

Memorandum

Date: 12/02/25

Subject: Approval for the Annual Procurement Plan of IDCOL 2025 under company & development partners' fund.

IDCOL requires different Goods, Works, Consulting & Non-consulting services for different units and programs in 2025. The business units have shared their requirements with procurement unit in this regard. The list of the requirement is as below:

Annual Procurement Plan of IDCOL for Year-2025											
Sl. No.	Product/Service Description	Unit	Quantity	Estimated Price (in BDT)	Required by (Dept./Program/Project name)	Procurement Type/Nature	Procurement Method	Source of Fund	Expected Deadline for Completion	Status	Remarks
1	Supply of uniform and shoes for support staff of IDCOL HO	Nos.	64	300,000.00	Administration	Goods	RFQ	Company	Feb-25	New	
2	Printing of Letterhead and envelope	Lump-sum	1	700,000.00	Administration	Goods	OTM	Company	Jan-25	New	
3	Vehicle tracking system (Motorcycle, Car, Jeep etc.)	Nos.	15	150,000.00	Administration	Goods	RFQ	Company	Feb-25	New	
4	Consultancy Services for Interior design of Renovation works	Lump-sum	1	1,000,000.00	Administration	Services (Intellectual)	SBCQ/SSS/IC S	Company	Jan-25	New	
5	Supply and fixation of furniture, fixture and office equipment (level 16 North, South and Level 17 North)	Lump-sum	1	5,000,000.00	Administration	Goods	OTM	Company	May-25	New	
6	Supply and fixation of furniture, fixture and office equipment (8 Regional Office)	Lump-sum	1	25,000,000.00	Administration	Goods	OTM	Company	May-25	New	
7	Selection of firm/company/supplier for supply stationary items	Lump-sum	1	2,000,000.00	Administration	Goods	OTM	Company	Jan-25	New	
8	Procurement of 4 office vehicles for IDCOL	Nos.	4	31,500,000.00	Administration	Goods	OTM	Company	July-25	New	
9	Selection of firm/company/supplier for vehicle rental service	Lump-sum	1	600,000.00	Administration	Services (Physical)	OTM	Company	Apr-25	New	
10	Selection of firm/company/supplier for travel-related service i.e. air ticket, visa etc.	Lump-sum	1	4,000,000.00	Administration	Services (Physical)	OTM	Company	Aug-25	New	
11	Selection of firm/company/supplier for Courier services	Lump-sum	1	600,000.00	Administration	Services (Physical)	OTM	Company	Aug-25	New	

12	Pohela Boishakh Gift	Nos.	1000	2,000,000.00	PR/Media/Events	Services/Goods	SBCQ	Company	Mar-25	New	
13	Calendar & Diary	Nos.	1300	1,560,000.00	PR/Media/Events	Services/Goods	SBCQ	Company	Dec-25	New	
14	New Year Souvenir	Nos.	300	1,650,000.00	PR/Media/Events	Services/Goods	SBCQ	Company	Dec-25	New	
15	IDCOL Brochure	Nos.	1000	250,000.00	PR/Media/Events	Goods	RFQ	Company	Jul-25	New	
16	IDCOL Brand Audio Visual	Lump-sum	1	2,000,000.00	PR/Media/Events	Services (Intellectual)	SBCQ/SSS	Company	Aug-25	New	
17	Photography for Project/Program Portfolio	Lump-sum	1	1,000,000.00	PR/Media/Events	Services (Physical)	RFQ	Company	Aug-25	New	
18	Development of Website	Lump-sum	1	1,200,000.00	PR/Media/Events	Services (Intellectual)	SBCQ/SSS	Company	Aug-25	New	
19	Audit of the Company Fund for FY 2025	Lump-sum	1	550,000	Finance & Accounts	Services (Intellectual)	SBCQ/SSS	Company	Apr-25	New	
20	Annual Audit of IDCOL Staffs' Provident Fund and IDCOL Employees' Gratuity Fund for FY 2024-2025	Lump-sum	1	172,500	Finance & Accounts	Services (Intellectual)	SBCQ/SSS	Company	Oct-25	New	
21	Creative Designing of IDCOL's Annual Report for FY 2025	Lump-sum	1	1,000,000.00	Finance & Accounts	Services (Intellectual)	SBCQ/SSS	Company	Oct-25	New	
22	Content Writing for IDCOL's Annual Report for FY 2025	Lump-sum	1	500,000.00	Finance & Accounts	Services (Intellectual)	SBCQ/SSS	Company	Oct-25	New	
23	Printing of IDCOL's Annual Report for FY 2025	Nos.	400	605,000	Finance & Accounts	Goods	OTM	Company	Dec-25	New	
24	Purchasing PV Syst Software License	Nos.	1	793,750.00	RE-Technical	Goods	DPM	Company	May-25	New	Equiv. to USD 6,250
25	Supply of Chemicals, Servicing of equipments, License renewal for Laboratory	Lump-sum	1	500,000.00	RE-Technical	Goods	OTM	Company	Mar-25	New	
26	Supply of Thermal Imaging Camera	Pcs	3	3,063,750.00	Technical	Goods	RFQ	Company	Feb'25	CF	
27	Supply of PV Analyzer	Pcs	2	5,676,800.00	Technical	Goods	RFQ	Company	Feb'25	CF	
28	Laptops for HO, RE and RO	Nos.	30	3,600,000.00	IT & MIS	Goods	OTM	Company	Feb-25	New	
29	Photocopier Machine	Nos.	1	600,000.00	IT & MIS	Goods		Company	Feb-25	New	
30	Wifi Mouse for All HO Employee	Nos.	110	385,000.00	IT & MIS	Goods		Company	Feb-25	New	
31	Attendance Devices for Regional Offices	Nos.	7	350,000.00	IT & MIS	Goods		Company	Feb-25	New	

32	Head Phone for All employee for Meeting	Nos.	110	275,000.00	IT & MIS	Goods		Company	Feb-25	New	
33	SSL Certificate for Website and HRMS-CBS Software-Yearly	Nos.	1	150,000.00	IT & MIS	Goods	OTM	Company	Feb-25	New	
34	License-NMS (Network Monitoring Solutions)	Nos.	1	200,000.00	IT & MIS	Goods		Company	Feb-25	New	
35	License-Vulnerable Accessment	Nos.	1	450,000.00	IT & MIS	Goods		Company	Feb-25	New	
36	License-SOC (Security Operation Center)	Nos.	1	400,000.00	IT & MIS	Goods		Company	Feb-25	New	
37	License-backup Solution software	Nos.	1	600,000.00	IT & MIS	Goods		Company	Feb-25	New	
38	License-office 365 Business	Nos.	250	3,000,000.00	IT & MIS	Goods		Company	Feb-25	New	
39	License-Kaspersky Antivirus	Nos.	310	434,000.00	IT & MIS	Goods	OTM	Company	Oct-25	New	
40	EMS (Environment Management Solution)	Nos.	2	600,000.00	IT & MIS	Services (Physical)	RFQ	Company	Apr-25	New	
41	VAPT (Vulnerable Assessment & Penetration Test)	Nos.	1	500,000.00	IT & MIS	Services (Physical)	RFQ	Company	Apr-25	CF	
42	Software Development: Project approval	Nos.	1	10,000,000.00	IT & MIS	Services (Intellectual)	QCBS/FBS	Company	Oct-25	CF	
43	IPBX Call Manager License renew for Three years	Nos.	1	5,000,000.00	IT & MIS	Goods	OTM	Company	Jun-25	CF	
44	IP Phones for IDCOL	Nos.	15	375,000.00	IT & MIS	Goods	OTM	Company	Oct-25	New	
45	Video conference Setup for Board Room and Conf. Room	Nos.	2	1,000,000.00	IT & MIS	Goods	OTM	Company	May-25	New	
46	AP-Miraki (Wifi Router) for Regional Offices	Nos.	9	765,000.00	IT & MIS	Goods		Company	May-25	New	
47	KVM Console monitor for Server rack	Nos.	2	400,000.00	IT & MIS	Goods		Company	May-25	New	
48	Toner for Printers and Photocopier machines	Lump-sum	1	4,805,400.00	IT & MIS	Goods	OTM	Company	Jun-25	New	
49	Data Center Upgradation	Lump-sum	1	4,000,000.00	IT & MIS	Goods	OTM	Company	Sep-25	CF	
50	Server-HDD	Nos.	16	800,000.00	IT & MIS	Goods	OTM	Company	Jan-25	CF	
51	Cisco 24 port POE Managed Switch for NVR & Ip Phone(CBS 350)	Nos.	5	300,000.00	IT & MIS	Goods		Company	Jan-25	CF	
52	Wifi Solution with Devices	Nos.	16	1,500,000.00	IT & MIS	Goods		Company	Jan-25	CF	
53	Software for Thumb Verification	Nos.	1	400000.00	IT & MIS	Goods	OTM	Company	Apr-25	New	
54	Renew Audit Log Manage Engeen (AD & File Server)	Unit	1	200,000.00	IT & MIS	Goods	OTM	Company	Feb-25	CF	
55	AMC-Docudex	Lump-sum	1	6,00,000	IT & MIS	Services (Intellectual)	SSS	Company	July-25	New	
56	AMC-AML	Lump-sum	1	10,00,000	IT & MIS	Services (Intellectual)	SSS	Company	July-25	New	

57	Firewall-License	Nos.	1	6,00,000	IT & MIS	Goods	OTM	Company	July-25	New	
58	Co-Location service	Lump-sum	1	14,40,000	IT & MIS	Services (Physical)	OTM	Company	July-25	New	
59	Welcome kit for new joiners	Nos.	100	200,000.00	HR	Goods	RFQ	Company	Feb-25	New	
60	Printing of user manual (3,500 nos.) & brochure (1,500 nos.) for distribution under Biogas Program	Nos.	18,500	336,000.00	Biogas Unit, RE	Goods	OTM	KfW REP III	Feb-25	New	
Grand Total				131,069,700.00							

* CF:
Carry
Forward

Notably,

Total estimated cost from the
Company Fund:

BDT 130,733,700.00

Total estimated cost from the KFW
Fund:

BDT 336,000.00

Total estimated cost from the SREP
Fund:

Undecided

Now approval is required from the competent authority to include the above procurement packages in the procurement plan and initiate the process for these required goods, works and services.

Submitted for your kind approval,



Sudipto Khatib
Manager, Procurement



Shek Mijanur Rahman
VP & Unit Head, Accounts & Financial Planning



S. M. Moinirul Islam
Deputy CEO & CFO



Alamgir Morshed
Executive Director & CEO