

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							
Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estd. Cost In Tk.(lakh)	Time Code for Process	Net 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
1	Reward Code: 3211101	As per requirement of time	List Enclosed-1	DPM	Secretary	GOB	5.00	Planned dates Planned days Actual		Direct Purchase by PPR-2008							
2	Cleaning Equipment Code:3211182	List Enclosed	List Enclosed-2	OTM (e-GP)	Secretary	GOB	5.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28
3	Refreshment CODE: 3211186	As per requirement of time	List Enclosed-3	DPM /OTM	Secretary	GOB	180.00	Planned dates Planned days Actual		Before 20 Nov 2019	03 Dec 2019	17, Dec 2019	24 Dec 2019	01 Dec 2019	29 Dec 2019	70	28
Direct Purchase from Bangladesh Porjaton Corporation/Officers Club and other Organization as per PPR-2008																	
4	Gross pay Excluding employees CODE: 3211189	As per requirement of time	List Enclosed-4	---	Secretary	GOB	4.00	Planned dates Planned days Actual		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	100.00	Planned dates Planned days Actual		As per PPR-2008							
7	Internet Bandwith 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	03 Dec 2019	17, Dec 2019	24 Dec 2019	01 Dec 2019	29 Dec 2019	70	28

Pack age No.	Description of procurement GOOOS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk.(lakh)	Time Code for Process	Not Used in GOOOS	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	1080.00	Planned dates Planned days Actual		Before 30 Oct 2019	13 Nov 2019	27, Nov 2019	01 DEC 2019	08 Jan 2020	21 Jan 2020		21 Jan 2020
										0	14	14	7	7	28	70	28
13	Training CODE: 3211135	List Enclosed	List Enclosed-13	OTM (e-GP)	Secretary	GOB	6650.00	Planned dates Planned days Actual		As per PPR-2008							
14	Transport Fuel Petro/CNG/ Diesel CODE: 3243101	List Enclosed	List Enclosed-14	OTM (e-GP)	Secretary	GOB	180.00	Planned dates Planned days Actual		As per PPR-2008							
15	Travel expenses CODE: 3243101	List Enclosed	List Enclosed-15	OTM (e-GP)	Secretary	GOB	120.00	Planned dates Planned days Actual		As per PPR-2008							
16	Computer Accessories CODE: 3255101	List Enclosed	List Enclosed-16	OTM (e-GP)	Secretary	GOB	74.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
17	Printing & Binding CODE: 3255102	List Enclosed	List Enclosed-17	OTM (e-GP)	Secretary	GOB	16.35	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
18	Stationery Goods CODE: 3255105	List Enclosed	List Enclosed-18	OTM (e-GP)	Secretary	GOB	40.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
19	Satellite- Miscellaneous CODE- 3255105	List Enclosed	List Enclosed-19	DPM	Secretary	GOB	3.66	Planned dates Planned days Actual		As per PPR-2008							
20	Miscellaneous Name Plate, Seal, Towel CODE: 3255105	List Enclosed	List Enclosed-20	OTM (e-GP)	Secretary	GOB	16.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
21	Cleaning- Miscellaneous CODE- 3255105	List Enclosed	List Enclosed-21	DPM	Secretary	GOB	4.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
22	Usable Goods & Miscellaneous CODE: 3256103	List Enclosed	List Enclosed-22	OTM (e-GP)	Secretary	GOB	50.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	29 Dec 2019
										0	14	14	7	7	28		28
23	Liveries CODE: 3256106	List Enclosed	List Enclosed-23	OTM (e-GP)	Secretary	GOB	12.00	Planned dates Planned days Actual		Before 20 Nov 2019	03 Dec 2019	17, Dec 2019	24 Dec 2019	31 Dec 2019	28 Jan 2020	100	28 Jan, 2020
										0	14	14	7	7	28		18
24	Research Code: 3257103	List Enclosed	List Enclosed-24	DPM	Secretary	GOB	5.00	Planned dates Planned days Actual		As per PPR-2008							
25	Innovation Code: 3257105	List Enclosed	List Enclosed-25	DPM	Secretary	GOB	20.00	Planned dates Planned days Actual		As per PPR-2008							

Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. 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
36	Honor/Reward Code:3257186	List Enclosed	List Enclosed-26	DPM	Secretary	GOB	30.12	Planned dates Planned days Actual		Direct Purchase as per PPR-2008							
27	Festival festivals CODE: 3257381	List Enclosed	List Enclosed-27	OTM (e-GP)	Secretary	GOB	328.00	Planned dates Planned days Actual		Before 01 March 2020	15 March 2020	29 Mar 2020	05 April 2020	12 April 2020	14 May 2020	70	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	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	78	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	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28
38	Repair of computer CODE: 3258183	List Enclosed	List Enclosed-30	OTM (e-GP)	Secretary	GOB	10.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28
31	Repair of Office Equipment CODE: 3258104	List Enclosed	List Enclosed-38	OTM (e-GP)	Secretary	GOB	4.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	78	28
32	Repair of Other Machinery & Equipment CODE: 3258105	List Enclosed	List Enclosed-31	OTM (e-GP)	Secretary	GOB	48.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28
33	Repair of telecommunications Equipment CODE:3258126	List Enclosed	List Enclosed-32	DPM	Secretary	GOB	3.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	78	28
34	Vehicle Maintenance Cost Code:3258148	List Enclosed	List Enclosed-34	DPM	Secretary	GOB	3000.00	Planned dates Planned days Actual		As per PPR-2008							
35	Welfare Grants Code:3721102	List Enclosed	List Enclosed-35	—	Secretary	GOB	22000.00	Planned dates Planned days Actual		As per PPR-2008							
36	Vehicle CODE: 4112181	List Enclosed	List Enclosed-36	DPM	Secretary	GOB	400.00	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	78	28
37	Computers & Accessory CODE:4112282	List Enclosed	List Enclosed-37	OTM (e-GP)	Secretary	GOB	503.58	Planned dates Planned days Actual		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	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	03 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28

Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. 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
39	Electrical Equipment CODE:4112303	List Enclosed	List Enclosed-39	OTM (e-GP)	Secretary	GOB	80.00	Planned dates		Before 20 Oct 2019	03 Nov 2019	17, Nov 2019	24 Nov 2019	81 Dec 2019	29 Dec 2019	17	18
								Planned days		0	14	14	7	7	28	70	28
								Actual									
40	Electrical Equipment CODE:4112303	List Enclosed	List Enclosed-40	OTM (e-GP)	Secretary	GOB	520.00	Planned dates		Before 20 Nov 2019	04 Dec 2019	18 Dec 2019	25 Dec 2019	82 Jan 2020	29 Dec 2019	70	28
								Planned days		0	14	14	7	7	28	70	28
								Actual									
11	Office Equipment CODE: 4112310	List Enclosed	List Enclosed-41	OTM (e-GP)	Secretary	GOB	16.00	Planned dates		Before 20 Nov 2019	04 Dec 2019	18 Dec 2019	25 Dec 2019	82 Jan 2020	29 Dec 2019	70	28
								Planned days		0	14	14	7	7	28	70	28
								Actual									
12	Furniture CODE: 4112314	List Enclosed	List Enclosed-42	OTM (e-GP)	Secretary	GOB	158.80	Planned dates		Before 20 Oct 2019	83 Nov 2019	17, Nov 2019	24 Nov 2019	01 Dec 2019	29 Dec 2019	70	28
								Planned days		0	14	14	7	7	28	70	28
								Actual									
13	Computer Software CODE: 4112314	List Enclosed	List Enclosed-43	QCBS	Secretary	GOB	157.40	Planned dates		Before 20 Oct 2019	83 Nov 2019	17, Nov 2019	24 Nov 2019	81 Dec 2019	29 Dec 2019	70	28
								Planned days		0	14	14	7	7	28	70	28
								Actual									

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.

[Signature]
24.09.2019

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

[Signature]

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

[Signature]
24/10/19

(Dulal Krishna Saha)
Additional Secretary (Administration Wing)

[Signature]
24.10.2019

(Faiz Ahmed)
Secretary