

Government of the People's Republic of Bangladesh
Ministry of Women & Children Affairs
Admin-2 Section

Annual Procurement Plan for FY 2020-2021

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, Laptop, Printer, Scanner and Office Equipment Related Supporting materials/ installation/ Supply	Nos.	List-I Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	20.00	Planned Dates of OTM		07 Oct	21 Oct	28 Oct	02 Nov	05 Nov	03 Dec	-	-
								Planned Days for OTM		-	14 Days	07 Days	05 Days	03 Days	28 Days	57 Days	28 Days
								Actual Dates for OTM									


জৈন্যর সহকারী সচিব
প্রশাসন-২ শাখা।


যুগ্মসচিব
প্রশাসন অধিশাখা


29/08/2020

অতিরিক্ত সচিব
প্রশাসন অনুবিভাগ


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2.	Stationary & Miscellaneous Goods	Nos.	List-II Enclosed	OTM/ RFQ/ Direct*1	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	15.00	Planned Dates of OTM		07 Oct	21 Oct	28 Oct	02 Nov	05 Nov	03 Dec	-	-
								Planned Days for OTM		-	14 Days	07 Days	05 Days	03 Days	28 Days	57 Days	365 Days
								Actual Dates for OTM									


Joint Secretary
প্রশাসন-২ শাখা।


Joint Secretary
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
3.	Computer Accessories (Printer & Photocopier Toner, Key Board, Mouse, Mouse Pad, Pen drive, Multi plug, etc.)	Nos.	List-III Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	14.00	Planned Dates of OTM		07 Oct	21 Oct	28 Oct	02 Nov	05 Nov	03 Dec	-	-
								Planned Days for OTM		-	14 Days	07 Days	05 Days	03 Days	28 Days	57 Days	365 Days
								Actual Dates for OTM									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
4.	Furniture (Secretariat Table, Chair, Cupboard, File Cabinet, Sofa set etc.)	Nos.	List-IV Enclosed	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	15.00	Planned Dates of RFQ		11 Oct	21 Oct	27 Oct	01 Nov	05 Nov			
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									
								Planned Dates of RFQ		04 Jan	14 Jan	20 Jan	25 Jan	31 Jan	-	-	
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	22 Days	10 Days
								Actual Dates for RFQ									

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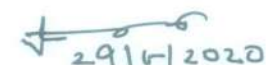
Admin-2 Section

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5.	Electronic Items (Television, Refrigerator, Electric Kettle, Microwave Over etc.)	Nos.	As per requirement	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	3.30	Planned Dates of RFQ		11 Oct	21 Oct	27 Oct	01 Nov	05 Nov			
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 Days
								Actual Dates for RFQ									


Joint Secretary
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Joint Secretary
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6.	Computer software and other office Equipment (Antivirus for Desktop Computer & Printer).	Nos.	150 PC	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	6.00	Planned Dates of RFQ		11 Oct	21 Oct	27 Oct	01 Nov	05 Nov			
								Planned Days for RFQ			10 Days	05 Days	05 Days	04 Days	-	24 Days	10 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.	Information and Communication Equipment (Network related works)	Nos.	As per requirement	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	6.60	Planned Dates of RFQ		04 Jan	14 Jan	20 Jan	25 Jan	31 Jan	-	-	
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	22 Days	10 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.	Telephone Equipment (Telephone Set, Intercom Set etc.)	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	2.50										


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যুগ্মসচিব
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24/05/2020
অতিরিক্ত সচিব
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
09.	Transport Fuel (Petrol /Octane/ CNG)	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	26.00+ 13.20 39.20										

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২৭/০৬/২০২০


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
10.	Printing (Annual Report, Eid Card, Note Pad, DO Pad etc)	Nos.	As per requirement	OTM/ RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	13.00	Planned Dates of RFQ		04 Jan	14 Jan	20 Jan	25 Jan	31 Jan	-	-	
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	22 Days	10 Days
								Actual Dates for RFQ									


Joint Secretary
প্রশাসন-২ শাখা।


Joint Secretary
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Joint Secretary
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
11.	Books and Journals	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary / Deputy Secretary / Senior Assistant Secretary	GOB	3.30										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12.	Liveries	Nos.	As per privilege	RFQ/ Direct	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Additional Secretary/ Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	1.70	Planned Dates of RFQ		04 Jan	14 Jan	20 Jan	25 Jan	31 Jan	-	-	
								Planned Days for RFQ			10 Days	05 Days	05 Days	05 Days	-	22 Days	10 Days
								Actual Dates for RFQ									

সিনিয়র সহকারী সচিব
প্রশাসন-২ শাখা।

মুগ্ধসচিব
প্রশাসন অধিশাখা

অতিরিক্ত সচিব
প্রশাসন অনুবিভাগ

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
13.	Washing	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	1.00										

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প্রশাসন-২ শাখা।

যুগ্মসচিব
প্রশাসন অধিশাখা

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
14.	Postage	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry-Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	1.50										

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1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
15.	Furniture Repair/ Maintenance	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	2.20										

[Signature]
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[Signature] ২৯.৬.২০
যুগ্মসচিব
প্রশাসন অধিদপ্তর

২৭/০৬/২০২০
অতিরিক্ত সচিব
প্রশাসন অনুবিভাগ


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
16.	Computer, Printer, Photocopier Repair/ Maintenance	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	5.50										


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যুগ্মসচিব
প্রশাসন অধিশাখা


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
17.	Other Machinery & Equipment Repair/ Maintenance	Nos.	As per requirement	Direct Method	Subject to the authority delegated in the delegation of Financial Power of this Ministry- Joint Secretary/ Deputy Secretary/ Senior Assistant Secretary	GOB	3.75										


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29.6.2020
যুগ্মসচিব
প্রশাসন অধিশাখা


29/06/2020
অতিরিক্ত সচিব
প্রশাসন অনুবিভাগ

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা

তালিকা:-১ Computer, Laptop, Printer, Scanner and Office Equipment Related
Supporting materials/ installation/ Supply

ক্রমিক নং	বিবরণ	পরিমান
১.	ল্যাপটপ	৫টি
২.	ডেস্কটপ	১০টি
৩.	প্রিন্টার (লেজার ব্লক)	৮টি
৪.	প্রিন্টার (কালার)	১টি
৫.	স্ক্যানার	১০টি
৬.	কম্পিউটার যন্ত্রাংশ হার্ডডিস্ক	১০টি
৭.	কম্পিউটার যন্ত্রাংশ মাদারবোর্ড	৫টি
৮.	কম্পিউটার যন্ত্রাংশ পাওয়ার সাপ্লাই	১০টি
৯.	মোবাইল হার্ডডিস্ক	২টি
১০.	মনিটর (এলসিডি/এলইডি)	৫টি
১১.	ইউপিএস ৬৫০/১০০০/১২০০ ভিএ	১০টি

২৭/৮/২০

২৭.৮.২০

২৭/৮/২০২০

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা

তালিকা-২ : Stationary & Miscellaneous Goods

SI No.	Goods Name, Brand & Quality	Quantity	
1	80 Grams Offset Paper (A4)	700	rim
2	80 Grams Offset Paper (A6)	50	rim
3	2nd Page Note Sheet (100 pages book)	100	books
4	Clip Folder (A4)	1000	pieces
5	Transparent Folder (A4)	3000	pieces
6	9 inch Scissors	70	pieces
7	9 inch Knife (Yellow)	70	pieces
8	White Pen Fluid (8.5 Grams)	70	pieces
9	Car Perfume (Caltina)	50	pieces
10	Car Shampoo, Best Quality	30	pieces
11	Air Freshener, 300 ml	200	pieces
12	Aerosol, 475 ml	200	pieces
13	Tissue Paper (120x2 Ply)	1000	Box
14	Toilet Paper (Best Quality)	1500	rolls
15	Glue Stick (15 Grams)	150	pieces
16	Pen Stand (Best Quality)	25	pieces
17	Pen Pot (Best Quality)	40	pieces
18	Pilot V-5/V-7 Pen	200	pieces
19	Ocean Gel Link Pen (Black)	1000	pieces
20	Matador Ball Pen (Black)	2000	pieces
21	Ball Pen (Red)	300	pieces
22	Stamp Pad (106x67 mm)	70	pieces
23	Steel Scale (12 inch)	70	pieces
24	Marker Pen (Yellow, Green, Red)	200	pieces
25	stapler Machine (Big Size)	70	pieces
26	Stapler Machine	50	pieces
27	stapler Pin (Big size 24/6)	200	pieces
28	Stapler pin (B10)	100	pieces
29	Pin Remover	50	pieces
30	Program Stand (A-4 Size)	20	pieces
31	Duster Cloth (32x18 inch)	400	pieces
32	Pencil Battery (AA size)	600	pieces
33	Remote Battery (AAA size)	300	pieces
34	Punching Machine (One Hole)	70	pieces
35	Punching Machine (Two Holes)	25	pieces



36	Paperweight (Stone)	200	pieces
37	Sharpener	200	pieces
38	Wood Pencil (2B)	400	pieces
39	Eraser (rubber)	400	pieces
40	James Clip (Plastic Quoted)	600	box
41	Liquid soap 200 ml (with Spray)	300	pieces
42	Wheel Soap (130 Grams)	500	pieces
43	Lux Soap (75 Grams)	400	pieces
44	Vim bar (325 Gm.)	300	pieces
45	Harpic (750 ml)	70	pieces
46	Savlon, 112 ml	100	pieces
47	Savlon, 1000 ml	30	pieces
48	Odonil Air freshener 50gm, with hanger	30	pieces
49	Hand Sanitizer 200ml	200	Pieces
50	Hand Sanitizer 100ml	300	Pieces
51	Rubber Hand Gloves (100 pcs/box)	30	Box
52	Polyethylene Hand Gloves (100 pcs/Bag)	30	Box
53	Disinfectant Spray, 125ml	30	pieces
54	Hexisol, 250 ml with spray	50	pieces
55	Glass Cleaner, 350 ml, (Mr. Brasso)	50	pieces
56	Carton Tape (2 inches wide)	60	rolls
57	File barrier ribbon (45 meter roll)	100	rolls
58	Khaki Envelope (10x4 inch)	10000	pieces
59	Khaki Envelope (A4 Size)	5000	pieces
60	Khaki Envelope (File Size), Best Quality	2000	pieces
61	Paper Basket	60	pieces
62	Plastic bucket (10 liters)	10	pieces
63	Plastic mugs	20	pieces
64	Plastic Badna/Lota	10	pieces
65	Flux (1 Liter)	20	pieces
66	Scotch Tape (2.5 inch)	100	pieces
67	Plastics Ring Guard File (A-4, 3 inch)	50	pieces
68	Candle (Big size)	100	pieces
69	Gala (Box)	30	box
70	Paper Clip (Size 1 inch)	100	pieces
71	Paper Clip (Size 1.25 inch)	100	pieces
72	Paper Clip (Size 1.50 inch)	100	pieces
73	File Cover (including Ministry Name)	5000	pieces
74	Electric Wireless Calling bell	20	Pieces

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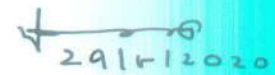
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা

তালিকা:-৩ Computer Accessories (Printer & Photocopier Toner, Key Board, Mouse, Mouse Pad, Pen drive, Multi plug, etc.)

ক্রমিক নং	বিবরণ	পরিমাণ
1	Printer Toner (Canon-308)	50
2	Printer Toner (Canon-324)	5
3	Printer Toner (Canon-325)	20
4	Printer Toner (HP-05A)	5
5	Printer Toner (HP-26A)	40
6	Printer Toner (HP-76A)	5
7	Printer Toner (HP-80A)	2
8	Printer Toner (HP-83A)	5
9	Printer Toner (HP-85A)	2
10	Color Printer Toner (HP 201A, 4pics Set)	2
11	Color Printer Toner (HP 203A, 4pics Set)	2
12	Color Printer Toner (HP 204A, 4pics Set)	4
13	Color Printer Toner (HP 131A, 4pics Set)	2
14	Photocopier Toner (Toshiba e-Studio 257)	10
15	Photocopier Toner (Toshiba e-Studio 2506)	5
16	Photocopier Toner (Canon 2520)	10
17	Photocopier Toner (Canon 2420L)	5
18	Pen drive (32 GB), Transcend	50
19	Key Board (A-4 Tech)	50
20	Mouse (A-4 Tech)	50
21	Mouse Pad, Best Quality	50
22	Multi Plug (3 pin, Five way, with 15 Meter Cable)	50
23	Headphone	20
24	Webcam	20


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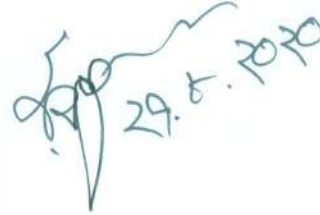

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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
প্রশাসন-২ শাখা

তালিকা-৪ : Furniture (Secretariat Table, Chair, Cupboard, File Cabinet, Sofa set etc.)

ক্রমিক নং	বিবরণ	পরিমাণ
১.	কম্বিনেশন লকার	
২.	ফুল সেক্রেটারিয়েট টেবিল	১
৩.	হাফ সেক্রেটারিয়েট টেবিল	
৪.	কম্পিউটার টেবিল	৩
৫.	মাষ্টার চেয়ার / রিভলভিং চেয়ার	৩
৬.	ডিজিটর চেয়ার	৬
৭.	কম্পিউটার চেয়ার	২
৮.	কাঠের চেয়ার	৫
৯.	সোফা	
১০.	ষ্টিলের আলমারি	১
১১.	ফাইল কেবিনেট	৩
১২.	ষ্টিলের আলমারি/ফাইল কেবিনেট	
১৩.	বুক সেলফ/কর্নার	১
১৪.	পাটিশন (বেত/কাঠ)	
১৫.	কাঠ/ষ্টিলের র‍্যাক	

বিঃ দ্রঃ পরবর্তীতে সংখ্যা বৃদ্ধি পেতে পারে।

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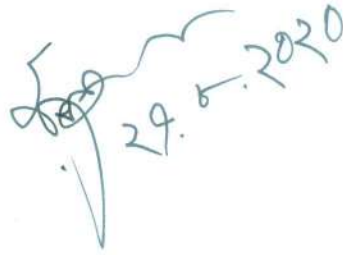
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প্রশাসন-২ শাখা

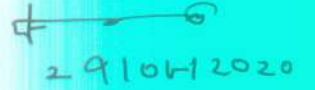
তালিকা-৫ : Electronic Items (Television, Refrigerator, Electric Kettle, Microwave
Over etc.)

ক্রমিক নং	বিবরণ	পরিমাণ
১.	রেফ্রিজারেটর	১
২.	রঙিন টেলিভিশন	৩
৩.	বৈদ্যুতিক কেটলি	২০
৪.	পেপার শ্রেডার	৫
৫.	ওভেন	১

বিঃ দ্রঃ পরবর্তীতে সংখ্যা বৃদ্ধি পেতে পারে।


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