ANNUAL PROCUREMENT PLAN (2021-2022)

(Works. Goods and Services)

Ministry/Division : Finance Division Head of Procuring Entity Name : Sr. Secretary, Finance Division. Procuring Entity Name : Assitant Secretary (Admin-6).

Pack age	Description of Procurement Package	Unit	Quantity	Procurement Method &	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Not Used in GOODS	Invite/ Advise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to contract Signature	Time for Completion of Contract
No 1	2	3	4	Type 5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.	Stationery	-	Copy Attached	OTM Or RFQ	HOPE Or As per deligation	GOB	5.0	3 months		November'2	December'21	December'21	December'21	January' 22	January'2	November'21 to January'22	November'21 to January'22
2.	Computer Printer Toner & other accessories.	ř.	Copy Attached	OTM Or RFQ	D0	Do	5.0	3 months	-	November'2	December'21	December'21	December'21	January' 22	January'2	November'21 to January'22	November'21 to January'22 December'21
3.	Computer	•	115	OTM Or RFQ	D0	Do	8.0	5 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	to April22 December'21
4.	Printer (Heavy Duty)	-	50	OTM Or RFQ	D0	Do	2.5	5 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	to April22
5.	Color Printer	in 1	04	OTM Or RFQ	D0	Do	2.5	4 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to March22	December'21 to March22
6.	Scaner	3	100	OTM Or RFQ	D0	Do	2.5	5 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	December'21 to April22
7.	Pen Drive (16 GB, 32 GB & 64 GB)	-	200	OTM Or RFQ	D0	Do	2.5	5 months	2 ***	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	December'21 to April22 December'21
8.	Monitor 27"		10	OTM Or RFQ	D0	Do	2.5	4 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to March22	to March22
9.	Furniture		Copy Attached	RFQ	Do	Do	6.0	5 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	December'21 to April22
10.	Micro Bus	2.0	02	OTM	Do	Do	8.0	5 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to April22	December'21 to April22
11.	Photocopy Machine	-	05	OTM Or RFQ	Do	Do	1.5	4 months		December '21	January 22	February '22	February '22	March 22	March 22	December'21 to March22	December'21 to March22
12.	Photocopier Toner	-	60	OTM Or RFQ	Do	Do	0.5	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'2	November'21 to January'22	November'21 to January'22
13.	Stand Hanger	=	59	RFQ	Do	Do	0.05	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'2	November'21 to January'22	November'21 to January'22 December'21
14.	Laptop		18	OTM Or RFQ	Do	Do	1.0	4 months	-	December '21	January 22	February '22	February '22	March 22	March 22	December'21 to March22	to March22

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Package No	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Not Used in GOODS	Invite/ Advise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
15.	LED TV		25	OTM Or	Do	Do	0.5	3 months		November'21	December'21	December'21	December'21	January' 22	January'22	November'21 to	November'2
16	NC-			RFQ												January'22	January'22
16.	Microven	-	15	RFQ	Do	Do	0.3	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	November'21 to	November'2 to
17.	Water Filter	-	15	RFQ	Do	Do	0.05	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
18.	Crockeries	•	Copy Attached	RFQ	Do	Do	1.00	3	-	November'21	December'21	December'21	December'21	January'	January'22	January'22 November'21	January'22 November'2
19.	Freeze		15	OTM	Do	D	1.00	months						22		to January'22	to January'22
		-		Or RFQ		Do	1.00	3 months		November'21	December'21	December'21	December'21	January' 22	January'22	November'21 to January'22	November'2 to January'22
20.	Flax	-	25	RFQ	Do	Do	0.05	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	November'21 to January'22	November'2 to
21.	Electric ketly	-	70	RFQ	Do	Do	1.0	3 months	-,	November'21	December'21	December'21	December'21	January' 22	January'22	November'21 to	January'22 November'2 to
22.	Wal Miror	-	60	RFQ	Do	Do	0.5	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
23.	Monitor 22"	-	25	OTM Or RFO	Do	Do	0.3	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
24.	UPS	-	50	OTM Or RFO	Do	Do	0.05	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
25.	Wall Clock	-	50	RFQ	Do	Do	1.00	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
26.	Telephone Set	-	50	OTM Or RFO	Do	Do	0.3	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
27.	Intercom	-	50	RFQ	Do	Do	0.05	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
8.	PA Set	-	10	OTM Or RFQ	Do	Do	1.00	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to
29.	Books (Various Item)	-	As per requisition	RFQ	Do	Do	1.00	3 months	-	November'21	December'21	December'21	December'21	January' 22	January'22	January'22 November'21 to	January'22 November'2 to