

***ANNUAL PROCUREMENT PLAN FOR 2018-2019**

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

Name of the procuring Agency: Civil Services Academy, Lahore.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---------|--|----------------|---------------------------------------|---|-------------------------------------|------------------------------|--|
| Sr. No. | 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 | 4,672,357 | Open competitive Bidding | First notice published on 14.06.2018 Last notice published on 16.05.2019 | 10.06.2019 | 17.06.2019 | Procurement was made for CTP and STP wing in 5 tenders. The process of first tender completed on 09.08.2018 while last tender will complete on 17.06.2019. |
| 2 | Printing & Publication | 446,716 | Quotations | N.A | N.A | N.A | Different cases were approved in different point in time and for both CTP & STP wings. |
| 3 | Newspapers, Periodicals & Books | 1,527,763 | Direct Contracting | N.A | N.A | N.A | --- |
| 4 | Uniforms & Protective Clothing | 1,215,975 | Open competitive Bidding | 17.10.18 | 27.11.18 | 27.05.2019 | --- |
| 5 | Advertising & Publicity | 893,770 | Direct Contracting | N.A | N.A | N.A | --- |
| 6 | Purchase of Drugs & Medicines | 241,287 | Direct Contracting | N.A | N.A | N.A | Purchases were made from the authorized dealers of the suppliers |
| 7 | Mess Charges | 10,869,455 | Direct Contracting | N.A | N.A | N.A | Purchasing is done from Metro Cash & Carry |
| 8 | Petty consumable Services | 4,463,986 | Petty Purchasing | N.A | N.A | N.A | --- |
| 9 | Electrical items | 167,312 | Quotations | N.A | N.A | N.A | --- |
| 10 | Photography | 119,350 | Quotations | N.A | N.A | N.A | --- |
| 11 | Cress Shield | 596,220 | Quotations | N.A | N.A | N.A | Shields are purchased for Country study tour, guest speakers and other dignitaries on need basis for both the campuses on different point in time. |
| 12 | Folders | 165,165 | Quotations | N.A | N.A | N.A | --- |
| 13 | Sports | 819,830 | Quotations | N.A | N.A | N.A | Procurement was made for CTP and STP wings at different times. |
| 14 | Horses Fodder & Med Care | 1,495,037 | Open competitive Bidding | 20.06.2018 | 02.08.2018 | 30.06.2019 | --- |
| 15 | Purchase of Machinery & Equipment | 3,165,010 | Open competitive Bidding | First notice published on 12.07.2018 Last notice published on 11.09.2018 | 19.10.2018 | 25.03.2019 | Remaining Procurement was made for CTP and STP wing through quotation at different occasions. |
| 16 | Purchase of Furniture & Fixture | 286,515 | Quotations | N.A | N.A | N.A | --- |
| 17 | Purchase of Crockery & Cutlery | 644,140 | Open competitive Bidding | 04.06.2018 | 17.10.2018 | 18.12.2018 | --- |
| 18 | Purchase of Software | 100,000 | Direct Contracting | N.A | N.A | N.A | --- |
| 19 | Purchase of IT Equipment's | 680,189 | Direct Contracting & Quotations | N.A | N.A | N.A | Payment of NTC bills and purchase of IT Equipment was done as and when required by IT wing. |
| 20 | Repair & Maintenance of Transport | 2,791,032 | Direct Contracting | N.A | N.A | N.A | Works were got done through Authorized Dealers of brands of vehicles. |
| 21 | Repair & Maintenance of Machinery & Equipment | 1,532,673 | Quotations & Open competitive Bidding | 26.09.2018 | 11.10.2019 | 02.05.2019 | --- |
| 22 | Repair & Maintenance of Furniture & Fixture | 144,342 | Quotations | N.A | N.A | N.A | --- |
| 23 | Repair & Maintenance of Office Building | 1,182,093 | Quotations & Petty Purchases | N.A | N.A | N.A | --- |
| 24 | Repair & Maintenance of Residential Building | 619,018 | Quotations | N.A | N.A | N.A | Works were done in different point in times. |
| 25 | Repair & Maintenance of College Building (Hostels) | 1,150,225 | Quotations & open tendering process | 20.02.2019 | --- | 26.03.2019 | Work was got done through Pak PWD and through quotations. |
| 26 | Repair & Maintenance of Hardware | 54,092 | Petty Purchase | N.A | N.A | N.A | --- |
| 27 | Repair & Maintenance of IT Equipment | 693,792 | Quotations | N.A | N.A | N.A | The repair works were got done on different times. |
| 28 | Maintenance of Gardens | 280,835 | Petty Purchase / Quotations | N.A | N.A | N.A | Works were got done in different point in time. |

* 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 / Direct Contracting / Negotiated Tendering.