ANNUAL PROCUREMENT PLAN 2024-25

Posts and Telecommunications Division

Ministry of Post, Telecommunications and ICT

Budget: Revenue

Code	Major Items Determined in the Revenue Sector	Allocated Money
	Supply and Services sector	
3211107	Hiring Charge (Car)	20,000
3211111	Seminar/conference	50,000
3211127	Books and Journals	4,00,000
3221101	Study and Audit	50,000
3255101	Computer Accessories	13,00,000
3255102	Printing and binding	8,00,000
3255104	Stamp and Seal	2,00,000
3255105	Stationary and others	14,00,000
3256106	Clothing	3,00,000
3257105	Innovation	8,00,000
3257301	Festival/Ceremony	10,00,000
	Total	**63,20,000**
	Repair and maintenance	
3258101	Motor Vehicles	3,00,000
3258102	Furniture	2,50,000
3258103	Computers	4,00,000
3258104	Office Equipment	50,000
3258126	Telecommunications equipment	50,000
	Total	**10,50,000**
	Capital Expenditure/ Wealth Accumulation Sector	
4112201	ICT Equipment	40,000
4112202	Computers	18,00,000
4112204	Telecommunications Equipment	3,50,000
4112310	Office Equipment	16,00,000
4112314	Furniture	17,58,000
	Total	**58,48,000**
	Grand Total	**1,32,18,000**

Calculate the potential Expenditure for the Year 2024-25	
Cash Purchases	10,00,000
RFQM (Request for Quotation Method)	15,00,000
OTM (Open Tendering Method)	59,18,000
DPM (Direct Purchases Method)	20,00,000
Other Cost/FM	20,0000
ICS (National)	8,00,000
Grand total	**1,32,18,000**

২৪/০৭/২৪
মোহাম্মদ দেলোয়ার হোসেন
প্রশাসনিক কর্মকর্তা
ডাক ও টেলিযোগাযোগ বিভাগ
ডাক, টেলিযোগাযোগ ও তথ্য প্রযুক্তি মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা

২৪.০৭.২০২৪
মোঃ একরামুল হক চৌধুরী
সিনিয়র সহকারী সচিব
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২৪/০৭/২৪
মোঃ জহিরুল ইসলাম
যুগ্মসচিব
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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ সচিবালয়, ঢাকা ১০০০।

২৪/৭/২০২৪
ড. মোঃ মুশফিকুর রহমান
সচিব
ডাক ও টেলিযোগাযোগ বিভাগ
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার।

Part A: Regular Procurement

Package No	Description of Procurement Package (GOODS)	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of funds & Code	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	Hiring Charge (Car) (3211107)	Number	As per need	OTM	As per delegation	GoB	.20	Planned Dates for OTM	-	Before 30 August 2023	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	-	05/011/2024	13/011/2024	13/011/2024	18/011/2024	18/011/2024	19/011/2024	01 Months	02 Months
GR-4	Publicity & Advertisement (3211125)	Number	As per requirement	OTM	As per delegation	GoB	8.00	Planned Dates for OTM	-	Before 30 August 2023	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-5	Study & Audit (3221101)	Number	As per need	OTM	As per delegation	GoB	0.50	Planned Dates for OTM	-	05/08/2024	13/08/2024	13/08/2024	18/08/2024	18/08/2024	19/08/2024	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	-	05/08/2024	13/08/2024	13/08/2024	18/08/2024	18/08/2024	19/08/2024	01 Months	02 Months
GR-8	Computer accessories (3255101)	Number	As per requirement	OTM	As per delegation	GoB	11.00	Planned Dates for OTM	-	Before 30 August 2023	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	Cash P.	As per delegation	GoB	1.00	-	-	-	-	-	-	-	-	-	-
GR-10	Printing & Binding (3255102)	Number	As per requirement	OTM	As per delegation	GoB	7.00	Planned Dates for OTM	-	Before 30 August 2023	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	-	05.11.2024	13.11.2024	13.11.2024	18.11.2024	18.11.2024	19.11.2024	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	RFQ	As per delegation	GoB	1.00	Planned Dates for RFQ	-	07/08/2024	15/08/2024	15/08/2024	21/08/2024	18/08/2024	19/08/2024	01 Months	02 Months
GR-15	Other Stationaries (3255105)	Number	As per Requirement	OTM	As per delegation	GoB	12.00	Planned Dates for OTM	-	Before 30 August 2023	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-16	Clothing (3256106)	Number	As per Privilege	Cash P.	As per delegation	GoB	0.50	-	-	-	-	-	-	-	-	-	-
GR-17	Clothing (3256106)	Number	As per Privilege	RFQ	As per delegation	GoB	2.50	Planned Dates for RFQ	-	07/08/2024	15/08/2024	15/08/2024	21/08/2024	18/08/2024	19/08/2024	01 Months	02 Months
GR-18	Festival festivities (3257301)	Number	As per need	Recurring Expenditure	As per delegation	GoB	1.00	-	-	-	-	-	-	-	-	-	-

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দেলোয়ার হোসেন
প্রশাসনিক কর্মকর্তা
টেলিযোগাযোগ বিভাগ
সচিবালয়, ঢাকা

GR-19	Festival festivities (3257301)	Number	As per need	Cash P.	As per delegation	GoB	1.00	-	-	-	-	-	-	-	-	-	-
GR-20	Festival festivities (3257301)	Number	As per need	OTM	As per delegation	GoB	9.00	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
GR-21	Vehicle Maintenance (3258101)	Number	As per need	Cash. P.	As per delegation	GoB	0.50	-	-	-	-	-	-	-	-	-	-
GR-22	Vehicle Maintenance (3258101)	Number	As per need	RFQ	As per delegation	GoB	2.50	Planned Dates for RFQ	-	31.08.2024	7.09.2024	14.09.2025	21.09.2025	27.09.2025	05.10.2025	01 Year	01 Year
GR-23	Furniture (3258102)	Number	As per need	Cash. P.	As per delegation	GoB	.50	-	-	-	-	-	-	-	-	-	-
GR-24	Furniture (3258102)	Number	As per need	RFQ	As per delegation	GoB	2.00	Planned Dates for RFQ	-	31.08.2024	7.09.2024	14.09.2025	21.09.2025	27.09.2025	05.10.2025	01 Year	01 Year
GR-25	Computer Maintenance (3258103)	Number	As per need	Cash. P.	As per delegation	GoB	1.00	-	-	-	-	-	-	-	-	-	-
GR-26	Computer Maintenance (3258103)	Number	As per need	RFQ	As per delegation	GoB	3.00	Planned Dates for RFQ	-	31.08.2024	7.09.2024	14.09.2025	21.09.2025	27.09.2025	05.10.2025	01 Year	01 Year
GR-27	Office Equipment (3258104)	Number	As per need	Cash P.	As per delegation	GoB	.50	-	-	-	-	-	-	-	-	-	-
GR-28	ICT Equipment (4112201)	Number	As per need	OTM	As per delegation	GoB	.40	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
GR-29	Computer and accessories (4112202)	Number	As per Requirement	OTM	As per delegation	GoB	10.00	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
GR-30	Computer and accessories (4112202)	Number	As per need	DPM	As per delegation	GoB	08.00	Planned Dates for DPM	-								
GR-31	Telecom Equipment (4112204)	Number	As per need	OTM	As per delegation	GoB	1.50	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
GR-32	Telecom Equipment (4112204)	Number	As per need	DPM	As per delegation	GoB	2.00	Planned Dates for DPM	-								
GR-33	Office Equipment (4112310)	Number	As per need	Cash P.	As per delegation	GoB	1.00	-	-	-	-	-	-	-	-	-	-
GR-34	Office Equipment (4112310)	Number	As per Requirement	OTM	As per delegation	GoB	15.00	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
GR-35	Furniture (4112314)	Number	As per Requirement	RFQ	As per delegation	GoB	1.00	Planned Dates for RFQ	-	01.12.2024	8.12.2024	15.12.2024	21.12.2024	27.12.2024	05.01.2025	01 Year	01 Year
GR-36	Furniture (4112314)	Number	As per Requirement	OTM	As per delegation	GoB	16.58	Planned Dates for OTM	-	Before 30 August 2023	After 14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	01 Year
SR-1	Innovation (3257105)	Number	As per need	ICS (N.)	As per delegation	GoB	8.00	Planned Dates for ICS (N.)	-								

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	3.00	-	-	-	-	-	-	-	-	-	-
GR-2	Refreshment (3211106)	Number	As per required	Recurring Expenditure	As per delegation	GoB	12.00										-

GR-3	Mobile/Cellphone Bill (3211108)	Number	As per required	Recurring Expenditure	As per delegation	GoB	3.00										
GR-4	Consolidated Pay (3211109)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	17.70										
GR-5	Seminar/Conference (3211111)	Number	As per required	Recurring Expenditure	As per delegation	GoB	.50										
GR-6	Internet (3211117)	Number	As per required	Recurring Expenditure	As per delegation	GoB	6.00										
GR-7	Postage (3211119)	Number	As per required	Recurring Expenditure	As per delegation	GoB	.30										
GR-8	Telephone Bill (3211120)	Number	As per required	Recurring Expenditure	As per delegation	GoB	7.50										
GR-9	Publicity & Advertisement (3211125)	Number	As per required	Recurring Expenditure	As per delegation	GoB	5.00										
GR-10	Books and Journals (3211127)	Number	As per required	Recurring Expenditure	As per delegation	GoB	4.00										
GR-11	Conveyance Expense (3211130)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	3.50										
GR-12	Recruitment Exam (3211135)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	29.30										
GR-13	Bank Charge (3221108)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	.10										
GR-14	Training (3231301)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	40.00										
GR-15	Petrol, Oil, Lubricants (3243101)	Quantity	As per Rule	Recurring Expenditure	As per delegation	GoB	6.00										
GR-16	Gas & Fuel (3243102)	Quantity	As per Rule	Recurring Expenditure	As per delegation	GoB	7.50										
GR-17	Travel Expenses (3244101)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	40.00										
GR-18	Transfer Expenses (3244102)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	0.50										
GR-19	Honorarium Expenses (3257206)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	11.25										
GR-20	Internship Honorarium Expenses (3257207)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	2.00										
GR-21	Motor Vehical Maintanance (3258140)	Number	As per Rule	Recurring Expenditure	As per delegation	GoB	130.00										

১৪/০৭/২৪
(মোহাম্মদ দেলোয়ার হোসেন)
প্রশাসনিক কর্মকর্তা

১৪.০৭.২০২৪
(মো: একরামুল হক চৌধুরী)
সিনিয়র সহকারী সচিব

১৪/০৭/২০২৪
(মোঃ জহিরুল ইসলাম)
যুগ্মসচিব

১৪/৭/২০২৪
(ড. মোঃ মুশফিকুর রহমান)
সচিব