

Detailed Annual Procurement Plan for the Year 2025 (for the Period of January - April 2025)

Name of the Procuring Entity : Ministry of Labour

| S. No. | Description | Estimated cost (Rs.) | Procurement Method | | Appointment of PC/BEC | Prep. Bidding Documents / PQ | Approval of Bidding Documents/ PQ by PC/BEC | Concurrence of Funding Agency | Invitation for Bid/ Proposal/ PQ | Clarification/ Pre-Bid Meeting | Bid/ Proposal Opening | Bid/ Proposal Evaluation | Determination of Contract Award | Approval for Contract Award | Contract Awarding | Signing of Contract | Completion of Contract | Contract Number, Amount and Name of the Contract | Remarks /Request by | | |
|------------------------------|---|----------------------|--------------------------------------|----------|--|---|---|-------------------------------|----------------------------------|--------------------------------|-----------------------|--------------------------|---------------------------------|-----------------------------|-------------------|---------------------|------------------------|--|---------------------|----------------|----------------|
| Recurrent Expenditure | | | | | | | | | | | | | | | | | | | | | |
| 1. Goods | | | | | | | | | | | | | | | | | | | | | |
| 1 | Stationery and office requisites Items | 200,000 | Shopping | Schedule | 10.01.2025 | 24.02.2025 | 03.03.2025 | GOSL | 04.03.2025 | N/A | 17.03.2025 | 21.03.2025 | 24.03.2025 | 25.03.2025 | 25.03.2025 | N/A | | | Accnts /Admin | | |
| 2 | Supply of Toner cartridges | 650,000 | Direct Purchasing | Schedule | 10.01.2025 | 24.02.2025 | 03.03.2025 | GOSL | 04.03.2025 | N/A | 17.03.2025 | 21.03.2025 | 24.03.2025 | 25.03.2025 | 25.03.2025 | N/A | | | Accnts /Admin | | |
| 3 | Printing of letterheads/ visiting cards and file covers (On request) | 75,000 | Direct Purchasing/ | Schedule | 10.01.2025 | Over the month from January to April when requested | | | | | | | | | | | | | | | Admin Division |
| 4 | Preparation of official seals | 30,000 | Shopping | Schedule | N/A | 10.01.2025 | 16.01.2025 | GOSL | 17.01.2025 | N/A | 27.01.2025 | 28.01.2025 | 29.01.2025 | 30.01.2025 | 30.01.2025 | N/A | | | Admin Division | | |
| 5 | ID Cards, Lanyard & Pouch | 30,000 | Shopping | Schedule | N/A | 10.01.2025 | 16.01.2025 | GOSL | 17.01.2025 | N/A | 27.01.2025 | 28.01.2025 | 29.01.2025 | 30.01.2025 | 30.01.2025 | N/A | | | Admin Division | | |
| 6 | Purchase of Virus Guards | 200,000 | Shopping | Schedule | 10.01.2025 | 24.02.2025 | 03.03.2025 | GOSL | 04.03.2025 | N/A | 17.03.2025 | 21.03.2025 | 24.03.2025 | 25.03.2025 | 25.03.2025 | N/A | | | Admin Division | | |
| 7 | Selection of supplier to supply of Water Bottles- 19 L | 300,000 | Shopping | Schedule | 10.01.2025 | 15.01.2025 | 17.01.2025 | GOSL | 20.01.2025 | N/A | 30.01.2025 | 10.02.2025 | 11.02.2025 | 13.02.2025 | 13.02.2025 | N/A | 12.02.2026 | | Admin Division | | |
| 2. Services | | | | | | | | | | | | | | | | | | | | | |
| 8 | Vehicle Insurance | 2,500,000 | Shopping | Schedule | 10.01.2025 | 27.01.2025 | 10.02.2025 | GOSL | 11.02.2025 | N/A | 21.02.2025 | 21.02.2025 | 05.03.2025 | 06.03.2025 | 07.03.2025 | N/A | 12.03.2026 | | Admin Division | | |
| 9 | Vehicle repairs & replacements & Services | 5,300,000 | Shopping / Direct Award to the Agent | Schedule | Over the months from January to April when required | | | | | | | | | | | | | | | Admin Division | |
| 10 | Service agreements – Printer machines (03) by directly awarding to the local authorised dealers of the respected brand of the machine | 63,000 | Direct Award to the Agent | Schedule | 10.01.2025 | Directly Award to the respective Agent | | | | | | | | | | | | | | | Admin Division |
| 11 | A/C Machine Service Agreements (on request) either by directly awarding to the local authorised dealer or from other suitable vendors | 130,000 | Direct Award to the Agent | Schedule | 10.01.2025 | Direct Award to Agent | | | | | | | 05.02.2025 | 06.02.2025 | 07.02.2025 | N/A | 09.02.2026 | | | Admin Division | |
| 12 | Ministry official website maintenance agreement | 500,000 | Shopping | Schedule | 10.01.2025 | 16.01.2025 | 17.01.2025 | GOSL | 20.01.2025 | N/A | 28.02.2025 | 03.03.2025 | 05.02.2025 | 06.02.2025 | 07.02.2025 | 10.02.2025 | 09.02.2026 | | Admin Division | | |
| 13 | Repair and maintenance on plant and machinery (On Request) | 750,000 | Shopping / Direct Awarding | Schedule | 10.01.2025 | Over the months from January to April when required | | | | | | | | | | | | | | | Admin Division |
| 3. Works | | | | | | | | | | | | | | | | | | | | | |
| 14 | Building Renovation at Ampara Circuit Bangalaw Supply and Fix Curtains | 200,000 | Shopping / Direct Awarding | Schedule | Transferred allocation to the District Secretariate, Ampara to conduct the procurement process and to complete the renovation work | | | | | | | | | | | | | | | Admin Division | |
| 15 | Building maintenance - When required | 150,000 | Shopping / Direct Awarding | Schedule | 10.01.2025 | Over the months from January to April when required | | | | | | | | | | | | | | | Admin Division |
| Capital Expenditure | | | | | | | | | | | | | | | | | | | | | |
| 1. Goods | | | | | | | | | | | | | | | | | | | | | |