

**Annual Proposed Procurement Plan for the Year 2025**

Name of the Procurement Entity : Ministry of Labour

S. No.	Description	Quantity/ Scope of Procurement	Vote Particulars	Procurement Category	Estimated cost (Rs.)	Procurement Method	Priority status U,P,N	Tentative Date of Specific Procurement Notice	Date of Contract Award Determination	Referenc e to Action Plan	Remarks
<b>Recurrent Expenditure</b>											
<b>1. Goods</b>											
1	Stationery and office requisites Items - 1st Set		1201	Goods	200,000	Shopping	N	03.02.2025	03.03.2025		Accnts /Admin Division
2	Stationery and office requisites Items - 2nd Set		1201	Goods	200,000	Shopping	N	21.04.2025	20.05.2025		Accnts /Admin Division
3	Stationery and office requisites Items - 3rd Set		1201	Goods	550,000	Shopping	N	01.07.2025	01.08.2025		Accnts /Admin Division
4	Stationery and office requisites Items - 4th Set		1201	Goods	1,600,000	Shopping	N	15.10.2025	14.11.2025		Accnts /Admin Division
5	Supply of Toner cartridges		1201	Goods	2,600,000	Direct Purchasing	N	Over the year when it is required			Accnts /Admin Division
6	Printing of letterheads/ visiting cards and file covers		1201	Goods	1,200,000	Direct Purchasing/ Secretary	N	Over the year when it is required			Admin Division
7	Purchase of Virus Guards	100	1304	Goods	200,000	Shopping	U	25.04.2025	23.05.2025		Admin Division
8	Selection of supplier to supply of Water Bottles – 19 L	25 (monthly)	1403	Goods	300,000	Shopping	U	10.01.2025	10.02.2025		Admin Division
								Purchase over the year when it is required			
<b>2. Services and Works</b>											
9	Vehicle Insurance	1	1409-139	Service	2,500,000	Shopping	P	01.02.2024	01.03.2024		Admin Division
10	Vehicle repairs & replacements		1301	Service	17,300,000	Shopping / Direct Award to the Agent	P	Over the year when it is required			Admin Division
11	Vehicle services - periodical		1301	Service	4,800,000	Shopping / Direct Award to the Agent	P	Over the year when it is required			Admin Division
12	Service agreements – Printer machines by directly awarding to the local authorised dealers of the respected brand of the machine	15	1409-138	Service	416,000	Shopping / Direct Award to the Agent	P	Over the year when it is required			Admin Division
13	A/C Machine Service Agreements (on request) either by directly awarding to the local authorised dealer or from other suitable vendors	1	1409-138	Service	130,000	Shopping / Direct Award to the Agent	P	Over the year when it is required			Admin Division
14	Service agreements – Multifunction Photo Copiers machines by directly awarding to the local authorised dealers of the respected brand of the machine	3	1409-138	Service	100,000	Direct Award to the Agent	P	Over the year when it is required			Admin Division
15	Office Machines service agreement	1	1409-138	Service	300,000	Shopping	P	12.08.2025	12.09.2025		Admin Division
16	Ministry official website maintainançe agreement	1	1409-138	Service	600,000	Shopping	U	02.01.2025	01.02.2025		Admin Division
17	CCTV maintainance & service contract	1	1409-138	Service	554,000	Shopping / Direct Awarding	N	17.07.2024	16.08.2024		Admin Division
18	Repair and maintenance on plant and machinery (On Request)		1302	Service	2,150,000	Shopping / Direct Awarding	N	Over the year when it is required			Admin Division
19	Building maintenance - When required		1303	Works	700,000	Shopping / Direct Awarding	N	Over the year when it is required			Admin Division
20	Software Maintenance (On request)		1304	Service	300,000	Shopping / Direct Awarding	N	Over the year when it is required			Admin Division
<b>Capital Expenditure</b>											
<b>1. Goods</b>											
21	Rehabilitation and improvement of Buildings and Structures (on request)		2001	Works	2,000,000	Shopping / Direct Awarding	N	Over the year when it is required			Admin Division