

ANNUAL PROCUREMENT PLAN 2025-26  
Posts and Telecommunications Division  
Ministry of Posts, Telecommunications and Information Technology

Budget: Revenue

| Code                                            | Major Items Determined in the Revenue Sector | Allocated Money |
|-------------------------------------------------|----------------------------------------------|-----------------|
| Supply and Services sector                      |                                              |                 |
| 3211107                                         | Hiring Charge (Car)                          | 50,000          |
| 3211127                                         | Books and Journals                           | 5,00,000        |
| 3211125                                         | Publicity and advertising                    | 16,50,000       |
| 3255101                                         | Computer Accessories                         | 20,00,000       |
| 3255102                                         | Printing and binding                         | 9,00,000        |
| 3255104                                         | Stamp and Seal                               | 2,00,000        |
| 3255105                                         | Stationary and others                        | 25,00,000       |
| 3256106                                         | Clothing                                     | 5,00,000        |
| 3257301                                         | Festival/Ceremony                            | 15,00,000       |
| Total                                           |                                              | 98,00,000       |
| Repair and maintenance                          |                                              |                 |
| 3258101                                         | Motor Vehicles                               | 5,00,000        |
| 3258102                                         | Furniture                                    | 7,00,000        |
| 3258103                                         | Computers                                    | 8,00,000        |
| 3258104                                         | Office Equipment                             | 5,00,000        |
| 3258126                                         | Telecommunications equipment                 | 1,00,000        |
| Total                                           |                                              | 26,00,000       |
| Capital Expenditure/ Wealth Accumulation Sector |                                              |                 |
| 4112201                                         | ICT Equipment                                | 1,00,000        |
| 4112202                                         | Computers                                    | 40,00,000       |
| 4112204                                         | Telecommunications Equipment                 | 5,00,000        |
| 4112310                                         | Office Equipment                             | 45,00,000       |
| 4112314                                         | Furniture                                    | 50,00,000       |
| Total                                           |                                              | 1,41,00,000     |
| Grand Total                                     |                                              | 2,65,00,000     |

| Calculate the potential Expenditure for the Year 2025-26 |             |
|----------------------------------------------------------|-------------|
| Cash Purchases                                           | 10,00,000   |
| RFQM (Request for Quotation Method)                      | 15,00,000   |
| OTM (Open Tendering Method)                              | 1,90,00,000 |
| DPM (Direct Purchases Method)                            | 50,00,000   |
| Grand total                                              | 2,65,00,000 |

Subrata Chakrabarty  
Administrative Officer  
Posts and Telecommunications Division  
Ministry of Posts, Telecommunications and Information Technology  
Bangladesh Secretariat, Dhaka.

MD. AKRAMUL HAQUE CHOWDHURY  
Senior Assistant Secretary  
Posts & Telecommunication Division  
Ministry of Posts, Telecommunications and Information Technology  
Govt. of the People's Republic of Bangladesh

Md. Mizanur Rahman  
Joint Secretary  
Posts & Telecommunications Division  
Ministry of Posts, Telecommunications and Information Technology  
Bangladesh Secretariat, Dhaka.

Md. Jan-E-Alam  
Additional Secretary  
Posts & Telecommunications Division  
Bangladesh Secretariat, Dhaka.

স্মারক: জাহিদুল ইসলাম  
সচিব (কমিউনিকেশন)  
ডাক ও টেলিযোগাযোগ বিভাগ  
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

ANNUAL PROCUREMENT PLAN 2025-26

Part A: Regular Procurement

| Package No | Description of Procurement Package (GOODS) | Unit   | Quantity           | Procurement Method & Type | Contract Approving Authority | Source of funds & Code | Est'd. Cost in Lakh Tk. | Time code for Process | Not Used in Goods | Invite Advertise tender/ Quotation | Tender/Quotation Opening      | Tender/ Quotation 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                   |
| GR-1       | Hiring Charge (Car) (3211107)              | Number | As per need        | OTM                       | As per delegation            | GoB                    | 0.50                    | Planned Dates for OTM | -                 | Before 30 August 2025              | After 14/28 days of Advertise | 03 days (After Opening)      | 07 days (After Evaluation) | 07 days (After Approval) | 07 days (After NoA) | 01 Year                | 01 Year              |
| GR-2       | Publicity & Advertisement (3211125)        | Number | As per need        | Cash P.                   | As per delegation            | GoB                    | 1.00                    | -                     | -                 | -                                  | -                             | -                            | -                          | -                        | -                   | -                      | -                    |
| GR-3       | Publicity & Advertisement (3211125)        | Number | As per requirement | RFQ                       | As per delegation            | GoB                    | 1.00                    | Planned Dates for RFQ | -                 | 05/11/2025                         | 13/01/1/2025                  | 13/01/1/2025                 | 18/01/1/2025               | 18/01/1/2025             | 19/01/1/2025        | 01 Months              | 02 Months            |
| GR-4       | Study & Audit (3221101)                    | Number | As per need        | OTM                       | As per delegation            | GoB                    | 0.50                    | Planned Dates for OTM | -                 | 05/08/2025                         | 13/08/2025                    | 13/08/2025                   | 18/08/2025                 | 18/08/2025               | 19/08/2025          | 01 Months              | 02 Months            |
| GR-6       | Computer accessories (3255101)             | Number | As per Requirement | Cash P.                   | As per delegation            | GoB                    | 1.00                    | -                     | -                 | -                                  | -                             | -                            | -                          | -                        | -                   | -                      | -                    |
| GR-7       | Computer accessories (3255101)             | Number | As per requirement | RFQ                       | As per delegation            | GoB                    | 1.00                    | Planned Dates for RFQ | -                 | 05/08/2025                         | 13/08/2025                    | 13/08/2025                   | 18/08/2025                 | 18/08/2025               | 19/08/2025          | 01 Months              | 02 Months            |
| GR-8       | Computer accessories (3255101)             | Number | As per requirement | OTM                       | As per delegation            | GoB                    | 18.00                   | Planned Dates for OTM | -                 | Before 30 August 2025              | After 14/28 days of Advertise | 03 days (After Opening)      | 07 days (After Evaluation) | 07 days (After Approval) | 07 days (After NoA) | 01 Year                | 01 Year              |
| GR-9       | Printing & Binding (3255102)               | Number | As per need        | RFQ                       | As per delegation            | GoB                    | 2.00                    | -                     | -                 | 05/01/2026                         | 13/001/2026                   | 13/01/2026                   | 18/01/2026                 | 18/01/2026               | 19/01/2026          | 01 Months              | 02 Months            |
| GR-10      | Printing & Binding (3255102)               | Number | As per requirement | OTM                       | As per delegation            | GoB                    | 7.00                    | Planned Dates for OTM | -                 | Before 30 August 2025              | After 14/28 days of Advertise | 03 days (After Opening)      | 07 days (After Evaluation) | 07 days (After Approval) | 07 days (After NoA) | 01 Year                | 01 Year              |
| GR-11      | Stamps & seal (3255104)                    | Number | As per requirement | Cash P.                   | As per delegation            | GoB                    | 1.00                    | -                     | -                 | -                                  | -                             | -                            | -                          | -                        | -                   | -                      | -                    |
| GR-12      | Stamps & seal (3255102)                    | Number | As per requirement | RFQ                       | As per delegation            | GoB                    | 1.00                    | Planned Dates for RFQ | -                 | 05.12.2025                         | 13.12.2025                    | 13.12.2025                   | 18.12.2025                 | 18.12.2025               | 19.1.2024           | 01 Months              | 02 Months            |
| GR-13      | Other Stationaries (3255105)               | Number | As per need        | Cash P.                   | As per delegation            | GoB                    | 1.00                    | -                     | -                 | -                                  | -                             | -                            | -                          | -                        | -                   | -                      | -                    |
| GR-14      | Other Stationaries (3255105)               | Number | As per Requirement | OTM                       | As per delegation            | GoB                    | 24.00                   | Planned Dates for OTM | -                 | Before 30 August 2025              | After 14/28 days of Advertise | 03 days (After Opening)      | 07 days (After Evaluation) | 07 days (After Approval) | 07 days (After NoA) | 01 Year                | 01 Year              |
| GR-15      | Clothing (3256106)                         | Number | As per Privilege   | Cash P.                   | As per delegation            | GoB                    | 1.50                    | -                     | -                 | -                                  | -                             | -                            | -                          | -                        | -                   | -                      | -                    |
| GR-16      | Clothing (3256106)                         | Number | As per Privilege   | RFQ                       | As per delegation            | GoB                    | 3.50                    | Planned Dates for RFQ | -                 | 07/08/2025                         | 15/08/2025                    | 15/08/2024                   | 21/08/2025                 | 18/08/2025               | 19/08/2025          | 01 Months              | 02 Months            |

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Posts & Telecommunications Division  
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Ministry of Posts, Telecommunications and Information Technology  
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জাতির জনক বঙ্গবন্ধু শেখ মুজিবুর রহমান  
জাতির জনক বঙ্গবন্ধু শেখ মুজিবুর রহমান  
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জাতির জনক বঙ্গবন্ধু শেখ মুজিবুর রহমান



**Part B: Irregular Procurement**

| Package No | Description of Procurement Package (Code) | Unit     | Quantity        | Procurement Method & Type | Contract Approving Authority | Source of funds | Estd. Cost in Lakh Tk. | Time code for Process | Not Used in Goods | Invite Advertise tender/ Quotation | Tender/Quotation Opening | Tender/ Quotation 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                   |
| GR-1       | Prize (3211101)                           | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 4.00                   | -                     | -                 | -                                  | -                        | -                            | -                 | -                     | -                   | -                      | -                    |
| GR-2       | Refreshment (3211106)                     | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 18.10                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        | -                    |
| GR-3       | Mobile/Celphone Bill (3211108)            | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 4.50                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-4       | Consolidated Pay (3211109)                | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 25.00                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-5       | Seminar/Conference (3211111)              | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 5.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-6       | Internet (3211117)                        | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 6.50                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-7       | Postage (3211119)                         | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | .30                    |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-8       | Innovation (3257105)                      | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 9.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-9       | Telephone Bill (3211120)                  | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 8.50                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-10      | Publicity & Advertisement (3211125)       | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 14.50                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-11      | Books and Journals (3211127)              | Number   | As per required | Recurring Expenditure     | As per delegation            | GoB             | 5.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-12      | Conveyance Expense (3211130)              | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 5.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-13      | Recruitment Exam (3211135)                | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 35.00                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-14      | Bank Charge (3211108)                     | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | .10                    |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-15      | Training (3231301)                        | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 40.00                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-16      | Petrol, Oil, Lubricants (3243101)         | Quantity | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 8.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-17      | Gas & Fuel (3243102)                      | Quantity | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 5.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-18      | Travel Expenses (3244101)                 | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 40.00                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-19      | Transfer Expenses (3244102)               | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 1.50                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-20      | Honorarium Expenses (3257206)             | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 20.00                  |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-21      | Internship Honorarium Expenses (3257207)  | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 3.00                   |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |
| GR-22      | Motor Vehical Maintenance (3258140)       | Number   | As per Rule     | Recurring Expenditure     | As per delegation            | GoB             | 132.00                 |                       |                   |                                    |                          |                              |                   |                       |                     |                        |                      |

(স্বাক্ষর চক্রবর্তী)

প্রশাসনিক কর্মকর্তা

(মোঃ একরামুল হক চৌধুরী)

সিনিয়র সহকারী সচিব

(মো. মিজানুর রহমান)

যুগ্মসচিব

(মোঃ জানে আলম)

অতিরিক্ত সচিব

(মোঃ জাহাঙ্গুল ইসলাম)

সচিব (বুটিন দায়িত্ব)