

# Annual Procurement Plan-2016-17 Appendix-c

Ministry/Division: **Ministry of Public Administration(MOPA)**  
 Agency: **(MOPA)**  
 Project Cost(In Tk Lakh): **926.42**

Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (Lakh)	3-0701-0001		Not in Millions	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	
								Time Code for Process	Planned dates										
1	Postal	3	4	Direct Contract (Pre-76)	Joint Secretary	GOB	06.00	9	Planned dates	10	11	12	13	14	15	16	17	18	
2	Telephone /Intercom			Direct Contract (Pre-76)	Joint Secretary	GOB	110.00	9	Planned dates										
3	Internet Bandwith	Server & All PC	List Enclosed-1	Direct Contract (Pre-76)	Joint Secretary	GOB	15.00	9	Planned dates										
4	Transport Fuel (Petrol/Octane/ CNG/ Diesel)	As per requirement of time	As per requirement of time	Direct Purchase (Pre-76)	Joint Secretary	GOB	290.00	9	Planned dates										
5	Books and Journals	List is yet to be prepared	List is yet to be prepared	OTM/ RFO	Joint Secretary	GOB	17.00	9	Planned dates										
6	Advertisement		List Enclosed-2	Direct Purchase (Pre-76)	Joint Secretary	GOB	68.00	9	Planned dates										
7	Liveries	List Enclosed	List Enclosed-3	OTM/ RFO	Deputy Secretary	GOB	9.50	9	Planned dates	Before 05 Jan 2017	26 Jan 2017	27 Jan 2017	03 Feb 2017	03 Feb 2017	09 Feb 2017	29 Feb 2017	06 Mar 2017	06 Mar 2017	74
8	Refreshment		As per requirement of time		Joint Secretary	GOB	20.00	9	Planned dates										
9	Labour		As per requirement of time		Joint Secretary	GOB	2.30	9	Planned dates										
10	Law		As per requirement of time	Direct Purchase (Pre-76)	Joint Secretary	GOB	10.18	9	Planned dates										

*(Handwritten Signature)*

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Packet No.	Description of procurement goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Tk. (lakh)	Time Code for Process	Net in code 5	Advertisement 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
11	Computer Accessories	Toner /Pen drive/ Mouse /Key Board	List Enclosed-4	OTM (Frame work)	Joint Secretary	GOB	49.00	Planned dates Actual		Before 05 Oct 2016 0	26 Oct 2016 21	27 Oct 2016 22	03 Nov 2016 26	09 Nov 2016 34	29 Nov 2016 54	06 Dec 2016 74	74
12	Stationery Goods & Miscellaneous	List Enclosed	List Enclosed-5	OTM (Frame work) /RFQ	Joint Secretary	GOB	105.00	Planned dates Planned days Actual		Before 05 Oct 2016 0	26 Oct 2016 21	27 Oct 2016 22	03 Nov 2016 26	09 Nov 2016 34	29 Nov 2016 54	06 Dec 2016 74	
13	Vehicle Repair	Microbus, Jeep, Motorcycle	As per requirement of time	Direct Contract (ppr-7%) /RFQ	Joint Secretary	GOB	30.00	Planned dates Planned days Actual									
14	Furniture Repair	Office Furniture	As per requirement of time	RFQ/Direct		GOB	4.00	Planned dates Planned days Actual									
15	Repair of Computer & Office Equipment	Computer, Printer, UPS, Scanner, Fax, Photocopy, Duplicating Machine, Water Filter	As per requirement of time	RFQ/Direct	Joint Secretary/ Deputy Secretary	GOB	11.00	Planned dates Planned days Actual									
16	Vehicle	Jeep/Microbus / Sedan Car	01 Microbus & 01 Motorcycle List Enclosed-6	OTM	Secretary	GOB	46.00	Planned dates Actual		31 Jan 2016 0	20 Feb 2016 21	25 Feb 2016 41	04 Mar 2016 65	11 Mar 2016 72	30 Mar 2016 100	04 April 2016 116	116
17	Computer Machinery	Antivirus Software/ Laptop/PC /Printer/UPS/Scanner	List Enclosed-7	OTM (Frame work)	Joint Secretary	GOB	88.02	Planned dates Planned days Actual		Before 05 Oct 2016 0	26 Oct 2016 21	27 Oct 2016 22	03 Nov 2016 26	09 Nov 2016 34	29 Nov 2016 54	06 Dec 2016 74	74
18	Office Equipment	Digital Photocopier Machine(03 Nos)	List Enclosed-8	OTM (Frame work)	Joint Secretary	GOB	6.05	Planned dates Planned days Actual		Before 31 Oct 16 0	20 Nov 2016 21	21 Nov 2016 22	28 Nov 2016 26	04 Dec 2016 34	24 Dec 2016 54	31 Dec 2016 74	74

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Packs Se No.	Description of procurement GOODS	Unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Tk. (Lakh)	Time Code for Process		Not used in e-proc	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
								Planned dates	Actual Planned dates									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
19	Furniture	List Enclosed	List Enclosed-9	OTM/ RFQ	Joint Secretary	GOB	35.06	Planned dates		Before 05 Dec 2016	26 Dec 2016	27 Dec 2016	30 Dec 2017	06 Jan 2017	26 Jan 2017	15 Feb 2017	74	74
								Actual										
20	Electrical Equipment	LED TV, Refrigerator, Oven, Fax Machine, Paper Shredder, Delicate Unit, etc	List Enclosed-10	OTM (Framework)	Joint Secretary	GOB	04.31	Planned dates		Before 05 Dec 2016	26 Dec 2016	27 Dec 2016	30 Dec 2017	06 Jan 2017	26 Jan 2017	15 Feb 2017	74	74
21	For sudden demand of office, procurement under appropriate method like Request For Quotation(RFQ), Direct Purchase etc under the Public Procurement Act, 2006 and PPR, 2008.																	

Deputy Secretary (Admin-4)

Joint Secretary (Admin)

Additional Secretary (Admin)

Senior Secretary

*[Signature]*  
20.12.2016

*[Signature]*  
20.12.16

*[Signature]*  
22.12.16

*[Signature]*  
26.12.16

राजकीय कार्यालय  
उप-सचिव  
प्रशासन (अ) कार्यालय  
संयोजित प्रशासन

राजकीय कार्यालय  
उप-सचिव (अ.प्र.प्र.)  
प्रशासन, जन. प्रशासन  
संयोजित प्रशासन, संयोजित

5, काठमाडौं नगरपालिका-१  
बिर्तामोड  
संयोजित प्रशासन, संयोजित  
संयोजित प्रशासन, संयोजित