



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


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
1	Computer and Office Equipment Related Supporting materials/ Installation/Supply, Maintenance	NOS	List-I Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the Delegation of Financial Power of this Division- Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB		Planned Dates for OTM	--	20 Aug 2023	03 Oct 2023	04 Oct 2023	10 Oct 2023	12 Oct 2023	20 Oct 2023	--	35 Days
								Planned Days for OTM	--	--	14 Days	02 Days	07 Days	03 Days	09 Days	35 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	01 Jan 2024	10 Jan 2024	10 Jan 2024	15 Jan 2024	19 Jan 2024	--	--	21 Days
								Planned Dates for RFQ	--	--	10 Days	00 Days	06 Days	05 Days	--	21 Days	
								Actual Dates for RFQ	--								

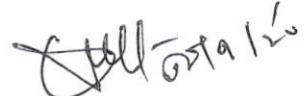
  
 Pintu Bepari  
 Deputy Secretary (Admin-2 Section)  
 Local Government Division

  
 Mohammed Tanvir Azam Siddiquee  
 Joint Secretary (Admin Branch)  
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	Computer Software and other Office Equipment (Antivirus for Server & Office Computer)	NOS	20PC	OTM/ RFQ/ Direct	Do	GOB		Planned Dates for OTM	--	21 Sep 2023	03 Oct 2023	04 Oct 2023	10 Oct 2023	12 Oct 2023	19 Oct 2023	--	34 Days
								Planned Days for OTM	--	--	14 Days	02 Days	07 Days	03 Days	08 Days	34 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	01 Feb 2024	10 Feb 2024	11 Feb 2024	14 Feb 2023	18 Feb 2018	--	--	21 Days
								Planned Dates for RFQ	--	--	10 Days	02 Days	04 Days	05 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
3	Stationary & Miscellaneous Goods	NOS	List-II Enclosed	OTM/ RFQ/ Direct*1	Do	GOB		Planned Dates for OTM	--	01 Aug 2023	14 Aug 2023	16 Aug 2023	23 Aug 2023	27 Aug 2023	31 Aug 2023	--	35 Days
								Planned Days for OTM	--	--	14 Days	03 Days	08 Days	05 Days	05 Days	35 Days	
								Actual Dates for OTM	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	03 Mar 2024	11 Mar 2024	11 Mar 2024	17 Mar 2024	18 Mar 2024	--	--	18 Days
								Planned Dates for RFQ	--	--	09 Days	00 Days	07 Days	02 Days	--	18 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
4	Furniture	NOS	List-III Enclosed	OTM/ RFQ/ Direct	Do	GOB		Planned Dates for CTM		01 Aug 2023	14 Aug 2023	16 Aug 2023	23 Aug 2023	27 Aug 2023	31 Aug 2023	--	33 Days
								Planned Days for OTM		--	14 Days	02 Days	07 Days	05 Days	05 Days	33 Days	
								Actual Dates for OTM		--	--	--	--	--	--	--	
								Planned Dates for RFQ	--	03 Mar 2024	11 Mar 2024	11 Mar 2024	17 Mar 2024	18 Mar 2024	--	--	18 Days
								Planned Days for RFQ	--	--	09 Days	00 Days	07 Days	02 Days	--	18 Days	
								Actual Dates for RFQ	--	--	--	--	--	--	--	--	
								Planned Dates for RFQ									
								Planned Dates for RFQ									
								Actual Dates for RFQ									


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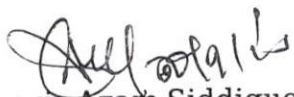
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5	Furniture Repair/ Maintenance	NOS	As per require ment	Direct Method	Do	GOB		Planned Dates for RFQ									
								Planned Dates for RFQ									
								Actual Dates for RFQ									


  
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6	Electric Equipment Related Supporting materials/ Installation/ Supply & Maintenance	NOS	List-iv Enclosed	OTM/ RFQ/ Direct	Do	GOB		Planned Dates for RFQ	--	16 Oct 2023	26 Oct 2023	26 Oct 2023	30 Oct 2023	01 Nov 2022	--	--	19 Days
								Planned Dates for RFQ	--	--	11 Days	00 Days	05 Days	03 Days	--	19 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
7	Liveries	NOS	As per privilege	RFQ/ Direct	Subject to the authority delegated in the Delegation of Financial Power of this Division- Deputy Secretary/ Senior Assistant Secretary	GOB		Planned Dates for RFQ	--	16 Oct 2023	26 Oct 2023	26 Oct 2023	30 Oct 2023	01 Nov 2022	--	--	19 Days
								Planned Dates for RFQ	--	--	11 Days	00 Days	05 Days	03 Days	--	19 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
8	Washing	NOS	As per requirement	Direct purchase	Senior Assistant Secretary	GOB											
9	Transport Fuel (Petrol/Octane/ CNG)*2	LTR/ CFT	List-V Enclosed	Direct purchase	As per authority delegated-Joint Secretary/ Deputy Secretary	GOB											
10	Books and Journals	NOS	As per requirement	Direct purchase	As per authority delegated-Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB											
11	Postage	NOS	As per requirement	Direct purchase	Senior Assistant Secretary	GOB											
12	Advertisement	NOS	As per requirement	Direct purchase	Joint Secretary	GOB											
13	Maintenance of Vehicle*3	NOS	As per requirement	Direct purchase	Senior Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB											

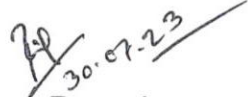
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
14	Telephone/ Fax/ Internet/ Mobile Phone Service	NOS	As per require ment	Direct purchase	Joint Secretary	GOB				16 Oct 2023	26 Oct 2023	26 Oct 2023	30 Oct 2023	01 Nov 2022	--	--	19 Days
15	Miscellaneous Expenditure including APA/NIS/Innovation/ Seminar/ Meeting/ Conference/ Bag/ Crests & other Souvenir/ Briefcase/ Electric Equipment etc.	NOS	As per require ment	Direct Contracting/ RFQ	As per authority delegated- Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB		Planne d Dates for RFQ	--	11 Days	00 Days	05 Days	03 Days	--	19 Days		
								Planne d Days for RFQ									
								Actual Dates for RFQ									

  
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\*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.