West Zone

Annual Procurement Plan (For the year 2013-14)

For goods (materials, equipment and supplies)

Items description	Month when needed	Qty.	From where to buy?	Estimated cost (Rs. In lacs)	Procurement	Procurement Schedule					
						Advertise (Dates)	Submission of Bids	Bid Evaluation & Recommendation approval	Contract award	Delivery (Dates)	
Andheri											
Stationary items	Annual Basis	As per require- ment	MSME Unit/ Distributer/ Supplier	0.5		NA	NA	NA	NA	NA	
Furniture items						NA	NA	NA	NA	NA	
Housekeeping Services	Annual Basis		Distributer/ Supplier	0.2		NA	NA	NA	NA	NA	
Security Agency						NA	NA	NA	NA	NA	
Allied Services						NA	NA	NA	NA	NA	
Computers & Software	Dec-13	2 Nos	Distributer/ Supplier	0.8		NA	NA	NA	NA	NA	
Other Misc. purchases and works						NA	NA	NA	NA	NA	
Aurangabad											
Stationary items						NA	NA	NA	NA	NA	
Furniture items						NA	NA	NA	NA	NA	
Housekeeping Services						NA	NA	NA	NA	NA	
Security Agency						NA	NA	NA	NA	NA	
Allied Services						NA	NA	NA	NA	NA	
Computers & Software	Dec-13	2 Nos	MSME	0.8	Through Quotations	NA	NA	NA	NA	NA	
Other Misc. purchases and works		1 -Fire Proof Safe	MSME	0.45	Through Quotations	NA	NA	NA	NA	NA	
Mumbai											
Stationary items											

Furniture items										
Housekeeping Services										
Security Agency	Sept.,13	3-Sec- urity	DGR/ Open tender	3.6	As per purchase procedure/Procu	Sep'131 st Week Sep'13	4th Week Sep'13	4th Week Sep'13	4th Week Sep'13	4th Week Sep'13
Allied Services		110-00			FAMOUS BAUAV					
Computers & Software	Oct.,13 & Nov.,13	6-PCs	Open tender	1.8	As per purchase procedure/Procu	Oct./Nov.,13	Oct./ Nov.,13	Oct./ Nov.,13	Oct./Nov., 2013	Oct./Nov., 2013
Other Misc. purchases and works	Dec.,13		Open tender	2	As per purchase procedure/Procu		Dec.,13	Dec.,13	Dec.,13	Dec.,13
Nagpur										
Stationary items	Every month	Various	Local supplier/ shop	1.2	from local market					
Furniture items										
Housekeeping Services	Every month	Various	Local supplier/ shop	0.24	from local market					
Security Agency	From Oct., 13	3 Nos	Through Agency	3	on quotation basis					
Allied Services										
Computers & Software										
Other Misc. purchases and works										
Nasik										
Stationary items	MONTHLY		LOCAL STORES	1	CASH PURCHASE					
Furniture items	Jan-14		SME UNITS	1.5	SPOT QUOTATION					
Housekeeping Services	MONTHLY		LOCAL STORES	0.12	CASH PURCHASE					
Security Agency										
Allied Services	MONTHLY		LOCAL /CON- TRACTUAL	0.96	CASH PURCHASE					
Computers & Software	Oct-13	3	LOCAL STORES	2.2	SPOT QUOTATION					

Other Misc. purchases			LOCAL	8.2		Nov.,13	Dec.,13	Dec.,13	Jan.,14	Mar.,14
and works	Jan-14		VENDORS		TENDER					
Pune										
Stationary items			Local Market	1.2						
	Every month				Direct purchase					
Furniture items	Sept.,/ Oct.,13	10	Local Market	0.6						
					Direct purchase					
Housekeeping Services			Local Market	0.2						
	Every month				Direct purchase					
Security Agency										
Allied Services	† †									
Computers & Software	1									
Other Misc. purchases			Local Market	0.6						
and works					Direct purchase					
Raipur										
Stationary items			Local	0.35	Quotations /					
	Monthly				Market Survey					
Furniture items	Feb.,14	4	Local	0.85	Quotations /					
					Market Survey					
Housekeeping Services		2	Local	0.15	Quotations /					
	Monthly				Market Survey					
Security Agency										
Allied Services	Regular/		Local	3.00	Quotations /					
	Monthly				Market Survey					
Computers & Software	Oct.,13	4	Local	0.75	Quotations /					
					Market Survey					
Other Misc. purchases	Regular		Local	0.25	Quotations /					
and works					Market Survey					