

**ANNUAL PROCUREMENT PLAN 2023-2024 (Revised)**  
**(Goods)**

Ministry/Division: Finance Division  
Agency: Finance Division  
Procuring Entity Name & Code: Assistant Secretary, Administration-6

Pack No	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac Tk.	Time Code for Process	Not Used in GOODS	Invite/ Advertise 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
1	Stationery Code: 3255105) & (Code: 3256103	NoS	List-1 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	(10+29) =39	Planned dates		21 Aug, 23	10 Sep' 23	20 Sep' 23	27 Sep' 23	02 Oct' 23	30 Oct' 23	-	01 year
								Planned days		-	21 days	10 days	07 days	05 days	28 days	71 days	
								Actual dates		-	-	-	-	-	-	-	
2	Computer Printer Toner & others Accessories Code: 3255101	NoS	List-2 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	100	Planned dates		21 Aug, 23	10 Sep' 23	20 Sep' 23	27 Sep' 23	02 Oct' 23	30 Oct' 23	-	01 year
								Planned days		-	21 days	10 days	07 days	05 days	28 days	71 days	
								Actual dates		-	-	-	-	-	-	-	
3	Computer & Accessories (Laptop, Desktop Printer, Scanner, UPS, Multimedia Projector & others equipment) Code: 4112202	NoS	List-3 Enclosed	OTM Or RFQ	HOPE Or As per delegation	GOB	290	Planned dates		07 Nov, 23	28 Nov, 23	12 Dec, 23	20 Dec, 23	31 Dec, 23	28 Jan, 24	-	01 year
								Planned days		-	21 days	12 days	08 days	11 days	28 days	80 days	
								Actual dates		-	-	-	-	-	-	-	
4	Network Switch & Others accessories (New building) Code: 4112202	NoS	List-3 Enclosed	DPM Or RFQ	HOPE Or As per delegation	GOB	10	Planned dates		03 Dec, 23	24 Dec, 23	03 Jan, 24	11 Jan, 24	19 Jan, 24	15 Feb, 24	-	01 year
								Planned days		-	21 days	10 days	07 days	08 days	28 days	74 days	
								Actual dates		-	-	-	-	-	-	-	
5	Furniture Code: 4112314	NoS	List-5 Enclosed	RFQ	HOPE Or As per delegation	GOB	70	Planned dates		06 Aug, 23	16 Aug, 23	16 Aug, 23	22 Aug, 23	25 Aug, 23	-	01 year	
								Planned days		--	10 days	00 days	06 days	03 days	-		19 days
								Actual dates		-	-	-	-	-	-		-
6	LED TV Code: 4112310	NoS	List-6 Enclosed	RFQ	HOPE Or As per delegation	GOB	5	Planned dates		31 July, 23	09 Sep' 23	09 Sep' 23	14 Sep' 23	18 Sep' 23	-	01 year	
								Planned days		-	10 days	00 days	05 days	04 days	-		19 days
								Actual dates		-	-	-	-	-	-		-
7	Microwave Oven Code: 4112310	NoS	List-6 Enclosed	RFQ	HOPE Or As per delegation	GOB	4.5	Planned dates		01 Oct, 23	10 Oct, 23	10 Oct, 23	16 Oct, 23	22 Oct, 23	-	01 year	
								Planned days		-	10 days	00 days	06 days	06 days	-		21 days
								Actual dates		-	-	-	-	-	-		-
8	Fridge Code: 4112310	NoS	List-6 Enclosed	RFQ	HOPE Or As per delegation	GOB	4	Planned dates		31 July, 23	09 Aug' 23	09 Aug' 23	14 Aug' 23	18 Aug' 23	-	01 year	
								Planned days		-	10 days	00 days	05 days	03 days	-		18 days
								Actual dates		-	-	-	-	-	-		-
9	Crockeries Code: 3256103	NoS	List-7 Enclosed	RFQ	HOPE Or As per delegation	GOB	6	Planned dates		07 Sep, 23	17 Sep' 23	17 Sep' 23	24 Sep' 23	27 Sep' 23	-	01 year	
								Planned days		-	10 days	00 days	07 days	03 days	-		20 days
								Actual dates		-	-	-	-	-	-		-
10	Telecommunication Equipment (Telephone, Intercom, PA Set & Mobile Set) Code: 4112310	NoS	List-8 Enclosed	RFQ	HOPE Or As per delegation	GOB	8	Planned dates		27 Jan, 24	05 Feb' 24	05 Feb' 24	10 Feb' 24	14 Feb' 24	-	01 year	
								Planned days		-	10 days	00 days	05 days	04 days	-		19 days
								Actual dates		-	-	-	-	-	-		-
11	Books (Various Item) (Code: 3256103)	NoS	As per requirement	Direct Purchase	HOPE Or As per delegation	GOB	3	Planned dates		-	-	-	-	-	-	-	
								Planned days		-	-	-	-	-	-		
								Actual dates		-	-	-	-	-	-		

Assistant Secretary, Administration-6