

## ANNUAL PROCUREMENT PLAN, 2024-25

Ministry/ Division: Ministry of Post, Telecommunications and information Technology

Financial Year: :2024-25

Agency : Office of the Postmaster General. Central Circle, Dhaka.

Procuring Entity name and code: Postmaster General. Central Circle, Dhaka

Package No	Description of Procurement package Works	Unit	Quantity	Procurement (method and Types)	Contract approving authority	Sources of fund	Est. cost Tk. (Lac)	Time code for process	Not used in goods/Adv ertise	Advertise tender	Tender opening	Tender evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to contract signature	time for Complet- ion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
W-1.	Reconstruction of Sribardi, Rajibpur and Nandina UPOs of Jamalpur District	N/A	N/A	LTM	PMG	GOV.	6.00	Planned dates	05-11-24	05-11-24	20-11-24	21-11-24	26-11-24	28-11-24	04-12-24	30	02 Months
W-2	Reconstruction of Boundary wall of Hasnabad, Daudpur , Jhitka and Churain Post Offices Dhaka Divn .	N/A	N/A	LTM	PMG	GOV.	6.00	Planned dates	05-11-24	05-11-24	20-11-24	21-11-24	26-11-24	28-11-24	04-12-24	30	02 Months
W-3	Reconstruction of Boundary wall of Itna, Nikli and Ostogram UPOs of Kishoreganj District	N/A	N/A	LTM	PMG	GOV.	6.00	Planned dates	05-11-24	05-11-24	20-11-24	21-11-24	26-11-24	28-11-24	04-12-24	30	02 Months
W-4	Repair /Reconstruction of Belabo and Monohardi UPOs of Dhaka Divn .	N/A	N/A	LTM	PMG	GOV.	6.00	Planned dates	05-11-24	05-11-24	20-11-24	21-11-24	26-11-24	28-11-24	04-12-24	30	02 Months
W-5	Repair/Maintenance of Residential buildings at Dhaka and Mymeningh Div	N/A	N/A	RFQ	PMG	GOV.	6.00	Planned dates	06-10-24	06-10-24	15-10-24	15-10-24	17-10-24	21-10-24	23-10-24	18	02 Month
W-6	Repair of 3 Residencial Building at Jamalpur Divn	N/A	N/A	RFQ	PMG	GOV.	6.00	Planned dates	06-10-24	06-10-24	15-10-24	15-10-24	17-10-24	21-10-24	23-10-24	18	02 Month
W-7	Repair of PMs Qrtr of Tangail HO	N/A	N/A	RFQ	PMG	GOV.	6.00	Planned dates	06-10-24	06-10-24	15-10-24	15-10-24	17-10-24	21-10-24	23-10-24	18	01 Month
W-8	Renovation/Maintenan ce work of Circle Office .	N/A	N/A	RFQ	PMG	GOV.	6.00	Planned dates	21-7-24	21-7-24	30-7-24	30-7-24	01-8-24	04-8-24	06-8-24	17	15days

G-1	Purchase of computer (4112202)	Nos	04	RFQ	PMG	GOV.	3.00	Planned dates	NA	18/8/24	27/8/24	27/8/24	29/8/24	1/9/24	-	15	15 days
G2.	Purchase of Furniture for Circle Office (4112314)	Nos	LS	RFQ/DPM	PMG	GOV.	3.00	Planned date	NA	18/8/24	27/8/24	27/8/24	29/8/24	1/9/24	-	15	20 days
G3	Procurement of Essential Equipmrrnts for Circle (4112310)	Nos	LS	RFQ	PMG	GOV.	3.00	Planned date	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	20 days
G4.	Purchase of necessary office items (Gala, Rubber pad, Letter box (3255105)	Kg/No	LS	RFQ	PMG	GOV.	3.00	Planned date	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	25 days
G5	Maintenance/Repair of Computer Printer. accessories (3258104)	Nos	25	RFQ/DPM	PMG	GOV.	3.00	Planned dates	NA	11/8/24	20/12/22	19/12/22	20/12/22	26/12/22	-	-	15 days
G6.	Maintenance/Repair of office equipment (3258105)	Nos	LS	RFQ	PMG	GOV.	2.00	Planned dates	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	20 days
G7	Repair of Furniture (3258102)	No	LS	RFFQ/DPM	PMG	GOV.	3.00	Planned date	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	20 days
G8	Printing of Annual Report report, Posters Leaflets and other printing material	No	LS	RFFQ/DPM	PMG	GOV.	3.00	Planned date	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	25 days
G9	Procurement of uniforms (Oxford Shoe) for employees. (3256106)	Pairs	1038	OTM	PMG	GOV.	18.68	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G10	Procurement of black Shoe for employees. (3256106)	Pairs	1038	OTM	PMG	GOV.	18.68	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G11	Procurement of uniforms (Socks) for employees. (3256106)	Pairs	1047	OTM	PMG	GOV.	3.14	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G12	Procurement of Uniform fabrics for employees. (3256106)	Meters	2855	OTM	PMG	GOV.	17.64	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G13	Procurement of Uniform (Umbrella) for employees. (3256106)	Nos.	1047	OTM	PMG	GOV.	3.14	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G14	Procurement of Uniforms (White Full Sleeve Shirt) for employees. (3256106)	Nos.	1047	OTM	PMG	GOV.	6.28	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G15	Procurement of uniforms (V-neck Full Sweater) for employees. (3256106)	Nos.	1047	OTM	PMG	GOV.	10.47	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G16	Special Dress (Gents) (3256106)	Set.	09	RFQ	PMG	GOV.	00.82	Planned date	NA	2/9/24	23/9/24	26/9/24 16/10/24	20/10/24	22/11/24	6/11/24	66	03 Months
G17	Procurement of uniforms - Special Dress (Ladies) and Umbrella (3256106)	Set	24 & 210	RFQ/OTM	PMG	GOV.	2.55	Planned date	NA	18/8/24	27/8/24	27/8/24	29/8/24	1/9/24	-	-15	15 days
G18	Sewing/Making of uniforms (Full Safary) (3256106)	Set	1038	OTM	PMG	GOV.	8.30 (GT)	Planned date	NA	12/2/25	20/2/25	20/2/25	23/2/25	26/2/25	-	15	45days

G19	Development/Upgradation of software	no	1	RFQ/DPM	PMG	GOV	1.00	Planned date	NA	4/8/24	12/8/24	12/8/24	14/8/24	18/8/24	-	15	20 days		
G20	Procurement of uniform items (Name plate ) (3256106)	Nos.	1071	RFQ	PMG	GOV.	1.07	Planned date	NA	18/8/24	27/8/24	27/8/24	29/8/24	1/9/24	-	-15	15 days		
G21	Procurement of Essential stationary Items for Office Letter Box	Nos.	LS	RFQ	PMG	GOV.	3.00	Planned date	NA	1/11/22	11/11/22	11/11/22	14/11/22	15/11/22	16/11/22	-	15 days		
G22	Vehicle (Dhaka Metro ..... ) Maintenance and Purchase of Motor Parts .	Nos.	1	DPM/RFQ	PMG	GOV.	0.75	Planned date	NA	As and when needed					-	-	LS		
G23	Change of gas cylinder and Maint. of Vehicle no Dhaka metro 3315	Nos.	1	RFQ/DPM	PMG	GOV.	0.75	Planned date	NA	As and when needed (or RFQ: 4/8/24 13/8/24 13/8/24 13/8/24 18/8/24							15 days (RFQ)		
G24	Change of gas cylinder and Maint. of Vehicle no Dhaka metro 5292	Nos.	1	DPM/RFQ	PMG	GOV.	0.75	Planned date	NA	do							15 days (RFQ)		
G25	Change of gas cylinder and Maint. of Vehicle no Dhaka metro 5819	Nos.	1	DPM/RFQ	PMG	GOV.	0.75	Planned date	NA	do							15 days (RFQ)		
G- 26	Testing of uniforms Items prior to DPM Recive	nos.	1	DPM	PMG	GOV	3.00	As and when needed (Probably between 26/9/24 to 15/10/24)											15 days

Signed  
(Head of the Procuring Entity)  
Postmaster General,  
Central Circle, Dhaka-1207