

ANNUAL PROCUREMENT PLAN FOR 2021-22

(under Rule 8 and 9 of the Public Procurement Rules 2004)

Name of the Procuring Agency **Ministry of Overseas Pakistanis & Human Resource Development, Islamabad.**

1	2	3	4	5	6	7	8
#	Name of procurement (Description)	Estimated Cost	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of contract	Tentative date of completion	Remarks (if any)
1	Stationery	2,500,000/-	Annual Tender/Bill/Quotations	1 st qtr F.Y. 21-22	30 th Sept. 2021	30 th Jun 2022	N/A
2	Others	2,400,000/-	Annual Tender/Bills/Quotations	1 st qtr F.Y. 21-22	30 th Sept. 2021	30 th Jun 2022	N/A
3	Other Store	1000,000	Annual Tender/Bills/Quotations	1 st qtr F.Y. 21-22	30 th Sept. 2021	30 th Jun 2022	
4	Purchase of Hardware	200,000/-	Tender/Quotation/Bills	1 st qtr F.Y. 21-22	30 th Sept. 2021	30 th Jun 2022	N/A
5	Purchase of IT Equipments	500,000/-	Annual Tender/Bills/Quotations	1 st qtr F.Y. 21-22	30 th Sept. 2021	30 th Jun 2022	N/A
6	Purchase of Plant & Machinery	6,00,000/-	Tender/Quotation/Bill	4 th qtr FY 21-22	30 th May 2022	30 th Jun 2022	N/A
7	Purchase of Furniture and Fixture	900,000/-	Tender/Quotation	4 th qtr FY 21-22	30 th May 2022	30 th Jun 2022	N/A
8	Purchase of Transport	20,00,000	Tender/Quotation	4 th qtr FY 21-22	30 th May 2022	30 th Jun 2022	N/A
9	Repair of Office Building	500,000/-	Quotation/GOP Policy through CDA/PWD	N/A	N/A	N/A	N/A
10	Postage & Telegraph	300,000/-	Cash memo/bill	N/A	N/A	N/A	N/A
11	Telephone & Trunk Calls	2,300,000/-	Monthly Bill	N/A	N/A	N/A	N/A
12	Telex-Tele Printer & Fax	0/-	Monthly Bill	N/A	N/A	N/A	N/A
13	Electronics & Communication	2,000,000/-	Monthly Bill	N/A	N/A	N/A	N/A
14	Courier & Pilot Services	10,000/-	Cash Memo/Bill	N/A	N/A	N/A	N/A
15	Gas	1,000,000/-	Monthly Bill	N/A	N/A	N/A	N/A
16	Water	10,000/-	Monthly Bill	N/A	N/A	N/A	N/A
17	Electricity	2000,000/-	Monthly Bill	N/A	N/A	N/A	N/A
18	Hot & Cold weather charges	0/-	Cash Memo/Bill	N/A	N/A	N/A	N/A

19	Rates & Taxes	50,000/-	GOP Policy	N/A	N/A	N/A	N/A
20	Transportation of Goods	350,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
21	POL Charges	3,000,000/-	Cash Memo /Bill	N/A	N/A	N/A	N/A
22	Conveyance Charges	3,000,000/-	Conveyance Charges Performa	N/A	N/A	N/A	N/A
23	CNG	100,000/-	Cash Memo /Bill	N/A	N/A	N/A	N/A
24	Printing & Publications	1,300,000/-	PCP/Quotation/Bill	N/A	N/A	N/A	N/A
25	Newspapers, Periodicals & Books	600,000/-	Cash Memo /Bill	N/A	N/A	N/A	N/A
26	Uniform & Protective Clothing	200,000/-	Cash Memo/Quotation	N/A	N/A	N/A	N/A
27	Advertisement & Publicity	12,00,000/-	PPRA/PID/Bill	N/A	N/A	N/A	N/A
28	Other Services Rendered	1000,000/-	Bill/Cash Memo	N/A	N/A	N/A	N/A
29	Purchase of Software	100,000	Bill/Quotation	NA	NA	NA	NA
30	Repair of Transport	1,100,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
31	Repair of Machinery and Equipment	800,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
32	Repair of Furniture and Fixture	800,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
33	Repair of Hardware	100,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
34	Repair of Software	50,000	Bill/Quotation	N/A	N/A	N/A	N/A
35	Repair of IT Equipment	100,000/-	Bill/Quotation	N/A	N/A	N/A	N/A
36	Maintenance of Garden	150,000/-	Bill/Quotation	N/A	N/A	N/A	N/A

- The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.
- Procurement method means open Competitive Bidding/Petty Purchases/Quotations/Director Contracting/Negotiated Tendering.