

Government of the People's Republic of Bangladesh Ministry of Local Government, Rural Development & Cooperatives

Local Government Division

Admin-2 Section

Annual Procurement Plan for FY 2023-24

Pac-	Description of	Unit	Quantity	Procurement	Contract	Source	Estd	Time	Not	Advertise	Tender	Tender	Approval	Notification	Signing	Total time	Time for
kage	Procurement Goods			Method &	Approving	of	Cost	Code for	used	Tender	Opening	Evaluation	to Award	of Award	of	to	completion
No.				Type	Authority	Funds	in Tk.	Process	in						Contract	Contract	of contract
					*		(lakh)		Goods							Signature	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned		20 Aug	03 Oct	04 Oct	10 Oct	12 Oct	20 Oct		
								Dates for		2023	2023	2023	2023	2023	2023		
	2,5,12				Subject to the			MTO									
					authority			Pianned	-		14 Days	02 Days	07 Days	03 Days	09 Days	35 Days	35 Days
	Computer and				delegated in the			Days for						140			
	Office Equipment				Delegation of			OTM									
	Related Supporting				Financial Power			Actual									
		-	List-I	OTM/	of this Division-			Dates for									
	materials/	NOS	Enclosed	RFQ/	Additional	GOB		MTO									
1	Installation/Supply,			Direct	Secretary/			Planned		01 Jan	10 Jan	10 Jan	15 Jan	19 Jan			
	Maintenance				Joint Secretary/			Dates for		2024	2024	2024	2024	2024			
					Deputy			RFQ	O COMPANY TALLED	1					2		
					Secretary/			Planned	-		10 Days	00 Days	06 Days	05 Days		21 Days	21 Days
					Senior Assistant			Dates for									
					Secretary			RFQ									
								Actual									8
								Dates for									
1								RFQ							97		

Prottoy Hasan

Senior Assistant Secretary (Admin-2 Section)
Local Government Division

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kage	Procurement Goods			Method &	Approving	of	Cost	Code for	used	Tender	Opening	Evaluation	to Award	of Award	of	to	completion
No.				Туре	Authority	Funds	in Tk. (lakh)	Process	in Goods			n di			Contract	Contract Signature	of contract
1	2	3	4	5	6	7	8	9	10	11	12	13 .	14	15	16	17	18
				2				Planned Dates for OTM		21 Sep 2023	03 Oct 2023	04 Oct 2023	10 Oct 2023	12 Oct 2023	19 Oct 2023		
	Computer Software and other Office							Planned Days for OTM	,1	-67,	14 Days	02 Days	07 Days	03 Days	08 Days	34 Days	34 Days
	Equipment (Antivirus for	NOS	20 PC	OTM/ RFQ/	Do	GOB		Actual Dates for OTM									
2	Server & Office Computer)			Direct		5		Planned Dates for RFQ		01 Feb 2024	10 Feb 2024	11 Feb 2024	14 Feb 2023	18 Feb 2018			
								Planned Dates for RFQ		'	10 Days	O2 Days	04 Days	05 Days		21 Days	21 Days
								Actual Dates for RFQ									

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1	2	3	4	5	6	7	8	9.	10	11	12	13	14	15	16	17	18
				2000a		31.	1	Planned Dates for OTM	-	01 Aug 2023	14 Aug 2023	16 Aug 2023	23 Aug 2023	27 Aug 2023	31 Aug 2023		
		THE RESERVE OF THE PARTY OF THE						Planned Days for OTM		a . Hu .	14 Days	03 Days	08 Days	05 Days	05 Days	35 Days	35 Days
3	Stationary & Miscellaneous	NOS	List-II Enclosed	OTM/ RFQ/	Do	GOB		Actual Dates for OTM									
	Goods			Direct*1				Planned Dates for RFQ	-	03 Mar 2024	11 Mar 2024	11 Mar 2024	17 Mar 2024	18 Mar 2024			
				e e				Planned Dates for RFQ		0	09 Days	00 Days	07 Days	02 Days		18 Days	18 Days
							The second secon	Actual Dates for RFO.									

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Local Government Division

Mohammed Tanvir Azam Siddiquee Joint Secretary (Admin Branch)

Local Government Division

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned: Dates for OTM		01 Aug 2023	14 Aug 2023	16 Aug 2023	23 Aug 2023	27 Aug 2023	31 Aug 2023		
				792				Planned Days for OTM			. 14 Days	02 Days	07 Days	05 Days	05 Days	33 Days	33 Days
4	Furniture	NOS	List-III Enclosed	OTM/ RFQ/	Do	GOB		Actual Dates for OTM		8		x *				- .;	
			Enclosed	Direct				Planned Dates for RFQ		03 Mar 2024	11 Mar 2024	11 Mar 2024	17 Mar 2024	18 Mar 2024		·	
				-				Planned Days for RFQ			09 Days	00 Days	07 Days	02 Days		18 Days	18 Days
								Actual Dates for RFQ									
								Planned Dates for RFQ									
								Planned Dates for RFQ		1					of contract of calls of calls		
								Actual Dates for RFQ									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5	Furniture Repair/ Maintenance	NOS	As per require ment	Direct Method	Do	GOB		Planned Dates for RFQ Planned Dates for RFQ Actual									
								Dates for RFQ									-

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
,,							7 A 1	Planned		16 Oct	26 Oct	26 Oct	30 Oct	01 Nov			
	Electric Equipment							Dates for	7 9	2023	2023	2023	2023	2022			
	Related Supporting							RFQ								Two details	a Serv
			List-iv	OTM/				Planned			11 Days	00 Days	05 Days	. 03 Days		19 Days	19 Days
. 6	materials/	NOS -	Enclosed	RFQ/	Do	GOB		Dates for									
	Installation/ Supply			Direct				RFQ									
	& Maintenance							Actual									
				17				Dates for									
								RFQ									

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1	2	3	4	5	6	- 2.7	8	9	10	11	12	13	14	15	16	17	18
					Subject to the authority		a *9	Planned Dates for RFO	`.	16 Oct 2023	26 Oct 2023	26 Oct 2023	30 Oct 2023	01 Nov 2022			g E.
7	Liveries	NOS	As per privilege	RFQ/ Direct	delegated in the Delegation of Financial Power of	GOB		Planned Dates for RFQ	· · ·		11 Days	00 Days	05 Days	03 Days		19 Days	19 Days
					this Division- Deputy Secretary/ Senior Assistant Secretary			Actual Dates for RFQ									

Prottoy Hasan Senior Assistant Secretary (Admin-2 Section)

Local Government Division

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Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tk. (lakh)	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
2	- 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Washing	NOS	As per requirement	Direct purchase	Senior Assistant Secretary	GOB				3							
Transport Fuel (Petrol/Octane/ CNG)*2	LTR/ CFT	List-V Enclosed	Direct purchase	As per authority delegated-Joint Secretary/ Deputy Secretary	GOB				2						,	2,4
Books and Journals	NOS	As per requirement	Direct purchase	As per authority delegated-Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB						-					
Postage	NOS	As per requirement	Direct purchase	Senior Assistant Secretary	GOB											
	NOS	As per requirement	Direct purchase	Joint Secretary	GOB											
Maintenance of Vehicle*3	NOS	As per requirement	Direct purchase	Senior Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant	GOB											
	Procurement Goods 2 Washing Transport Fuel (Petrol/Octane/ CNG)*2 Books and Journals Postage Advertisement Maintenance of	Procurement Goods 2 3 Washing NOS Transport Fuel LTR/ {Petrol/Octane/ CFT CNG}*2 Books and Journals NOS Postage NOS Advertisement NOS Maintenance of NOS	Procurement Goods 2 3 4 Washing NOS As per requirement Transport Fuel LTR/ List-V (Petrol/Octane/ CNG)*2 Books and Journals NOS As per requirement Postage NOS As per requirement Advertisement NOS As per requirement Maintenance of NOS As per	Procurement Goods 2 3 4 5 Washing NOS As per requirement purchase Transport Fuel (Petrol/Octane/ CFT Enclosed CNG)*2 Books and Journals NOS As per purchase As per purchase Direct purchase Direct purchase As per purchase Direct purchase As per purchase Postage NOS As per purchase As per requirement purchase Advertisement NOS As per purchase Advertisement NOS As per purchase As per purchase Advertisement NOS As per purchase As per purchase Advertisement NOS As per purchase Direct requirement purchase Maintenance of NOS As per purchase	Procurement Goods Method & Approving Type Authority 2 3 4 5 6 Washing NOS As per requirement requirement Transport Fuel LTR/ List-V Direct (Petrol/Octane/ CNG)*2 Books and Journals NOS As per postage NOS As per Direct purchase Postage NOS As per Direct Secretary/ As per authority delegated-Joint Secretary/ Deputy Secretary/ Deputy Secretary/ Senior Assistant Secretary/ Senior Assistant Secretary Advertisement NOS As per Direct Senior Assistant Secretary Advertisement NOS As per Direct Senior Assistant Secretary Maintenance of Vehicle*3 Method & Approving Authority As per authority delegated-Joint Secretary/ Deputy Secretary/ Deputy Secretary/ Direct Senior Assistant Secretary Direct Senior Assistant Secretary Additional Secretary/ Additional Secretary/ Deputy	Procurement Goods Method & Approving Type Authority Funds 2 3 4 5 6 7 Washing NOS As per requirement Procurement Funds As per Direct Poetrol/Octane/ CNG)*2 Books and Journals NOS As per Postage NOS As per Postage NOS As per Postage NOS As per Requirement NOS As per Requirement Poetrol/Octane/ Postage NOS As per Requirement NOS As per Requirement Poetrol/Octane/ Secretary As per authority delegated-Joint Secretary As per authority delegated-Joint Secretary Advertisement NOS As per Requirement Purchase Secretary Secretary Secretary Additional Secretary/ Deputy	Procurement Goods Method & Approving Type Authority Funds Tk. (lakh) 2 3 4 5 6 7 8 Washing NOS As per requirement requirement Postrage NOS As per Journals Books and Journals Postage NOS As per Postage NOS As per Requirement NOS As per Requirement NOS As per Requirement NOS As per Requirement Direct Secretary As per authority delegated-Joint Secretary As per authority delegated-Joint Secretary Deputy Secretary Secretary As per authority delegated-Joint Secretary Deputy Secretary Senior Assistant Secretary Senior Assistant Secretary Advertisement NOS As per Requirement NOS As per Requirement Direct Senior Assistant Secretary Joint Secretary Additional Secretary/ Additional Secretary/ Deputy Secretary/ Joint Secretary/ Deputy	Procurement Goods Method & Approving Type Authority Funds Tk. for for for funds Tk. for for for funds Tk. for funds funds	Procurement Goods Method & Approving Type Authority Authority Funds Tk. for Goods Type Authority Funds Tk. for Goods T	Procurement Goods Method & Approving Type Authority Procurement Goods Approving Type Authority Process 1	Procurement Goods Method & Approving Type Authority Funds Tk. For Goods Tender Opening	Procurement Goods Method & Type	Procurement Goods Method & Type	Procurement Goods Method & Approving Type Authority Funds Tk. for Goods Goods Tender Opening Evaluation to Award of Award	Procurement Goods Method & Approving Type Authority Procuse Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award Of Award Of Award Of Contract Cost in Code used in Tender Opening Evaluation to Award of Award	Procurement Goods Wethod & Approving Type Authority Funds Tr. for Goods Regulation Funds

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Pac- kage No.	Description of : Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd Cost in Tk.	Time Code for	Not used in Goods	-Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract	Time for completion of contract
				<u> </u>			(lakh)	Process								Signature	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
14	Telephone/ Fax/	NOS	As per	Direct	Joint	GOB				16 Oct	26 Oct	26 Oct	30 Oct	01 Nov 2022		-	
	Internet/ Mobile Phone		require	purchase	Secretary		i i			2023	2023	2023	2023				
10.00	Service		ment														
	Miscellaneous				As per		1 1 1 1 1	Planne			11 Days	00 Days	05 Days	03 Days		19 Days	19 Days
	1				authority			d Dates									
	APA/NIS/Innovation/				delegated-			for RFQ									-
	Seminar/ Meeting/		As per	Direct	Additional			Planne									
15	Conference/ Bag/	NOS	require	Contracting/	Secretary/	GOB		d Days									
	Crests & other		ment	RFQ	Joint			for RFQ									
	Souvenir/ Briefcase/				Secretary/			Actual									
	Electric Equipment etc.	-			Deputy			Dates									
					Secretary/			for RFQ									8
					Senior												
	8 2 1	,			Assistant												
					Secretary												

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Senior Assistant Secretary (Admin-2 Section)
Local Government Division

^{*1} Direct procurement includes procurement from Government Owned Forms and Stationary Office. *2 Petrol/Octane/Mobil/Break oil cooling water, gear oil etc are procured from Government owned Meghna Petroleum. CNG procured from private owned station. *3 Maintenance of vehicle is usually done from the Government owned Transport Workshop.