

# Annual Procurement Plan-2019-20 Appendix-C

Ministry/Division		Ministry of Public Administration(MoPA)		Project Cost(In Tk Lakh)													
Agency		(MoPA)		35078.15													
Procuring Entity Name and Code		(MoPA)		3-0701-0001													
Sl. No.	Description of procurement	Unit	Quantity	Procurement Method & Type	Contracting Authority	Source of Funds	Est. Cost In Tk.(lakh)	Time Code for Process	Not Used in GPODS	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	Reward Code: 3211101	As per requirement of time	List Enclosed-1	DPM	Secretary	GOB	5.00	Planned dates Planned days Actual		11	12	13	14	15	16	17	18
2	Cleaning Equipment Code:3211102	List Enclosed	List Enclosed-2	OTM (e-GP)	Secretary	GOB	5.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17 Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
3	Refreshment Code: 3211106	As per requirement of time	List Enclosed-3	DPM /OTM	Secretary	GOB	180.00	Planned dates Planned days Actual		Before 20 Nov 2019 0	03 Dec 2019 14	17 Dec 2019 14	24 Dec 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
4	Gross pay Excluding employees CODE: 3211109	As per requirement of time	List Enclosed-4		Secretary	GOB	4.00	Planned dates Planned days Actual		Direct Purchase from Bangladesh Porjaton Corporation/Officers Club and other Organization as per PPR-2008							
5	Legal Costs CODE: 3211110	As per requirement of time	List Enclosed-5	DPM	Secretary	GOB	40.00	Planned dates Planned days Actual		As per PPR-2008							
6	Seminar Conference Spending CODE: 3211111	As per requirement of time	List Enclosed-6	DPM	Secretary	GOB	180.00	Planned dates Planned days Actual		As per PPR-2008							
7	Internet Bandwidth CODE: 3211117	List Enclosed	List Enclosed-7	DPM	Secretary	GOB	32.00	Planned dates Planned days Actual		As per PPR-2008							
8	Postal CODE: 3211119	List Enclosed	List Enclosed-8	DPM	Secretary	GOB	7.00	Planned dates Planned days Actual		As per PPR-2008							
9	Telephone /Mobile CODE: 3211120	List Enclosed	List Enclosed-9	DPM	Secretary	GOB	120.00	Planned dates Planned days Actual		As per PPR-2008							
10	Promotional Advertising CODE: 3211125	List Enclosed	List Enclosed-10	DPM	Secretary	GOB	90.00	Planned dates Planned days Actual		As per PPR-2008							
11	Books and Journals CODE: 3211127	List Enclosed	List Enclosed-11	OTM (e-GP)	Secretary	GOB	22.00	Planned dates Planned days Actual		Before 20 Nov 2019 0	03 Dec 2019 14	17 Dec 2019 14	24 Dec 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28

Pack No.	Description of Procurement	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Est. Cost in Tk. (Lakh)	Time Code for Process	Not Used in GOOS	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
12	Recruitment test CODE: 3211135	List Enclosed	List Enclosed-12	QCBS	Secretary	GOB	1800.00	Planned dates Planned days		Before 20 Oct 2019	13 Nov 2019	27 Nov 2019	01 Dec 2019	08 Jan 2020	21 Jan 2020	17	21 Jan 2020
13	Training CODE: 3211135	List Enclosed	List Enclosed-13	OTM (e-GP)	Secretary	GOB	6650.00	Planned dates Planned days		0	14	14	7	7	28	70	28
14	Transport Fuel CODE: 3243101	List Enclosed	List Enclosed-14	OTM (e-GP)	Secretary	GOB	180.00	Planned dates Planned days									
15	Travel expenses CODE: 3243101	List Enclosed	List Enclosed-15	DTM (e-GP)	Secretary	GOB	120.00	Planned dates Planned days									
16	Computer Accessories CODE: 3255101	List Enclosed	List Enclosed-16	OTM (e-GP)	Secretary	GOB	74.00	Planned dates Planned days		Before 20 Oct 2019	03 Nov 2019	17 Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
17	Printing & Binding CODE: 3255102	List Enclosed	List Enclosed-17	OTM (e-GP)	Secretary	GOB	16.35	Planned dates Planned days		0	14	14	7	7	28	70	28
18	Stationery Goods CODE: 3255105	List Enclosed	List Enclosed-18	DTM (e-GP)	Secretary	GOB	40.00	Planned dates Planned days		Before 20 Oct 2019	03 Nov 2019	17 Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
19	Satellite- Miscellaneous CODE: 3255105	List Enclosed	List Enclosed-19	DPM	Secretary	GOB	3.66	Planned dates Planned days		0	14	14	7	7	28	70	28
20	Miscellaneous Name Plate, Seal, Towel CODE: 3255105	List Enclosed	List Enclosed-20	OTM (e-GP)	Secretary	GOB	16.00	Planned dates Planned days		Before 20 Oct 2019	03 Nov 2019	17 Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
21	Cleaning- Miscellaneous CODE: 3255105	List Enclosed	List Enclosed-21	DPM	Secretary	GOB	4.00	Planned dates Planned days		Before 20 Oct 2019	03 Nov 2019	17 Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
22	Usable Goods & Miscellaneous CODE: 3256103	List Enclosed	List Enclosed-22	OTM (e-GP)	Secretary	GOB	50.00	Planned dates Planned days		Before 20 Oct 2019	03 Nov 2019	17 Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
23	Liveries CODE: 3256106	List Enclosed	List Enclosed-23	OTM (e-GP)	Secretary	GOB	12.00	Planned dates Planned days		Before 20 Nov 2019	03 Dec 2019	17 Dec 2019	24 Dec 2019	31 Dec 2019	28 Jan 2020	100	28 Jan 2020
24	Research Code: 3257103	List Enclosed	List Enclosed-24	DPM	Secretary	GOB	5.00	Planned dates Planned days		0	14	14	7	7	28	100	18
25	Innovation Code: 3257105	List Enclosed	List Enclosed-25	DPM	Secretary	GOB	20.00	Planned dates Planned days									

Back No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Est. Cost in Tk.(lakh)	Time Code for Process	Not Used in GOODS	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
26	Honor/Reward Code:3257106	List Enclosed	List Enclosed-26	DPM	Secretary	GOB	30.12	Planned dates Planned days Actual		Before 01 March 2020 0	15 March 2020 14	29 Mar 2020 14	05 April 2020 7	12 April 2020 7	14 May 2020 28	70	14 May 2020 28
27	Festival festivals CODE: 3257301	List Enclosed	List Enclosed-27	OTM (e-GP)	Secretary	GOB	320.08	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
28	Vehicle Repair CODE:3258101	List Enclosed	List Enclosed-28	DPM/OTM (e-GP)	Secretary	GOB	120.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
29	Furniture Repair CODE: 3258102	List Enclosed	List Enclosed-29	OTM (e-GP)	Secretary	GOB	10.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
30	Repair of computer CODE: 3258103	List Enclosed	List Enclosed-30	OTM (e-GP)	Secretary	GOB	18.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
31	Repair of Office Equipment CODE: 3258104	List Enclosed	List Enclosed-31	OTM (e-GP)	Secretary	GOB	4.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
32	Repair of Other Machinery & Equipment CODE: 3258105	List Enclosed	List Enclosed-32	OTM (e-GP)	Secretary	GOB	40.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
33	Repair of telecommunications Equipment CODE: 3258126	List Enclosed	List Enclosed-33	DPM	Secretary	GOB	3.08	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
34	Vehicle Maintenance Cost Code:3258140	List Enclosed	List Enclosed-34	DPM	Secretary	GOB	3000.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
35	Welfare Grants Code:3721102	List Enclosed	List Enclosed-35	---	Secretary	GOB	22000.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
36	Vehicle CODE: 4112101	List Enclosed	List Enclosed-36	DPM	Secretary	GOB	400.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
37	Computers & Accessory CODE:4112202	List Enclosed	List Enclosed-37	OTM (e-GP)	Secretary	GOB	503.50	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
38	Telecommunications Equipment CODE:4112204	List Enclosed	List Enclosed-38	OTM (e-GP)	Secretary	GOB	10.00	Planned dates Planned days Actual		Before 20 Oct 2019 0	03 Nov 2019 14	17, Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28

As per PPR-2008

As per PPR-2008

Direct Purchase as per PPR-2008

Package No.	Description of procurement	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Est. Cost in Tk. (Lakh)	Time Code for Process	Not Used in Goods	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	GOODS	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
39	Electrical Equipment CODE: 4112303	List Enclosed	List Enclosed-39	OTM (e-GP)	Secretary	GOB	80.00	Planned dates Planned days		Before 20 Nov 2019 0	03 Nov 2019 14	17 Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
40	Electrical Equipment CODE: 4112303	List Enclosed	List Enclosed-40	OTM (e-GP)	Secretary	GOB	520.00	Planned dates Planned days		Before 20 Nov 2019 0	04 Dec 2019 14	18 Dec 2019 14	25 Dec 2019 7	02 Jan 2020 7	30 Jan 2020 28	70	30 Jan 2020 28
41	Office Equipment CODE: 4112310	List Enclosed	List Enclosed-41	OTM (e-GP)	Secretary	GOB	16.00	Planned dates Planned days		Before 20 Oct 2019 0	03 Nov 2019 14	17 Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
42	Furniture CODE: 4112314	List Enclosed	List Enclosed-42	OTM (e-GP)	Secretary	GOB	158.00	Planned dates Planned days		Before 20 Oct 2019 0	03 Nov 2019 14	17 Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28
43	Computer Software CODE: 4112314	List Enclosed	List Enclosed-43	QCBS	Secretary	GOB	157.40	Planned dates Planned days		Before 20 Oct 2019 0	03 Nov 2019 14	17 Nov 2019 14	24 Nov 2019 7	01 Dec 2019 7	29 Dec 2019 28	70	29 Dec 2019 28

For sudden demand of office, procurement under appropriate method like Request For Quotation(RFQ), Direct Purchase etc under the Public Procurement Act, 2006 and PPR, 2008.

(Md. Kaisarul Islam)  
Senior Assistant Secretary (Administration-4)

(Md. Abul Hasanath Humayan Kabir)  
Joint Secretary (Administration Branch)

(Dulal Krishna Saha)  
Additional Secretary (Administration Wing)

(Faiz Ahmed)  
Secretary