

ANNUAL PROCUREMENT PLAN FOR 2025-2026.

Ministry of Post, Telecommunication and information Technology.

Fiscal year: 2025-2026

Agency: Banaladesh Post Office (P.L.I. Dhaka)

Head of the Procuring Entity/ Implementing Agency: General Manager, Postal Life Insurance, Eastern Circle, Dhaka.

৬০/০৭/২৫
অলকা রাণী রায়
জেনারেল ম্যানেজার
ডাক জীবন বীমা, পূর্বাঞ্চল, ঢাকা
ফোন: ০২-৪১০৫২৩৭১

Pakag e no	Description of procurement goods	Code & Budget Est Cost Tk.(Lac)	Unit	Quantity	Procurem ent method and types	Contract approvin g authority	Sources of Fund	Est Cost Tk.(Lac)	Time code for process	Not used in goods	Invite/ Advertie tender	Tender opening	Tender evaluation	Approval to Award	Notificat ion of Award	Signing of Contract	Completi on of Contract	Total time in days
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
GR-1	Office stationary, Stamp, Crocari: book etc.	3255105	-	As per requisition	RFQ/DPM	GM	GOB	-	Planned date	-	Sep-25	Sep-25	Sep-25	Sep-25	Oct-25	Oct-25	Nov-25-	
GR-2	Energy LED bulb, Eletric Bord & switch etc.	3.60	-	Do	RFQ/ DPM	GM	GOB	-	Planned days	-	Dec-25	Dec-25	Dec-25	Jan-26	Jan-26	Feb-26	Feb-26	
GR-3	Pordha change		-	As per requisition	RFQ/ DPM	GM	GOB	-	Planned date	-	Jan-26	Jan-26	Feb-26	Mar-26	Apr-26	Apr-26	May-26	
GR-4	Furniture repairing	3255102 .50	-	As per requisition	DPM	GM	GOB	-	Planned date	-	Oct-25	Oct-25	Oct-25	Nov-25	Nov-25	Nov-25	Dec-25	
GR-5	New Furniture	4112314 .80	-	Do	DPM /RFQ	GM	GOB	-	Planned date	-	Jan-26	Jan-26	Feb-26	Feb-26	Mar-26	Mar-26	Apr-26	
GR-6	Motor Vehicles Repair and Maintenance.										Nov-25	Nov-25	Dec-25	Dec-25	Jan-26	Jan-26	Jan-26	

AP
30.07.25
(আতিয়া সুলতানা)
ডেপুটি জেনারেল ম্যানেজার
ডাক জীবন বীমা, পূর্বাঞ্চল, ঢাকা
ফোন: ০২-৪১০৫২৩৭৬

অলকা রাই ১০/০৭/২৫
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ফোনঃ ০২-৪১০৫২৩৭১

Sl. no	Description of procurement goods	Code & Budget Est. Cost Tk.(Lac)	Unit	Quantity	Procurement method and types	Contract approving authority	Sources of Fund	Est. Cost Tk.(Lac)	Time code for process	Not used in goods	Invite/ Advertise tender	Tender opening	Tender evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total time in days
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
GR-7	Computer & Laptop	4112202	-	As per requisition	RFQ/DPM	GM	GOB	-	Planned date	-	Sep-25	Oct-25	Oct-25	Oct-25	Nov-25	Nov-25	Sep-25 - Nov-25	
GR-8	Compute Printer, Toner & Other		-	Do	RFQ/DPM	GM	GOB	-	Planned days	-	Dec-25	Jan-26	Jan-26	Jan-26	Jan-26	Feb-26	Dec-25 - Feb-26	
GR-9	UPS & Antivirus		-	As per requisition	RFQ/DPM	GM	GOB	-	Planned date	-	Feb-26	Feb-26	Feb-26	Feb-26	Mar-26	Mar-26	Feb-26 - Mar-26	
GR-10	Computer & Software	4112314 8.00	-	-	-	GM	GOB	-	Planned date	-	Sep-25	Sep-25	Sep-25	Sep-25	Oct-25	Oct-25	Sep-25 - Oct-25	
GR-11	Compute Printer repair and maintenance	3258104 1.20	-	As per requisition	DPM/RFQ	GM	GOB	-	Planned date	-	Sep-25	Sep-25	Sep-25	Sep-25	Oct-25	Oct-25	Sep-25 - Oct-25	
GR-12	Bulding repairing	3258107 3.00	-	As per requisition	RFQ/DPM	GM	GOB	-	Planned date	-	Sep-25	Sep-25	Sep-25	Sep-25	Oct-25	Oct-25	Sep-25 - Oct-25	
GR-13	Publish & Advertismint	3211125 4.00	-	As per requisition	RFQ/DPM	GM	GOB	-	Planned date	-	Sep-25	Sep-25	Sep-25	Sep-25	Oct-25	Oct-25	Sep-25 - Oct-25	

১। সকল ক্ষেত্রে বিধি-বিধান এবং পিপিআর-২০০৮ অনুসরণ পূর্বক প্রয়োজনীয় মালামাল ক্রয় করা হবে।

30.07.25
(আতিয়া সুলতানা)
ডেপুটি জেনারেল ম্যানেজার
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