

## ANNUAL PROCUREMENT PLAN FOR 2024-25

(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	5200000	Annual Tender/Bill/Quotations	1 <sup>st</sup> qtr F.Y. 24-25	30 <sup>th</sup> June. 2024	30 <sup>th</sup> Jun 2025	NA
2	Others	6000000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 24-25	30 <sup>th</sup> June. 2024	30 <sup>th</sup> Jun 2025	NA
3	Other Store	2800000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 24-25	30 <sup>th</sup> June. 2024	30 <sup>th</sup> Jun 2025	NA
4	Purchase of Hardware	2000000	Quotation/Bills	1 <sup>st</sup> qtr F.Y. 24-25	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 24-25	30 <sup>th</sup> Jun 2025	NA
5	Purchase of IT Equipments	3000000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 24-25	30 <sup>th</sup> June. 2024	30 <sup>th</sup> Jun 2025	NA
6	Purchase of Transport	3000000	Government Policy	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 24-25	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 24-25	30 <sup>th</sup> Jun 2025	NA
7	Repair of Office Building	578000	Quotation/GOP M/o Housing & Works through CDA/PWD	N/A	N/A	N/A	NA
8	Postage & Telegraph	350000	Monthly Bill	N/A	N/A	N/A	NA
9	Telephone & Trunk Calls	3000000	Monthly Bill	N/A	N/A	N/A	NA
10	Electronics & Communication	11000000	Monthly Bill	N/A	N/A	N/A	NA
11	Courier & Pilot Services	10000	Cash Memo/Bill	N/A	N/A	N/A	NA
12	Gas	1800000	Monthly Bill	N/A	N/A	N/A	NA
13	Water	500000	Monthly Bill	N/A	N/A	N/A	NA
14	Electricity	9000000	Monthly Bill	N/A	N/A	N/A	NA
15	Rates & Taxes	80000	GOP Policy	N/A	N/A	N/A	NA
16	Transportation of Goods	1000000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
17	POL Charges	6500000	Monthly Bill	N/A	N/A	N/A	NA

18	Conveyance Charges	3000000	Conveyance Charges/ Claims / Performa	N/A	N/A	N/A	NA
19	CNG	5000	Cash Memo /Bill	N/A	N/A	N/A	NA
20	Printing & Publications	800000	PCP/Quotation/Bill	N/A	N/A	N/A	NA
21	Newspapers, Periodicals & Books	600000	Cash Memo /Bill	N/A	N/A	N/A	NA
22	Uniform & Protective Clothing	300000	Pre-qualification Tender Cash Memo/Quotation	N/A	N/A	N/A	NA
23	Advertisement & Publicity	1200000	PPRA/PID/Bill	N/A	N/A	N/A	NA
24	Purchase of Software	100000	Pre-qualification Tender Bill/Quotation	NA	NA	NA	NA
25	Repair of Transport	2023000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
26	Repair of Machinery and Equipment	3000000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
27	Repair of Furniture and Fixture	3000000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
28	Repair of Hardware	661000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
29	Repair of Software	83000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
30	Repair of IT Equipment	495000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA
31	Maintenance of Garden	495000	Pre-qualification Tender Bill/Quotation	N/A	N/A	N/A	NA

\* Note:- Procurement of above mentioned durables (physical assets) in the procurement plan may be amended to the extent that the same are subject to lifting of ban.

- 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.