

ANNUAL PROCUREMENT PLAN

Financeial Year of - 2022-2023

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

Sl 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	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.	Travel allowance, Code-3111302	-	As per bill and requisition	DPM	As per delegation	GOB	2.50	Actual		Direct Purchase As per PPR-2008							
2.	Refreshment, Code-3211106 (ministers/secretaries/meetings)	-	As per requisition	DPM	As per delegation	Do	7.50	Actual		Direct Purchase As per PPR-2008							
3.	Internet/fax/telex, Code-3211117 (internet bill +internet equipment)	-	As per bill and requisition	DPM/RFQ	Do	Do	5.00	Actual		Direct Purchase As per PPR-2008							
4.	Stamps, Code-3211119 (Stamps purchase)	-	As necessary	DPM	Do	Do	0.30	Actual		Direct Purchase As per PPR-2008							
5.	Telephone, Code-3211120 (Telephone bill + PA set, intercom set purchase, Mobile set)	-	As per bill and requisition	DPM/RFQ	Do	Do	6.50	Actual		Direct Purchase As per PPR-2008							
6.	Publicity and advertisement Code-3211125 (TVC, AVC making and publicity)	-	As per requisition	RFQ/OTM/E-GP	Do	Do	15.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
7.	Books and journals,Code-3211127 Paper bill+ Book purchase	-	As per requisition	DPM/RFQ/OT MD/E-GP	Do	Do	2.60	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
8.	Computer and accessories Code-3255101 (Printer, Toner, Scanner, Ups, lct equipment, Monitor ,mouse, keyboard)	-	As per requisition	RFQ/OTM/ E-GP/DPM	Do	Do	15.00	Actual		Direct Purchase As per PPR-2008							
9.	Printing and Binding, Code-3255102 (Books,leaflet,writings printing)	-	As per requisition	RFQ/OTM/ E-GP/DPM	Do	Do	8.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
10.	Stamps and seal,Code-3255104	-	As per requisition	DPM	Do	Do	1.50	Actual		Direct Purchase As per PPR-2008							
11.	Other stationaries, Code-3255105 (water filter, crockeries purchase)	-	As per requisition	RFQ/ OTM/ E-GP	Do	Do	13.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022

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(মোহাম্মদ আব্দুল হামান)
প্রশাসনিক কর্মকর্তা

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(মো: শামসুল আলম)
উপসচিব

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(মো: আসলাম হোসেন)
মুগ্ধসচিব

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(মো: মাহবুব-উল-আলম)
অতিরিক্ত সচিব

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(মো: শালির রহমান)
সচিব

Sl No	Description of Procurement package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of funds	Estd. Cost in Lakh Tk.	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
12.	Clothing and Accessories, Code-3256106	3 set	As per requisition	RFQ	Do	Do	1.00	Actual		DPM/RFQ as per PPR-2008							
13.	Festival festivities, Code-3257301 Celebrate national/international like ITU, UPU program and others	-	As per requisition	DPM/RFQ	Do	Do	39.41	Actual		DPM/RFQ as per PPR-2008							
14	Motor cycle maintenance Code-3258101	-	As per requisition	DPM/RFQ	Do	Do	2.00	Actual		DPM/RFQ as per PPR-2008							
15	Furniture Repair Code-3258102	-	As per requisition	DPM/RFQ	Do	Do	1.00	Actual		DPM/RFQ as per PPR-2008							
16	Computer and accessories Code-4112202 (computer/Laptop/Tab)	-	As per requisition	RFQ/OTM/E-GP/G2G	Do	Do	10.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
17	Telecom equipment, Code-4112204 (Router, connector, adapter/pa set)	-	As per requisition	RFQ/OTM	Do	Do	2.00	Actual		DPM/RFQ as per PPR-2008							
18	Office Equipment, Code-4112310 (TV, Fridge, Oven, and other Electronics items/mobile/paper craser)	-	As per requisition	RFQ/OTM/E-GP	Do	Do	10.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
19.	Furniture, Code-4112314 (wooden furniture, computer table)	-	As per requisition	DPM/RFQ/OTM/E-GP	Do	Do	10.00	Actual		Before 30 Aug 2022	15 Sep 2022	30 Sep 2022	06 Oct 2022	13 Oct 2022	10 Nov 2022	70	10 Nov 2022
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 may be changed																	

** বাজেট অনুবিভাগ-১, অধিশাখা-১, অর্থ বিভাগ এর ০৩ জুলাই/২০২২ পরিপত্র অনুযায়ী বরাদ্দকৃত অর্থের সর্বোচ্চ ৫০% ব্যয়ের নির্দেশনা রয়েছে।

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(মোঃমদ আব্দুল হান্নান)
প্রশাসনিক কর্মকর্তা

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(মোঃ শামছুল আলম)
উপসচিব

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যুগ্মসচিব

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(মোঃ খালিদুর রাহমান)
সচিব