

***ANNUAL PROCUREMENT PLAN FOR 2017-18**
(under Rule 8 & 9 of the Public Procurement Rules 2004)

Name of the Procuring Agency Universal Services Fund Co. (USF)

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	1,025,000	Competitive Bidding	Already Done	Already awarded	Completed	
2	Printing Stationery	30,000	Petty Purchases / Quotations	July-17	August-17	September-17	
3	Office Supplies	125,000	Petty Purchases / Quotations	August-17	September-17	October-17	
4	Rental- Plants	32,000	Petty Purchases / Quotations	November-17	December-17	January-18	
5	Insurance	1,800,000	Direct Contracting (NICT)	Already Done	-	Completed	
6	Rental - Vehicles	12,680,000	Competitive Bidding	Already Done	Already awarded	Completed	
7	Repair & Maintenance (Building, Furniture & Fixtures, Machine & Appliances)	3,350,000	Competitive Bidding	September-17	October-17	November-17	
8	Repair & Maintenance (Official Vehicles)	800,000	Direct Contracting (Toyota / Suzuki Motors)	-	-	-	
9	Furniture & Fixtures	1,000,000	Competitive Bidding	Nov-17	Dec-17	February-18	
10	Telephone PABX Upgradation, Microsoft Office 365 Licenses & 14 (1 KVA UPS)	1,788,000	Competitive Bidding	Sep-17	Oct-17	Dec-17	
11	MS Exchange Server SSL Certificate & 3 LaserJet Printers	130,000	Petty Purchases / Quotations	Aug-17	Aug-17	Aug-17	
12	Repair & Maintenance (Computer Related Items, Comm System)	400,000	Petty Purchases / Quotations	Three Quotations	Q1, Q2, Q3 & Q4	June-18	
13	Cannon Photocopier SLA	25,000	Direct Contracting (Cannon)	Aug-17	Sep-17	Sep-17	
14	Laptops for USF Office	3,160,000	Competitive Bidding	Nov-17	Dec-17	Jan-18	
15	Telephone PABX SLA	95,000	Direct Contracting	Dec-18	Dec-18	Jan-18	
16	VERITAS Backup License Ren	100,000	Petty Purchases / Quotations	Feb-18	Feb-18	Mar-18	
17	Symantec AntiVirus License Renewal	120,000	Petty Purchases / Quotations	Apr-18	Apr-18	May-18	

* The 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.