

**\*ANNUAL PROCUREMENT PLAN FOR 2021-22**  
(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
Sr. No.	Name of Procurement (Description)	Allocated Budget	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion
1	Stationery	2,710,000	Competative Bidding	Jul-21	Aug-21	Sep-22
2	Printing and Photocopying	271,750	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
3	Rental- Plants	240,000	Petty Purchase / Request for Quotations	Jul-21	Jul-21	Jun-22
4	Insurance (NICL)	2,600,000	Direct Contracting	Already Done	July-21	Jun-22
5	Rental - Vehicles	4,283,746	Competative Bidding	Oct-21	Nov-21	Dec-22
6	Travel Agents	1,984,984	Competative Bidding	Aug-21	Sep-21	Sep-22
7	Repair & Maintenance (Building, Furniture & Fixtures)	650,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
8	Repair & Maintenance (Official Vehicles)	970,000	Direct Contracting / Quotations	ASAWR	ASAWR	ASAWR
9	Uniform Winter	300,000	Request for Quotations	Sep-21	Oct-21	Nov-21
10	Uniform Summer	200,000	Request for Quotations	Mar-22	Apr-22	May-22
11	Drinking Water	100,000	Petty Purchase / Request for Quotations	Oct-21	Dec-21	Dec-22
12	Janitorial Services	1,399,560	Competative Bidding	Nov-21	Dec-21	Feb-23
13	Security Services	1,152,000	Competative Bidding	Mar-22	May-22	Jun-23
14	Genset Overhauling	1,426,500	Competative Bidding	Jul-21	Aug-21	Aug-22
15	Furniture and Fixture	200,000	Request for Quotations	ASAWR	ASAWR	ASAWR
16	MS Exchange Server Certificate (SSL / COMODO)	20,000	Petty Purchase	Jul-21	Aug-21	Aug-22
17	ArcGIS Advance	4,500,000	Competative Bidding	Jul-21	Aug-21	Sep-21
18	ArcGIS Network Extension	800,000	Competative Bidding	Jul-21	Aug-21	Sep-21
19	ArcGIS Spatial Extension	800,000	Competative Bidding	Jul-21	Aug-21	Sep-21
20	Semi Rugged laptops	4,200,000	Competative Bidding	Jul-21	Aug-21	Sep-21
21	Executive laptop	1,200,000	Competative Bidding	Jul-21	Aug-21	Sep-21
22	Standard Laptops	5,800,000	Competative Bidding	Jul-21	Aug-21	Sep-21
23	Media Laptop	300,000	Competative Bidding	Jul-21	Aug-21	Sep-21
24	Wireless Controller for Internet Traffic management	800,000	Competative Bidding	Jul-21	Aug-21	Sep-21
25	Cannon photocopier SLA Annual basis	30,000	Petty Purchase	Jul-21	Jul-21	Jul-21
26	SAN IBM V3700 storage upgradation	200,000	Request for Quotations	Jul-21	Aug-21	Sep-21
27	LaserJet Black Printers	100,000	Competative Bidding	Jul-21	Aug-21	Sep-21
28	APC SLA	110,000	Contract Renewal / Request for Quotations	Jul-21	Aug-21	Aug-22
29	Maintenance SLA for Server Room Hardware	2,000,000	Contract Renewal / Competative Bidding	Jul-21	Aug-21	Aug-22
30	VERITAS Backup Executive License Renewal for 2 TB	220,000	Request for Quotations	Nov-21	Jan-22	Jan-23

*[Handwritten signatures and initials]*

31	DR Site SLA Renewal	800,000	Contract Renewal / Competative Bidding	Dec-21	Jan-22	Feb-23
32	Symantec Antivirus Renewal / Addition (Licenses)	175,000	Request for Quotations	Feb-22	Apr-22	Apr-22
33	Telephone Exchange PABX Annual Maintenance SLA	150,000	Request for Quotations	Jul-21	Jul-21	Jul-21
34	MS Office 365 Renewal Licenses + Addition (60 + 10)	2,100,000	Contract Renewal / Competative Bidding	Feb-22	May-22	May-23
35	Service Level Agreement for renewal of Annual support services for existing USF TEMs Portfolio	4,000,000	Direct Contracting	Mar-22	Jun-22	Jun-23
36	Provision of Annual ATOLL 3.4 maintenance Services	5,000,000	Direct Contracting	Nov-21	Mar-22	Feb-23
37	Project Consultancies	32,000,000	Competative Bidding	Done	Jul-21	Nov-21
38	Appointment of Tax Consultant	1,010,000	Contract Renewal / Competative Bidding	Aug-21	Sep-21	Sep-22
39	Appointment of External Auditors-21-22	880,000	Contract Renewal / Competative Bidding	Aug-21	Oct-21	Jun-22
40	Hiring of Actuary Consultant-22-23	100,000	Petty Purchase / Request for Quotations	Apr-22	Jun-22	Jun-22
41	Group Life Insurance	1,000,000	Competative Bidding	Dec-21	Feb-22	Mar-22
42	Employees Medical Health Insurance	15,000,000	Competative Bidding	Apr-22	May-22	Jun-23
43	Local Trainings	3,175,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
44	Designing of Newsletter	100,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
45	Printing of Newsletter	100,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
46	Designing & printing of annual report	450,000	Competative Bidding	ASAWR	ASAWR	ASAWR
47	Brochures, pamphlets etc.	200,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
48	Designing of Content for Social Media	1,200,000	Competative Bidding	ASAWR	ASAWR	ASAWR
49	Office Branding	500,000	Competative Bidding	ASAWR	ASAWR	ASAWR
50	Social Media Boosting	204,000	Petty Purchase / Request for Quotations	ASAWR	ASAWR	ASAWR
51	Awareness Campaigns	1,000,000	Competative Bidding	ASAWR	ASAWR	ASAWR
52	Events	2,000,000	Competative Bidding	ASAWR	ASAWR	ASAWR
53	Equipment for Videography	500,000	Request for Quotations	Aug-21	Aug-21	Sep-21
54	Hiring of Photographer\ Videographer	200,000	Request for Quotations	ASAWR	ASAWR	ASAWR
55	Newspapers\ Magazines	120,000	Request for Quotations	ASAWR	ASAWR	ASAWR
56	Legal Advisor	1,200,000	Request for Quotations	Jul-21	Jul-21	Jun-22
57	Pre Qualification of Law Firm	4,000,000	Competative Bidding	Jul-21	Aug-21	Jun-24

*Handwritten signatures and initials:*  
 Top right: *Jan*  
 Bottom right: *Hy B* and *Hy*