

Annual Procurement Plan

2025-2026

S. no.	Wing	Details of Item	Quantity	Remarks
1.	Accounts	Heavy duty Photocopier	1	The current heavy duty photocopier is around 20 yrs old. In recent times, the machine is repaired multiple times. Its spare parts are hard to find in local market.
2.	Establishment	CCTV up gradation	1	The Ministry has recommended the Post to upgrade the CCTV network in Chancery building. The same is under process.
3.	Establishment	Server room equipments up gradation	1	The ISP has recommended to upgrade of existing network related IT equipments viz. routers, servers, switches etc. installed in server room, as these hardware do not support high speed internet and latest security configurations.
4.	Establishment	Replacement of obsolete mobile phones	7	-
5.	Accounts	Shredder	1	The existing cross-cut paper shredder is very outdated and works very slow while making loud sound. The same will be replaced with new micro cut paper shredder with extra feature to shred CD/DVDs.
6.	Accounts	Coat Hanger	1	New purchase.
7.	Accounts	CPU replacement (Local Staff)	1	The existing CPU is slow and makes a lot of sound while turning on. This issue has been discussed with Consulate's hired IT professional who has recommended to change the same.
8.	Accounts	Under table drawer (Local Staff)	1	New purchase.
9.	Accounts	Printer	1	The existing printer is outdated which will be replaced with new printer-cum-scanner.
10.	Establishment	Steel Racks & Almirahs	10	Some of the rooms will now be used for storage purposes and hence new still racks and almirahs will be required for proper storage of official records.
11.	Property	Curtains in CG office	1	
12.	Property	Installation of Carpets on the Ceremonial entrance staircase & Courtyard entrance staircase	2	-
13.	Property	Parquet floor renovation in the	-	In certain rooms of office premises,

entire building where required

				the wooden floors are dirty and have turned pale yellow due to efflux of time and the cleaning of the same is not possible by varnishing. The restoration requires other professional professional treatments which is costly.
14.	Property	Plumbing/ electric fitting restoration at CG residence if required.	-	In recent time, multiple issues have been noticed in the plumbing/ electric fitting at CG residence.
15.	Administration	New Laptop for HOC	1	New purchase.
16.	Culture	Office Laptop replacement	1	The current laptop is very old and lags a lot even while performing regular tasks.
17.	Culture	Music System	1	The existing music system placed at ceremonial hall is outdated and shows signs of low music quality as well as distortions in sound from time to time.
18.	Culture	Projector	1	The existing projector installed in ceremonial hall is outdated. A new projector with latest features and contemporary design will be procured.