

**\* ANNUAL PROCUREMENT PLAN FOR 2024-25**  
(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	Appointment of External Auditors FY 2024-25	2,500,000	Open Competitive Bidding	Jul-24	Aug-24	Aug-25	
2	Telephone Exchange PABX Annual Maintenance SLA	170,000	Request for Quotations	Aug-24	Aug-24	Aug-25	
3	Maintance of plants	480,000 ✓	Request for Quotations	Aug-24	Sep-24	Aug-25	
4	APC UPS Batteries replacement	700,000	Open Competitive Bidding	Aug-24	Sep-24	Sep-24	
5	Appointment of Tax Consultant FY 2024-25	2,000,000	Open Competitive Bidding	Aug-24	Oct-24	Oct-25	
6	APC UPS SLA	250,000	Request for Quotations	Aug-24	Sep-24	Sep-25	
7	Supply of Stationary Items	4,759,000 ✓	Open Competitive Bidding	Sep-24	Oct-24	Oct-25	
8	Computer Hardware/Software	17,058,750	Open Competitive Bidding	Sep-24	Oct-24	Oct-25	
9	Maintenance SLA for Server Room Hardware	2,000,000	Open Competitive Bidding	Sep-24	Oct-24	Oct-25	
10	ERP Support	8,000,000	Open Competitive Bidding/Direct Contracting	Sep-24	Oct-24	Oct-25	
11	Docking Station for CEO Office	125,000	Request for Quotations	Sep-24	Oct-24	Oct-24	
12	Travel Agents	1,900,000 ✓	Open Competitive Bidding	Sep-24	Oct-24	Oct-25	
13	Zoom License Annual renewal	61,313	Petty Purchase	Sep-24	*ASAWR	*ASAWR	
14	Power BI Pro	490,500	Request for Quotations	Oct-24	Oct-24	Oct-25	

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15	Janitorial services	2,040,000	Open Competitive Bidding	Oct-24	Nov-24	Nov-25	
16	Hiring of Rental Vehicle Services	429,046	Open Competitive Bidding	Oct-24	Dec-24	Dec-25	
17	Maintenance Services for Gree HVAC System	863,085	Direct Contracting	Oct-24	Dec-24	Dec-25	
18	VERITAS Backup Executive License Renewal for 2 TB	613,125	Request for Quotations	Nov-24	Jan-25	Jan-26	
19	USF Website SLA	600,000	Open Competitive Bidding	Nov-24	Feb-25	Jun-25	
20	DR Site SLA Renewal	1,400,000	Direct contracting	Dec-24	Feb-25	Feb-26	
21	SLA Cannon Photocopier	40,000	Petty Purchase	Dec-24	Feb-25	Feb-25	
22	Security Guard Services	1,669,000	Open Competitive Bidding	Dec-24	Feb-25	Mar-25	
23	Group Life Insurance	1,155,000	Open Competitive Bidding	Dec-24	Mar-25	Mar-26	
24	Drinking Mineral water	380,160	Request for Quotations	Jan-25	Apr-25	Dec-26	
25	Antivirus Renewal / Addition (Licenses)	1,430,660	Open Competitive Bidding	Feb-25	Apr-25	Apr-25	
26	MS Office 365 Renewal Licenses + Addition (70 + 35)	6,437,813	Open Competitive Bidding	Mar-25	May-25	May-25	
27	TEMS (Support Services)	12,671,100	Open Competitive Bidding	Mar-25	Jun-25	Jun-26	
28	Medical Health Insurance	28,000,000	Open Competitive Bidding	Apr-25	Jun-25	Jun-25	
29	Hiring of Actuary Consultant FY 2024-25	100,000	Petty Purchase	Apr-25	May-25	Jun-25	
30	Adobe Acrobat cloud base subscription	240,000	Request for Quotations	May-25	Jun-25	Jun-25	
31	HRMS Solution for HR Digitization	1,300,000	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
32	CCTV Camera	200,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	

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33	Repair & Maintenance (Building, Furniture & Fixtures)	1,580,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
34	Repair & Maintenance (Official Vehicles)	1,754,000	Direct Contracting / Quotations	*ASAWR	*ASAWR	*ASAWR	
35	**Procurement of Winter/Summer Uniform	800,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
36	Procurement of Office Crockery and Kitchen utensils	50,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
37	Furnitures	490,000	Petty Purchase/Request for Quotations/Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
38	Internal Events	1,000,000	Petty Purchases/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
39	Designing of Annual Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
40	Printing of Annual Report	1,000,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
41	Designing of Director's Report & Progress Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
42	Brochures, pamphlets etc.	200,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
43	Designing of Content for Social Media	600,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
44	Office Branding	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
45	Social Media Boosting	102,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
46	Events	2,500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
47	Local Trainings/Foreign Trainings	15,700,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
48	Hajj for one employee	2,160,000	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
49	Welcome Packs	300,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
50	Team Building	1,200,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	

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51	Decoration & Painting	100,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
52	Legal Consultancies and Court Case Fee	6,000,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
53	ERP Anticipated Change Request	1,000,000	Open Competitive Bidding/Direct Contracting	*ASAWR	*ASAWR	*ASAWR	

**\*\*To be procure seperately for (Summer & Winter)**

**\* As and when required**

4. 31. 2011  
