

# ANNUAL PROCUREMENT PLAN

Financial Year of 2023-2024

Mnistry/Division : Posts and Telecommunications Division  
Head of Procuring Entity Name : Secretary, Posts and Telecommunications Division.  
Procuring Entity Name : Deputy Secretary/Senior Assistant Secretary /Assistant Secretary (Admin-2)

SI No	Description of Procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of funds	Estd. Cost in Lakh Tk.	Time code for Process	Not Used in Goods	Invite/Advertise tender/ Quotation	Tender/Quotation Opening	Tender/ Quotation Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.	Refreshment, Code-3211106 (Ministers/Secretaries/meetings)	-	As per requisition	DPM	As per delegation	GOB	10.00	Actual	-	Direct Purchase As per PPR-2008							
2.	Mobile/Cell Phone, Code-3211108 (mobile bill+ mobile set, equipment)	-	As per bill & requisition	DPM/RFQ	Do	Do	3.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							
3.	Internet/fax/telex, Code-3211117 (internet bill+internet equipment)	-	As per bill & requisition	DPM/RFQ	Do	Do	6.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							
4.	Postage, Code-3211119 (stamps purchase)	-	As per requisition	DPM	Do	Do	0.30	Actual	-	Direct Purchase As per PPR-2008							
5.	Telephone, Code-3211120 (Telephone bill+PA set, intercom set)	-	As per bill & requisition	DPM/RFQ	Do	Do	7.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							
6.	Publicity & Advertisement, Code-3211125 (TVC, AVC making and publicity)	-	As per requisition	RFQ/OTM	Do	Do	12.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
7.	Books and journals, Code-3211127 (paper bill+book purchase)	-	As per Privilege & requisition	DPM/RFQ	Do	Do	3.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							
8.	Computer and accessories, Code-3255101 (printer, toner, scanner, ups, lct equipment, monitor etc- As per Lot-2)	-	List-I Enclosed (As per Requirement)	OTM (Framework Agreement)/ RFQ/DPM	Do	Do	15.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
9.	Printing & Binding, Code-3255102 (books/leaflet, writings/printing)	-	As per requirement	RFQ/OTM/ E-GP	Do	Do	8.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
10.	Stamps & seal, Code-3255104	-	As per requirement	DPM	Do	Do	1.50	Actual	-	Direct Purchase As per PPR-2008							

(মোহাম্মদ দেলোয়ার হোসেন)  
প্রশাসনিক কর্মকর্তা

(মো: রফিকুল ইসলাম)  
উপসচিব

(ড. তৈয়বুর রহমান)  
যুগ্মসচিব

(এ, কে, এম, আমিরুল ইসলাম এনডিসি)  
অতিরিক্ত সচিব

(আবু হেনা মোরশেদ জামান)  
সচিব



11.	Other Stationaries, Code-3255105 (paper, tissue, air freshener, aerosol & other stationary material- as per Lot-1)	-	List-II Enclosed (As per Requirement)	OTM (Framework Agreement)/ RFQ/DPM	Do	Do	16.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
12.	Clothing, Code-3256106	As per Privilege	As per Privilege	DPM/RFQ	Do	Do	2.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							
13.	Festival festivities, Code-3257301 (Celebrate national/international like ITU, UPU program and others)	-	As per requirement	DPM/RFQ/OTM	Do	Do	20.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
14.	Office Equipment, Code-4112310 (TV, Fridge, Oven, crockeries, paper crasher etc as per Lot-1)	List-III Enclosed	List-III Enclosed (As per Requirement)	OTM (Framework Agreement)/ RFQ/DPM	Do	Do	12.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
15.	Furniture, Code-4112314 (wooden furniture, chair, table, computer table etc-)	List-IV Enclosed	List-IV Enclosed (As per Requirement)	RFQ/OTM/EGP	Do	Do	15.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
16.	Computer and accessories, Code-4112202	-	As per Requirement	DPM/RFQ/OTM/EGP/G2G	Do	Do	12.00	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
17.	Telecom equipment, Code-4112204 (router, connector, adapter/pa set)	-	As per Requirement	RFQ/DPM/G2G	Do	Do	3.50	Actual	-	Before 30 August 2023	After 7/14/28 days of Advertise	03 days (After Opening)	07 days (After Evaluation)	07 days (After Approval)	07 days (After NoA)	As per Requirement	31/38/52
17.	Petrol, Oil and Lubricants, Code-3243101 (petrol, octane, diesel)	-	As per Requirement	DPM	Do	Do	12.00	Actual	-	Direct Purchase As per PPR-2008							
18.	Gas and Fuel, Code-3243102 (eng)	-	As per Requirement	DPM	Do	Do	12.00	Actual	-	Direct Purchase As per PPR-2008							
18.	Motor vehicle repair/maintenance, Code-3258101	-	As per Requirement	DPM/RFQ	Do	Do	2.50	Actual	-	Direct Purchase/RFQ As per PPR-2008							
19.	Furniture Repair, Code-3258102	-	As per Requirement	DPM	Do	Do	2.00	Actual	-	Direct Purchase As per PPR-2008							
20.	Computer repair/maintenance, Code-3258103	-	As per Requirement	DPM/RFQ	Do	Do	3.00	Actual	-	Direct Purchase/RFQ As per PPR-2008							

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