

## Annual Procurement Plan 2024-25

Budget: Revenue

Ministry/Division: Local Government Division.

Agency: Office of the Registrar General, Birth and Death Registration.

Procuring Entity Name and Code: Deputy Registrar General, Birth and Death Registration. Code: 1370501

Pac no	Description of Package Goods and Related Services	Units	Quantity	Procurement Method & Type	Contract approving Authority	Source of Fund	Estd. Cost in Lac Tk.	Time code for Process	Not used (GOODs)	Invite/ Advertise/ Tender	Tender Opening	Tender Evaluation	Approval for Award	Notification of Award	Singing of Contract	Total time to contact Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GD 1	Furniture: Package-01: Conference Table	1	01	RFQ National	HOPE	GOB	2.50	Planned Dates		11.12.2024	19.12.2024	24.12.2024	29.12.2024	05.01.2024	12.01.2025	-	27.01.2025
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		-	-	-	-	-	-	-	-
GD 2	Furniture: Package-02: (Revolving Chair-03, Visitor Chair-06)	2	09	RFQ National	HOPE	GOB	3.00	Planned Dates		11.12.2024	19.12.2024	24.12.2024	29.12.2024	05.01.2024	12.01.2025	-	27.01.2025
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		-	-	-	-	-	-	-	-
GD 3	Furniture: Package-03: (Side Drawer-02, Visitor Chair-03, Executive Table-02)	3	07	OTM (NCT)	HOPE	GOB	2.50	Planned Dates		30.12.2024	13.01.2025	28.01.2025	04.02.2025	11.02.2025	11.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates		-	-	-	-	-	-	-	-
GD 4	Security Access Lock	1	05	RFQ National	HOPE	GOB	1.60	Planned Dates		07.08.2024	14.08.2024	19.08.2024	22.08.2024	27.08.2024	01.09.2024	-	17.09.2024
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		28.08.2024	02.09.2024	02.09.2024	02.09.2024	02.09.2024	08.09.2024	-	19.09.2024
GD 5	Multifunctional Laser Printer	1	01	RFQ National	HOPE	GOB	0.90	Planned Dates		07.08.2024	14.08.2024	19.08.2024	22.08.2024	27.08.2024	01.09.2024	-	17.09.2024
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		28.08.2024	02.09.2024	02.09.2024	02.09.2024	02.09.2024	08.09.2024	-	19.09.2024
GD 6	Lunch Box & Related Services	1	620	DPM National	HOPE	GOB	4.05	Planned Dates		17.09.2024	22.09.2024	25.09.2024	26.09.2024	29.09.2024	30.09.2024	-	02.10.2024
								Planned Days		0	05	03	01	03	01	13	15
								Actual Dates		30.09.2024	02.10.2024	02.10.2024	02.10.2024	02.10.2024	03.10.2024	-	06.10.2024
GD 7	Invitation Card with Envelop, Note Pad & Logo Printed Pen	1	500	DPM National	HOPE	GOB	1.35	Planned Dates		17.09.2024	22.09.2024	25.09.2024	26.09.2024	29.09.2024	30.09.2024	-	02.10.2024
								Planned Days		0	05	03	01	03	01	13	15
								Actual Dates		30.09.2024	01.10.2024	01.10.2024	01.10.2024	01.10.2024	03.10.2024	-	03.10.2024
GD 8	4TB SSD	1	01	RFQ National	HOPE	GOB	0.65	Planned Dates		07.08.2024	14.08.2024	19.08.2024	22.08.2024	27.08.2024	01.09.2024	-	17.09.2024
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		02.10.2024	10.10.2024	10.10.2024	10.10.2024	10.10.2024	14.10.2024	-	15.10.2024

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Pac no	Description of procurement Package Goods and Related Services	Units	Quantity	Procurement Method & Type	Contract approving Authority	Source of Fund	Estd. Cost in Lac Tk.	Time code for Process	Not used (GOODs)	Invite/ Advertise/ Tender	Tender Opening	Tender Evaluation	Approval for Award	Notification of Award	Singing of Contract	Total time to contact Signature	Time for Completion of Contract
GD 9	ICT Equipments: Package-01: Laptop-05 pcs	1	05	OTM (NCT)	HOPE	GOB	12.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 10	Package-02: Portable Storage-16TB-2pcs	1	02	RFQ National	HOPE	GOB	1.60	Planned Dates		07.08.2024	14.08.2024	19.08.2024	22.08.2024	27.08.2024	01.09.2024	-	17.09.2024
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		28.08.2024	02.09.2024	02.09.2024	02.09.2024	02.09.2024	08.09.2024	-	19.09.2024
GD 11	Package-03: Desktop Computer-05 pcs	1	05	OTM (NCT)	HOPE	GOB	10.00	Planned Dates		30.12.2024	13.01.2025	28.01.2025	04.02.2025	11.02.2025	11.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 12	Package-04: Monitor-05 pcs	1	05	OTM (NCT)	HOPE	GOB	13.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 13	Package-05: Server-02 pcs	1	02	OTM (NCT)	MINISTRY	GOB	385.00	Planned Dates		02.01.2025	16.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	30.03.2025
								Planned Days		0	14	14	7	7	28	100	17
								Actual Dates									
GD 14	Package-06: Storage-72TB-01 pcs	1	01	OTM (NCT)	MINISTRY	GOB	400.00	Planned Dates		05.01.2025	19.01.2025	02.02.2025	09.02.2025	16.02.2025	16.03.2025	-	31.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 15	North South Layer 4 Firewall		01	OTM (NCT)	MINISTRY	GOB	238.90	Planned Dates		06.01.2025	20.01.2025	03.02.2025	10.02.2025	17.02.2025	17.03.2025	-	01.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 16	SOC/NOC Room Prepare		01	OTM (NCT)	HOPE	GOB	100.00	Planned Dates		07.01.2025	21.01.2025	04.02.2025	11.02.2025	18.02.2025	18.03.2025	-	02.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 17	WAF, IP Intelligence	1	01	OTM (NCT)	MINISTRY	GOB	400.00	Planned Dates		08.01.2025	22.01.2025	05.02.2025	12.02.2025	19.02.2025	19.03.2025	-	03.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 18	End Point Security (XDR)	1	1000	OTM (NCT)	HOPE	GOB	200.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 19	Software: Package-01: Log Server-01 pcs	1	01	OTM (NCT)	HOPE	GOB	25.00	Planned Dates		09.01.2025	23.01.2025	06.02.2025	13.02.2025	20.02.2025	20.03.2025	-	06.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 20	Package-02: Intellij IDEA, Ultimate version licence		01	OTM (NCT)	HOPE	GOB	1.50	Planned Dates		12.01.2025	26.01.2025	09.02.2025	16.02.2025	23.02.2025	23.03.2025	-	20.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									

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Pac no	Description of procurement Package Goods and Related Services	Units	Quantity	Procurement Method & Type	Contract approving Authority	Source of Fund	Estd. Cost in Lac Tk.	Time code for Process	Not used (GOO Ds)	Invite/ Advertise/ Tender	Tender Opening	Tender Evaluation	Approval for Award	Notification of Award	Singing of Contract	Total time to contact Signatur e	Time for Completion of Contract
GD 21	Licence OS and Office 365	1	10	OTM (NCT)	HOPE	GOB	3.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 22	Software for VAPT Tools (BURP SUIT)	1	03	OTM (NCT)	HOPE	GOB	50.00	Planned Dates		13.01.2025	27.01.2025	10.02.2025	17.02.2025	24.02.2025	24.03.2025	-	21.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 23	Inventory Management Software	1	01	OTM (NCT)	HOPE	GOB	25.00	Planned Dates		09.01.2025	23.01.2025	06.02.2025	13.02.2025	20.02.2025	20.03.2025	-	06.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 24	Computers & Other Equipment's: (Computer Set-01, Laptop-01, Document Scanner-02, Printer (General)-03, Printer (Color)-01 UPS-07 etc.)	6	14	OTM (NCT)	HOPE	GOB	7.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 25	Stationary Products	1	LS	OTM (NCT)	HOPE	GOB	25.00	Planned Dates		01.01.2025	15.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	27.03.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 26	Festival Related Products: Printed Jute Bag & Printed Ceramic Mog	1	500	RFQ National	HOPE	GOB	3.00	Planned Dates		12.08.2024	19.08.2024	25.08.2024	28.08.2024	25.09.2024	02.09.2024	-	17.09.2024
								Planned Days		0	7	5	3	5	5	25	15
								Actual Dates		25.09.24	01.10.24	01.10.24	01.10.24	01.10.24	03.10.24	-	06.10.24
GD 27	Computer Accessories: Printer Toner (Black)-51 pcs, Photocopy Toner-24 pcs	2	75	OTM (NCT)	HOPE	GOB	10.00	Planned Dates		02.01.2025	16.01.2025	29.01.2025	05.02.2025	12.02.2025	12.03.2025	-	30.03.2025
								Planned Days		0	14	14	7	7	28	100	17
								Actual Dates									
GD 28	Electric Equipment (Air Conditioner-01, Wall Fan-01)	2	02	OTM (NCT)	HOPE	GOB	2.00	Planned Dates		14.01.2025	28.01.2025	11.02.2025	18.02.2025	25.02.2025	25.03.2025	-	22.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 29	Printing & Publication (Office Pad-5000, Note Book-500 (Big & Small Size) Office Kham-2000 (A4 Size), 5000 (Envelop Size)	3	12500	OTM (NCT)	HOPE	GOB	5.00	Planned Dates		19.01.2025	02.02.2025	16.02.2025	23.02.2025	02.03.2025	30.03.2025	-	14.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
GD 30	Innovation (Leaflet & Poster-40000 pcs)	2	40000	OTM (NCT)	HOPE	GOB	12.00	Planned Dates		20.01.2025	03.02.2025	17.02.2025	24.02.2025	03.03.2025	31.03.2025	-	15.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									

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Pac no	Description of procurement Package Goods and Related Services	Units	Quantity	Procurement Method & Type	Contract approving Authority	Source of Fund	Estd. Cost in Lac Tk.	Time code for Process	Not used (GOO Ds)	Invite/ Advertise/ Tender	Tender Opening	Tender Evaluation	Approval for Award	Notification of Award	Singing of Contract	Total time to contact Signature	Time for Completion of Contract
GD 31	Audio-Video/ Film Production	1	01	OTM (NCT)	HOPE	GOB	20.00	Planned Dates		21.01.2025	04.02.2025	18.02.2025	25.02.2025	04.03.2025	01.04.2025	-	16.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
						Total	1968.55										

*Ayesha*  
১৬/০৫/২৪  
তুষার কান্তি মল্লিক  
হিসাব রক্ষক  
রেজিস্ট্রার জেনারেলের কার্যালয়  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।

*AMM*  
২৬/০৫/২৪  
মো. আখতার জামিল  
সহকারী রেজিস্ট্রার জেনারেল (প্রশাসন ও অর্থ)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ

*Z*  
২৬/০৫/২৪  
ড. আবু নজর মোহাম্মদ আব্দুল্লাহ  
ডেপুটি রেজিস্ট্রার জেনারেল (যোগাযোগ)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।

*M*  
১৬/০৫/২৪  
মোঃ বাহিদ হোসেন  
রেজিস্ট্রার জেনারেল (অতিরিক্ত সচিব)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।

## Annual Procurement Plan 2024-25

Budget: Revenue

Ministry/Division: Local Government Division.

Agency: Office of the Registrar General, Birth and Death Registration.

Procuring Entity Name and Code: Deputy Registrar General, Birth and Death Registration. Code: 1370501

Pac no	Description of Package Goods and Related Services	Units	Quantity	Procurement Method & Type	Contract approving Authority	Source of Fund	Estd. Cost in Lac Tk.	Time code for Process	Not used (GO ODs)	Invite/ Advertise/ Tender	Tender Opening	Tender Evaluation	Approval for Award	Notification of Award	Singing of Contract	Total time to contact Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SR 1	Point to Point Connection	1	01	SSS	HOPE	GOB	4.50	Planned Dates		13.01.2025	27.01.2025	10.02.2025	17.02.2025	24.02.2025	24.03.2025	-	21.04.2025
								Planned Days		0	14	14	7	7	28	100	15
								Actual Dates									
						Total	4.50										

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১৬/১১/২৪  
তুষার কান্তি মল্লিক  
হিসাব রক্ষক  
রেজিস্ট্রার জেনারেলের কার্যালয়  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।

*[Signature]*  
২৬/১০/২০২৪  
মো. আখতার জামিল  
সহকারী রেজিস্ট্রার জেনারেল (প্রশাসন ও অর্থ)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ

*[Signature]*  
২৬/১০/২৪  
ড. আবু নূর মোহাম্মদ আব্দুল্লাহ  
ডেপুটি রেজিস্ট্রার জেনারেল (যুগ্মসচিব)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।

*[Signature]*  
২৬/১০/২০২৪  
মোঃ মাহিদ হোসেন  
রেজিস্ট্রার জেনারেল (অতিরিক্ত সচিব)  
জন্ম ও মৃত্যু নিবন্ধন  
স্থানীয় সরকার বিভাগ।