

People's Republic of Bangladesh
Ministry of Religious Affairs
Administration Section
Website : www.mora.gov.bd

Annual Procurement Plan 2019-20

Package No	Description of Procurement Goods and Service	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Tk. (lakht)	Time Code for Process	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1(a)	Paper & Stationary Items (for three months July to September 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	02.08.19	10.08.19	10.08.19	19.08.19		22.08.19	25.08.19	
							Planned Dates	0	08	0	10		03	03	24 Days
							Actual Dates								
1(b)	Paper & Stationary Items (for three months October to December 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	04.10.19	13.11.19	17.11.19	17.11.19		20.11.19	23.11.19	
							Planned Dates	0	09	04	0		03	03	25 Days
							Actual Dates								
1(c)	Paper & Stationary Items (for three months January to March 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	09.01.20	18.01.20	22.01.20	24.01.20		26.01.20	30.01.20	
							Planned Dates	0	09	04	02		02	04	28 Days
							Actual Dates								
1(d)	Paper & Stationary Items (for three months April to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	14.04.20	21.04.20	25.04.20	29.04.20		02.05.20	05.05.20	
							Planned Dates	0	08	04	05		03	03	29 Days
							Actual Dates								

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Package No	Description of Procurement Goods and Service	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (dakh)	Time Code for Process	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2	Auto Sheel. Nameplate & Others Items (for July 18 to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	1.00	Planned Dates	14.04.20	21.04.20	25.04.20	29.04.20		02.05.20	05.05.20	
							Planned Dates	0	08	04	05		03	03	22 Days
							Actual Dates								
3(a)	Computer (Set) (for three months July to September 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	02.08.19	10.08.19	10.08.19	19.08.19		22.08.19	25.08.19	
							Planned Dates	0	09	04	0		03	03	24 Days
							Actual Dates								
3(b)	Computer (Set) (for three months October to December 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	04.10.19	13.11.19	17.11.19	17.11.19		20.11.19	23.11.19	
							Planned Dates	0	08	04	10		03	03	19 Days
							Actual Dates								
3(c)	Computer (Set) (for three months January to March 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	19.01.20	18.01.20	22.01.20	24.01.20		26.01.20	30.01.20	
							Planned Dates	0	09	04	02		02	04	21 Days
							Actual Dates								
3(d)	Computer (Set) (for three months April to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	14.04.20	21.04.20	25.04.20	29.04.20		02.05.20	05.05.20	
							Planned Dates	0	08	04	05		03	03	22 Days
							Actual Dates								
4(a)	Computer Accessories (for three months July to September 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	02.08.19	10.08.19	10.08.19	19.08.19		22.08.19	25.08.19	
							Planned Dates	0	09	04	0		03	03	24 Days
							Actual Dates								
4(b)	Computer Accessories (for three months October to December 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	04.10.19	13.11.19	17.11.19	17.11.19		20.11.19	23.11.19	
							Planned Dates	0	08	04	10		03	03	19 Days
							Actual Dates								
4(c)	Computer Accessories (for three months January to March 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	19.01.20	18.01.20	22.01.20	24.01.20		26.01.20	30.01.20	
							Planned Dates	0	09	04	02		02	04	21 Days
							Actual Dates								
4(d)	Computer Accessories (for three months April to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	14.04.20	21.04.20	25.04.20	29.04.20		02.05.20	05.05.20	
							Planned Dates	0	08	04	05		03	03	22 Days
							Actual Dates								

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Package No	Description of Procurement Goods and Service	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lakh)	Time Code for Process	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5	Computer Maintenance/ Servicing/Repair (for July 18 to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	02.08.19	10.08.19	10.08.19	19.08.19		22.08.19	25.08.19	
							Planned Dates	0	08	0	10		03	03	24 Days
							Actual Dates								
6(a)	Furniture/ Wood/Steel/ Others (for three months July to September 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
6(b)	Furniture/ Wood/Steel/ Others (for three months October to December 18)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.10.19	30.10.19	11.11.19	15.11.19		30.11.19	30.11.19	18 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
6(c)	Furniture/ Wood/Steel/ Others (for three months January to March 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20		30.02.20	30.02.20	19 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
6(d)	Furniture/ Wood/Steel/ Others (for three months April to June 19)	As per Requisition & An/Re.	OTM/RFQM/Direct	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.04.20	30.04.20	11.05.20	15.05.20		30.05.20	30.05.20	19 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
7(a)	Telecommunication Accessories (Mobile/Telephone) (for six months July 18 to December 18)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.19	30.09.19	18 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
7(b)	Telecommunication Accessories (Mobile/Telephone) (for six months January 19 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	5.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20		30.02.20	30.02.20	18 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
8(a)	Information, Communication, Technology (4112201) (for six months July 18 to December 18)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.20	30.09.20	18 Days
							Planned Dates	0	13	11	02		15	0	41 Days
							Actual Dates								
8(b)	Information, Communication, Technology (4112201) (for six months January 19 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20		30.02.20	30.02.20	18 Day
							Planned Dates	0	13	11	02		15	0	41 Day
							Actual Dates								

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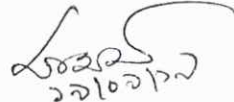
Package No	Description of Procurement Goods and Service	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lakh)	Time Code for Process	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
9(a)	Information, Communication, Technology (4112205) (for six months July 18 to December 18)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
9(b)	Information, Communication, Technology (4112205) (for six months January 19 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20	-	30.02.20	30.02.20	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
10(a)	Furniture Maintenance/ Servicing/Repair (for six months July 18 to December 18)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
10(b)	Furniture Maintenance/ Servicing/Repair (for six months January 19 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20	-	30.02.20	30.02.20	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
11(a)	Vehicle/Motorcycle Servicing/Repair (for six months July 18 to December 18)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.20	30.09.18	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
11(b)	Vehicle/Motorcycle Servicing/Repair (for six months January 19 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.01.20	30.01.20	11.02.20	15.02.20	-	30.02.20	30.02.20	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
12	Petrol/Oil/Lubricants (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	21.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.20	30.09.20	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
13	Gas & Fuel (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	10.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.19	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
14	Vehicle/Motorcycle Servicing/Repair (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	7.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19	-	30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								

Package No	Description of Procurement Goods and Service	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lakh)	Time Code for Process	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
15	Computer Software (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
16	Office Tools (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.50	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
17	Other Tools & Equipment (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.50	Planned Dates	17.08.19	30.08.19	11.09.19	15.09.19		30.09.20	30.09.19	18 Days
							Planned Dates	0	13	11	02	15	0	41 Days	
							Actual Dates								
18	Microphone Set & Repair (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	17.07.19	30.07.19	30.07.19	30.07.19		30.08.20	30.08.20	
							Planned Dates	0	13	0	0	30	0	43 Days	
							Actual Dates								
19	বইপত্র ও সামগ্রী (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	21.07.19	29.07.19	29.07.19	30.07.19		30.07.19	03.08.19	
							Planned Dates	0	08	0	01	0	03	12 Months	
							Actual Dates								
20	আপায়ন (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	10.00	Planned Dates	21.07.19	29.07.19	29.07.19	30.07.19		30.07.19	03.08.19	
							Planned Dates	0	08	0	01	0	03	12 Months	
							Actual Dates								
21	বৈদ্যুতিক সরঞ্জাম (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.50	Planned Dates	21.07.19	29.07.19	29.07.19	30.07.19		30.07.19	03.08.19	
							Planned Dates	0	08	0	01	0	03	12 Months	
							Actual Dates								
22	মুদ্রণ ও বীমা (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	2.00	Planned Dates	21.07.19	29.07.19	29.07.19	30.07.19		30.07.19	03.08.19	
							Planned Dates	0	08	0	01	0	03	12 Months	
							Actual Dates								
23	প্রচার ও বিজ্ঞাপন ব্যয় (for July 18 to June 19)	As per Requisition & An/Re.	RFQM/CP	Secretary/Add. Secretary/Joint Secretary/Deputy Secretary/Senior Assistant Secretary	GOB	3.00	Planned Dates	21.07.19	29.07.19	29.07.19	30.07.19		30.07.19	03.08.19	
							Planned Dates	0	08	0	01	0	03	12 Months	
							Actual Dates								

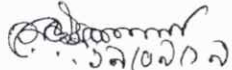
- (ক) মন্ত্রণালয়ের অনুমোদিত টিওএন্ডইডুক্ত যন্ত্রপাতি হিসেবে ক্রয় করা হবে;
- (খ) সকল প্রকার ক্রয়ের ক্ষেত্রে অনুমোদনকারী কর্তৃপক্ষের অনুমোদন সাপেক্ষে ক্রয় করা হবে;
- (গ) সরকারি প্রাপ্যতা ও চাহিদাপত্র অনুসরণপূর্বক ক্রয় কার্য সম্পন্ন করা হবে;
- (ঘ) বরাদ্দকৃত অর্থ হতে ব্যয় নির্বাহ করতে হবে, অতিরিক্ত অর্থের প্রয়োজন হলে সংশোধিত বাজেটে বাজেট বরাদ্দ সাপেক্ষে অর্থ ব্যয় করতে হবে;
- (ঙ) বাজেট বরাদ্দের অতিরিক্ত টাকা ব্যয় করা যাবে না।



(মহুঃ অশুর রাশিদ মোল্লাহ)
সিনিয়র সহকারী সচিব
ধর্ম বিষয়ক মন্ত্রণালয়
ও
সদস্য-সচিব
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি



(মাসুদ আলম)
হিসাব রক্ষণ কর্মকর্তা
ধর্ম বিষয়ক মন্ত্রণালয়
ও
সচিব
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি



(ডুঃঃঃ মোহাম্মদ রেজাউর রহমান
ছিদ্দিকি)
সিনিয়র সহকারী প্রধান
ধর্ম বিষয়ক মন্ত্রণালয়
ও
সদস্য
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি



(মোহাম্মদ নাজমুল হাসান)
প্রোগ্রামার (সিস্টেম এনালিস্ট)
ধর্ম বিষয়ক মন্ত্রণালয়
ও
সদস্য
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি



(মোহাম্মদ সাইফুল ইসলাম)
সিস্টেমস এনালিস্ট
ধর্ম বিষয়ক মন্ত্রণালয়
ও
সদস্য
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি



(দেপৌয়া ক্বাম)
যুগ্মসচিব (প্রশাসন)
ধর্ম বিষয়ক মন্ত্রণালয়
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সভাপতি
দরপত্র/প্রস্তাব মূল্যায়ন কমিটি