



**Annual Procurement Plan (2020-2021)**

**Revenue Budget**

Ministry/ Division	Ministry of Primary and Mass Education	
Agency	Shishu Kalyan Trust	
Procuring Entity Name & Code	Shishu Kalyan Trust	1240101-132011600

Package No.	Description of Procurement Package as per Goods	Unit	Quantity	Procurement Method	Contract Approving Authority	Source of Funds	Estd. Cost (Lakh Taka)	Time code for process	Invite/ Advertise Quotation	Quotation opening & Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract signing	Time for completion of contract
								Planned Dates							
GD1	Supply of office Furniture	No.	Table-3 Chair-10 Honour board	DPM/RFQ	Director	GoB	2.00	Planned Dates	01/10/20	15/10/20	19/10/20	25/10/20	30/10/20	30 days	30 days
GD2	Supply of Desktop Computer, Printer, Photocopier, Telephone set, Digital camera and Office equipment	No.	Computer-3, Laptop-1, Printer -1, Camera-1,	DPM/RFQ	Director	GoB	2.25	Planned Dates	01/10/20	09/10/20	19/09/20	20/11/20	30/11/20	60 days	60 days
GD3	Purchase of Office Stationary	LS	As and when required	DPM/RFQ	Director	GoB	3.84	Planned Dates	01/10/20	09/10/20	19/10/20	20/10/20	25/10/20	Whole Year	Whole Year
GD4	Books and Magazines	No.	As and when required	DPM/RFQ	Director	GoB	1.50	Planned Dates	01/12/20	09/12/20	19/12/20	20/12/20	30/12/20	30 days	30 days
GD5	Maintenance & Repair of Vehicle	No.	As and when required	DPM/RFQ	Director	GoB	1.13	Planned Dates	-	-	-	-	-	Whole Year	Whole Year
GD5	Electrical Equipments	No.	As and when required	DPM/RFQ	Director	GoB	0.55	Planned Dates	01/1/21	10/1/21	20/1/21	25/1/21	30/1/21	Whole Year	Whole Year
<b>Total Taka: (Eleven Lacks and Twenty Seven Thousand only)</b>							<b>11.27</b>								

  
 29/11/2020  
 (Signature)  
 Director (Procurement)  
 Shishu Kalyan Trust

  
 29/11/2020  
 (Signature)  
 Director (Procurement)  
 Shishu Kalyan Trust