**	Subject to the authority delegated in the Delegation of Financial Power of this Ministr - Joint Secretary/ Deputy Secretary	GOB	3.00	Planned Dates for RFQ		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023	--	21 Days
								Planned Days for RFQ		--	10 Days	02 Days	07 Days	05 Days	--	21 Days	
								Actual Dates for RFQ		--	--	--	--	--	--	--	
11.	Liveries (Winter)	NOS	As per privilege	**DPM**	DO	GOB	3.00										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12.	Washing	NOS	As per requirement	DPM	Senior Assistant Secretary	GOB	0.90										
13.	Transport Fuel (Petrol/Octane/CNG) *2	LTR/CFT	List-V Enclosed	DPM	AS per authority delegated-Joint Secretary/ Deputy Secretary	GOB	15.20 & 10.40										
14.	Books	NOS	As per privilege	RFQ	Subject to the authority delegated in the Delegation of Financial Power of this Ministry Joint Secretary/ Deputy Secretary	GOB	3.00										
15.	Journals	NOS	As per privilege	DPM	DO	GOB	5.00										
16.	Printing and blocking	NOS	As per privilege	DPM	DO	GOB	8.00										
17.	Stump and seal	NOS	As per privilege	DPM	DO	GOB	4.00										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
18.	Postage	NOS	As per requirement	DPM	Senior Assistant Secretary	GOB	0.90										
19.	Advertisement	NOS	As per requirement	DPM	Joint Secretary	GOB	7.00										
20.	Maintenance of Vehicle*3	NOS	As per requirement	DPM	Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	14.00										
21.	Miscellaneous Goods of Vehicle	NOS	As per requirement	DPM	Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	-										
22.	Computer repair	NOS	As per requirement	DPM	DO	GOB	7.00										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
23.	Téléphone/Fax/Internet/Mobile Phone Service	NOS	As per requirement	DPM	Subject to the authority delegated in the Delegation of Financial Power of this Ministry Secretary/ Additional Secretary / Joint Secretary/ Deputy Secretary / Senior Assistant Secretary	GOB	11.00	Planned Dates for DPM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023		
								Planned Days for DPM			10 Days	02 Days	07 Days	04 Days		21 Days	
								Actual Dates for DPM		--	--	--	--	--	--	--	
24.	Information Communication Technology Equipment	NOS	As per requirement	OTM	DO	GOB	32.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023		
								Planned Days for OTM			10 Days	02 Days	07 Days	04 Days		28 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	
25.	computer equipment	NOS	As per requirement	OTM	DO	GOB	14.00	Planned Dates for OTM		15 Aug' 2023	29 Aug' 2023	31 Aug' 2023	07 Sep' 2023	12 Sep' 2023	10 Oct' 2023		
								Planned Days for OTM			10 Days	02 Days	07 Days	04 Days		28 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	

(সুজিত হালদার) 10/4/2024
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(আব্দুল লতিফ মোল্লা) 10/4/2024
যুগ্মসচিব (প্রশাসন)
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**1 Direct procurement includes procurement from Government Owned Forms and Stationary Office. *2 Petrol/Octane/mobil. break oil cooling water,gear oil etc are procured from Government owned Meghna Petroleum. CNG procured from private owned station. *3 Maintenance of vehicle is usually done from the Government owned Transport Workshop*