

Power Division
Admin-3 Branch
Annual Procurement Plan for FY 2019-20

Description of Procurement Goods	Budget (lac)	Unit	Qty	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost (Taka in Lakh)	Advertise /Tender Period	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)	REMA RKS
01. Meeting Refres.(3211106)	16.00	As per Required		Cash Purchase	as per Del. of Fin. Power of this Division	GOB	16.00				As and When required.					
02. Internet/Fax/Telex (3211117)	6.00	-		Bill payment	as per Del. of Fin. Power of this Division	GOB	6.00				As and When required.					
* 03. Telephone (3211120)	9.00	-		Bill payment	as per Del. of Fin. Power of this Division	GOB	9.00				As and When required.					
04. Advertisement (3211125)	4.50	-		Bill payment	as per Del. of Fin. Power of this Division	GOB	4.50				As and When required.					
05. Books and Journals (3211127)	4.50	As per Required.		Bill payment	as per Del. of Fin. Power of this Division	GOB	4.50				As and When required.					
06. Conveyance (3211128)	2.00	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	2.00				As and When required.					
07. License Fee (3221102)	0.30	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	0.30				As and When required.					
08. Registration Fee (3221104)	0.30	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	0.30				As and When required.					
09. Rental of goods and transport expenses (3221106)	0.30	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	0.30				As and When required.					
10. Copy expenditure (3221107)	1.00	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	1.00				As and When required.					
11. Training (3231201)	17.00	As per Required		Bill payment	as per Del. of Fin. Power of this Division	GOB	17.00				As and When required.					
12. Travel expenses (3241101)	67.00	-		Bill payment	as per Del. of Fin. Power of this Division	GOB	67.00				As and When required.					
13. Transport Fuel (3243101)	18.00	-		Bill payment	as per Del. of Fin. Power of this Division	GOB	18.00				As and When required.					
14. Computer equipment (3255101)	2.50	List-1 Enclosed		RFO/OTM / Cash Purchase	as per Del. of Fin. Power of this Division	GOB	2.50	Sept/19	1/2 weeks	03 Days	04 Days	02 Days	Not needed	10 Days	33 Days	
15. Printing and Banding (3255102)	1.00	As per Required.		RFO/Cash Purchase	As per Del. of Fin. Power of this Division	GOB	1.00				As and When required.					
15. Stamp and Seal (3255104)	1.00	As per Required.		Cash Purchase	as per Del. of Fin. Power of this Division	GOB	1.00				As and When required.					
17. Miscellaneous (3255105)	14.00	List-2 Enclosed		OTM / RFO/EGP	as per Del. of Fin. Power of this Division	GOB	7.00	Oct/19	14 Days	04 Days	06 Days	01 Days	03 Days	15 Days	43 Days	

(Handwritten signatures and initials)

		List-2 Enclosed	Cash Purchase	as per Del. of Fin. Power of this Division	GOB	7.00													As and When required.
able	3.00	As per Required. Plate, Tea Cup, Glass and mug etc	RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	3.00													As and When required.
Leverage (3256106)	3.00	As per Required. Glass and mug etc	RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	3.00													As and When required.
20. Motor car (3258101)	8.00	As per Required. Maintenance	RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	8.00													As and When required.
21. Furniture (3285102)	8.00	As per Required. Table, Chair File cabinet and Almirah Repair	OTM/RFQ/ Cash Purchase	as per Del. of Fin. Power of this Division	GOB	8.00													As and When required.
22. Computer (3285103)	8.00	As per Required. Computer and Printer/ etc repair	RFQ/OTM /Cash Purchase	Subject to the authority delegated in the Delegation of Financial Power of this Division	GOB	8.00		14 Days	04 Days	06 Days	01 Days	03 Days	15 Days	43 Days					
23. Office equipment (3258104)	3.00	Telephone, Fax Machine and Photocopier. Machine etc repair	RFQ	as per Del. of Fin. Power of this Division	GOB	3.00		1/2 weeks	03 Days	04 Days	02 Days	Not needed	10 Days	33 Days					
24. Purchase of Microbus (**4112101)	42.00	O1			GOB	42.00													
25. ICT (4112201)	3.00		RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	3.00		10 Days	04 Days	06 Days	01 Days	Not needed	15 Days	35 Days					
26. Computer & other equipment (4112202)	14.00	Computer, Printer & Cartridge/ etc New purchase	RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	14.00													As and When required.
27. Telephone equipment (4112204)	1.00	Telephone and Sieno set New parches	Cash Purchase	as per Del. of Fin. Power of this Division	GOB	1.00													As and When required.
28. Office equipment (4112310)	5.00		RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	5.00		10 Days	04 Days	06 Days	01 Days	Not needed	15 Days	35 Days					
29. Furniture (4112314)	10.00	Well Cabinet/ Chair, Table, Almirah & etc New purchase	RFQ/OTM /Cash Purchase	as per Del. of Fin. Power of this Division	GOB	5.00													As and When required.
30. Computer software (4113301)	0.50	Wall Cabinet/Book k Self New purchase	RFQ/ Cash Purchase	as per Del. of Fin. Power of this Division	GOB	5.00													As and When required.
31. Database (4113302)	2.50	As per Required.	Bill payment	as per Del. of Fin. Power of this Division	GOB	0.50													As and When required.
		As per Required.	Bill payment	as per Del. of Fin. Power of this Division	GOB	2.50													As and When required.

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