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

Annual Procurement Plan for FY 2024-2025

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	24.00	Planned Dates for OTM		16 Aug' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	10 Sep' 2024	08 Oct' 2024	--	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' 2025	14 Jan' 2025	16 Jan' 2025	18 Jan' 2025	22 Jan' 2025	--		21 Days
								Planned Days for RFQ		--	10 Days	02 Days	02 Days	04 Days	--	18 Days	
								Actual Dates for RFQ		--	--	--	--	--	--	--	

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সহকারী সচিব
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১৬/৭/২০২৪
(মোহাম্মদ হাবীবুর রহমান)
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.	Other Office Equipment (Antivirus for Server & Office Computer)	NOS	List – I Enclosed	DPM/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	7.00	Planned Dates for OTM		15 Aug' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	12 Sep' 2024	10 Oct' 2024	--	28 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days	28 Days		
								Actual Dates for OTM		--	--	--	--	--	--	--	
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days			
								Actual Dates for OTM		--	--	--	--	--	--	--	
4.	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	19.00	Planned Dates for OTM		15 Aug' 2024	29 Aug' 2024	31 Aug' 2024	08 Sep' 2024	12 Sep' 2024	10 Oct' 2024	--	28 Days

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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	DPM	DO	GOB	6.00			--	--	--	--	--	--	--	
6.	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	24.00	Planned Dates for OTM		15 Aug' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	12 Sep' 2024	10 Oct' 2024	--	28 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	04 Days	28 Days	60 Days	
				RFQ			6.00	Actual Dates for RFQ		--	--	--	--	--	--	--	
7.	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			--	--	--	--	--	--	--	
8.	Others Supporting materials/ Installation/ Supply & Maintenance	NOS	List-iv Enclosed	DPM/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	7.00			--	--	--	--	--	--	--	

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
9.	Liveries (summer)	NOS	As per privilege	**RFQ**	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' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	12 Sep' 2024	10 Oct' 2024	--	21 Days
								Planned Days for RFQ		--	10 Days	02 Days	07 Days	05 Days	--	21 Days	
								Actual Dates for RFQ		--	--	--	--	--	--	--	
10.	Liveries (Winter)	NOS	As per privilege	**DPM**	DO	GOB	2.00			--	--	--	--	--	--	--	
11.	Transport Fuel (Petrol/Octane/CNG) *2	LTR/CFT	List-V Enclosed	DPM	AS per authority delegated- Joint Secretary/ Deputy Secretary	GOB	26.00	Actual 20.80 Dates for OTM		--	--	--	--	--	--	--	
							19.00	Actual 15.20 Dates for RFQ									
12.	Books	NOS	As per privilege	DPM/RFQ	Subject to the authority delegated in the Delegation of Financial Power of this Ministry Joint Secretary/ Deputy Secretary	GOB	10.00			--	--	--	--	--	--	--	

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
13.	Printing and blocking	NOS	As per privilege	DPM/RFQ	DO	GOB	8.00			--	--	--	--	--	--	--	
14.	Stump and seal	NOS	As per privilege	DPM	DO	GOB	4.00			--	--	--	--	--	--	--	
15.	Maintenance of Vehicle*3	NOS	As per requirement	RFQ/DPM	Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	14.00			--	--	--	--	--	--	--	
16.	Computer repair	NOS	As per requirement	DPM	DO	GOB	7.00			--	--	--	--	--	--	--	
17.	Telephone/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			--	--	--	--	--	--	--	
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
18.	Information Communication Technology Equipment	NOS	As per requirement	RFQ/OTM	DO	GOB	30.00	Planned Dates for OTM		15 Aug' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	12 Sep' 2024	10 Oct' 2024		
								Planned Days for OTM			10 Days	02 Days	07 Days	04 Days		28 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	
19.	computer equipment	NOS	As per requirement	RFQ/OTM	DO	GOB	10.00	Planned Dates for OTM		15 Aug' 2024	29 Aug' 2024	31 Aug' 2024	07 Sep' 2024	12 Sep' 2024	10 Oct' 2024		
								Planned Days for OTM			10 Days	02 Days	07 Days	04 Days		28 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	

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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*