

Annual Procurement Plan (Goods) for the financial year 2025-2026

Revenue Budget: 2025-2026

Ministry/Division : Technical and Madrasah Education Division, Ministry of Education

Procuring Entity Name : Assistant Secretary (Common Service)
Technical and Madrasah Education Division, Ministry of Education.

Package No.	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost	Time Code for Process	Invitation/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total time (in days)
1																
GR 01	Procurement of Computer & ICT Equipment [Computer, Printer, Scanner etc.]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	45 Lac	Planned Date Planned Day Actual Date	01/09/25 0 Day Actual Date	28/09/25 28 Days Actual Date	22/10/25 21 Days	29/10/25 07 Days	06/11/25 07 Days	20/12/25 14 Days	17/12/25 28 Days	17
GR 02	Procurement of uniforms for employees as per Govt circular	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	03 Lac	Planned Date Planned Day Actual Date	02/09/25 0 Day Actual Date	05/09/25 03 Days	05/09/25 0 Days	12/09/25 07 Days	19/09/25 07 Days	-- --	03/10/25 14 Days	-- 31 Days
GR 03	Procurement of Annual Report (2024-25) Printing & binding	Depends on the item	As Needed	DPM/ OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	03 Lac	Planned Date Planned Day Actual Date	08/09/25 0 Day Actual Date	11/09/25 03 Days	11/09/25 0 Days	18/09/25 07 Days	25/09/25 07 Days	-- --	09/10/25 14 Days	-- 31 Days

(ডা. স. ম. রশিদ)
প্রশাসনিক কর্মকর্তা

(খন্দকার মনিরুজ্জামান)
সহকারী সচিব (সেবা)

(মোঃ সারওয়ার হোসেন)
মুখ্যদািত (প্রশাসন, ব্রাঞ্চ-১)

০২/১১/২০২৫
(মো: সাইফুল ইসলাম)
অতিরিক্ত সচিব (প্রশাসন ও তত্ত্ব)

০২/১১/২০২৫
(ড. খ. ম. কবিরুল ইসলাম)
সচিব

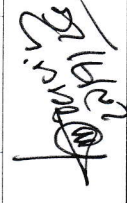
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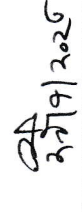
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1																
GR 04	Procurement of Official Furniture [Officer Table, Chair, etc.]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	40 Lac	Planned Date Planned Day Actual Date	15/09/25 0 Day	14/10/25 28 Days	04/11/25 21 Days	11/11/25 07 Days	18/11/25 07 Days	02/12/25 14 Days	30/12/25 28 Days	17 105 Days
GR 05	Procurement of Computer Accessories [Printer Toner, Key-board, Mouse, Pen drive etc.]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	40 Lac	Planned Date Planned Day Actual Date	15/09/25 0 Day	14/10/25 28 Days	04/11/25 21 Days	11/11/25 07 Days	18/11/25 07 Days	02/12/25 14 Days	30/12/25 28 Days	-- 105 Days
GR 06	Procurement of Telecommunication Equipments [Telephone Set, Steno set, Cordless telephone set, Intercom equipments etc]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	10 Lac	Planned Date Planned Day Actual Date	06/10/25 0 Day	09/10/25 03 Days	09/10/25 0 Days	16/10/25 07 Days	23/10/25 07 Days	-- 07 Days	30/10/25 25 Days	-- 25 Days


 (ভা. স. ম. রশীদ)
 প্রশাসনিক কর্মকর্তা


 (খদ্দকার মনিরুজ্জামান)
 সহকারী সচিব (সেবা)


 (মোঃ সারওয়ার হোসেন)
 যুগ্মসচিব (প্রশাসন, ব্লক-১)

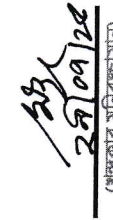

 ২৩/১১/২০২৫
 (মোঃ সাইফুল ইসলাম)
 অতিরিক্ত সচিব (প্রশাসন ও তরফ)


 ২৩/১১/২০২৫
 (ড. ম. ম. কবিরুল ইসলাম)
 সচিব

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1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
GR 07	Procurement of Stationeries & Miscellaneous Items [Offset Paper, Ballpen, Hand Soap, Towel, Tissue paper, Battery, Sanitizer, Crockery Items etc]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	42 Lac	Planned Date Planned Day Actual Date	07/01/26 0 Day	04/02/26 28 Days	04/03/26 21 Days	11/03/26 07 Days	18/03/26 07 Days	01/04/26 14 Days	28/04/26 28 Days	105 Days
GR 08	Procurement of Application Software [Antivirus, any Official Used Software etc]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	15 Lac	Planned Date Planned Day Actual Date	01/10/25 0 Day	28/10/25 28 Days	18/11/25 21 Days	25/11/25 07 Days	02/12/25 07 Days	15/12/25 14 Days	12/01/26 28 Days	105 Days
GR 09	Procurement of Office Equipments ["Camera Control" integration with conference room sound system, TV, Fridge, Micro woven etc.]	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	40 Lac	Planned Date Planned Day Actual Date	03/11/25 0 Day	01/12/25 28 Days	22/12/25 21 Days	29/12/25 07 Days	06/01/26 07 Days	21/01/26 14 Days	18/02/26 28 Days	105 Days
GR 10	Procurement of Official Stamp, Seal, Name Plate etc.	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	03 Lac	Planned Date Planned Day Actual Date	10/11/25 0 Day	12/11/25 03 Days	12/11/25 0 Days	19/11/25 07 Days	26/11/25 07 Days	-- --	03/12/25 07 Days	25 Days


 (জা. স. ম. রশীদ)
 প্রশাসনিক কক্ষকর্তা


 (খন্দকার মনিরুজ্জামান)
 সহকারী সচিব (সেবা)


 (মোঃ সারওয়ার হোসেন)
 যুগ্মসচিব (প্রশাসন, ব্রাঞ্চ-১)


 (মো: সাইফুল ইসলাম)
 অতিরিক্ত সচিব (প্রশাসন ও তহবিল)

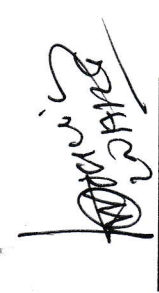
(ড. স্ব. ম. কবিরুল ইসলাম)
 সচিব

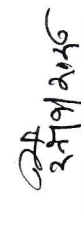
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1	Repair different types of Official Vehicles based on demand	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	10 Lac	Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	17
Repair and replace ment	Repair different types of Official Furniture based on demand	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	2 Lac	Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Repair different types of Official Computer & IT/ Office Equipment's based on demand	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	4 Lac	Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Repair different types of Office Equipment's based on demand	Depends on the item	As Needed	OTM/RFQ/ Cash Purchase	Secretary TMED	GOB	5 Lac	Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Actual Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Actual Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Actual Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								Planned Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A


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 (ড. ম. ম. কবিরুল ইসলাম)
 সচিব