

ANNUAL PROCUREMENT PLAN (APP)

for Goods

FY : 2023-2024

Ministry/Division : Rural Development & Co-operatives Division.

Agency : Upozila C0-operative Office. Narayanganj sador

Procuring Entity Unit & Code : 1380203

Package No	Description of Procurement Package GOODS	Unit Price	Quantity	Procurement Method & Type	Contract Approving Authority	source of Funds	Estd. cost in Tk.	Time code for process	Not used in Goods	Invita/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GD1 3255101 Computer Parts				RFQ	HOPE	GOB	32400	Planned Dates									
	Computer Toner LBP 3300 (Canon)	1200	5	6000				Planned Days									As per instant requirement
	Computer Toner LBP 6030 (Canon)	1200	5	6000				Actual Dates									
	Key Board (A4tech)	500	2	1000													
	Mouse (A4tech)	500	2	1000													
	Scanner (Cannon)	5000	1	0													
	Printer (HP)	10000	1	10000													
	UPS (650VA)	3000	2	6000													
Pen Drive (Transtac)	800	3	2400														
GD2 3255105 Other Expenses	<u>L1-Stationary Goods</u>			RFQ	HOPE	GOB	97780	Planned Dates									
	Ofset Paper A4 (Bashundhara 80 gm)	380	30	11400				Planned Days									As per instant requirement
	Ofset Paper Legal (Bashundhara 80 gm)	430	10	4300				Actual Dates									
	Colour Paper A4	350	3	1050													
	File Cover	5	200	1000													
	File Cover board	15	180	2700													
	Envelop (5`x10``)	90	250	22500													
	Gum Pot	45	10	450													
	Stapler Machine (Kangaroo)	150	10	1500													
	Stapler Machine pin 23/10 (Kangaroo)	100	5	500													
Stapler Machine pin 23/13 (Kangaroo)	80	10	800														

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Stapler Pin (Kangaroo)	25	40	1000													
	Stamp Pad (Art Line)	150	10	1500													
	Reg: Khata (size 12)	60	24	1440													
	Reg: Khata (size 24)	80	24	1920													
	Aerosol (Square)	350	10	3500													
	Air Freshner (With Car) (Square/Polo)	180	10	1800													
	Soap (Lux)	30	20	600													
	Facial Tissue (Bashundhara)	65	20	1300													
	Toilet Tissue (Bashundhara)	30	25	750													
	Trix (Uniliver)	0	0	0													
	Hand Wash (Savlon)	60	10	600													
	Harpic (Uniliver)	250	10	2500													
	Vim (Uniliver)	30	30	900													
	Towel (Officer/Staff)(China/Thailand)	500	35	17500													
	Curtain (Bangla)	0	0	0													
	File Folder Box (China)	0	0	0													
	Pen Holder/Stand (China)	0	0	0													
	Anti Cutter (China)	80	10	800													
	Scissors (RFL)	0	0	0													
	Scotch Tape (China)	60	5	300													
	Binding Tape (China)	80	10	800													
	Maskin Tape (China)	0	0	0													
	Marker Pen (Stedler)	35	5	175													
	Ball Pen Black (Matador)	5	100	500													
	Ball Pen Red (Matador)	5	24	120													
	Note Sheet Legal (Bashundhara)	0	0	0													
	Fluid (Helicon)	40	5	200													
	Highlight Pen (Stadlar)	35	5	175													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Scale (RFL)	30	10	300													
	Eraser (Stedler)	20	5	100													
	Sharpner (Stedler)	0	0	0													
	Tube Gum (Stedler)	20	10	200													
	Punching Machine Double (Kangaroo)	200	5	1000													
	Punching Machine Single (Kangaroo)	150	10	1500													
	Pin Remover (Kangaroo)	50	5	250													
	Pencil (Stedler)	20	5	100													
	File Ribbon (Shapla)	100	10	1000													
	Paper Weight (RFL)	40	20	800													
	James Clip (Kangaroo)	40	10	400													
	White Board Marker (Stedler)	60	5	300													
	Pin (Kangaroo)	50	10	500													
	Board Pin (China)	5	20	100													
	Jet Powder (Kollol Group)	15	10	150													
	Savlon (ACI)	0	0	0													
	Wall Clock (Casio)	500	5	2500													
	Cleaner Wage & Rent for other Stationary	2000	2month	4000													
	L2- Electric Goods		0	DPM	HOPE	GOB	9655	Planned Dates	As per instant requirement								
	Pencil Battery (Sunlight/Sony)	16	5	80				Planned Days									
	Tube Light (Transtec)	350	5	1750				Actual Dates									
	Normal Bulb (Transtec)	40	5	200													
	Stater (Transtec)	25	5	125													
	Silling Fan	2500	1	2500													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Tube Light Ballast (Transtac)	220	0	0													
	Multiplug (Smasung)	500	2	1000													
	Calculetor (Casio)	200	5	1000													
	Electric Kettle (Miako)	1500	1	1500													
	Tool Box (China)	0	0	0													
	Telephone Set (Panasonic)	1500	1	1500													
	<u>L3- Crokeries Goods</u>			RFQ	HOPE	GOB	6270	Planned Dates	As per instant requirement								
	Cup Set (Monno/Shinepukur)	120	12	1440				Planned Days									
	Table Spoon (VIP)	0	0	0				Actual Dates									
	Tea Spoon (VIP)	20	5	100													
	Full Plate (Monno/Shinepukur)	150	5	750													
	Half Plate (Monno/Shinepukur)	120	5	600													
	Water Glass (Nasir Glass)	100	5	500													
	Fork (VIP)	20	5	100													
	Flask (China)	600	1	600													
	Mug (RFL)	200	1	200													
	Badna (RFL)	80	1	80													
	Balti (RFL)	300	1	300													
	Tray Melamine (Sharif)	150	1	150													
	Paposh (China)	500	2	1000													
	Mat (China)	0	0	0													
	Knife (RFL)	20	5	100													
	Busket (RFL)	0	0	0													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	Punch Basket (RFL)	0	0	0														
	Water Mug Ceramic (Monno/Shinepukur)	350	1	350														
	L4- Sanetary/ Hardware Goods		0	DPM	HOPE	GOB	3530	Planned Dates	As per instant requirement									
	Lock+Lever Lock (Movas)	150	5	750				Planned Days										
	Table Glass (Nasir Glass)	1000	2	2000				Actual Dates										
	Brush (RFL)	150	3	450														
	Tap (RFL)	0	5	0														
	Lid Pipe (RFL)	0	0	0														
	Basin Tap (RFL)	130	1	130														
	Hand Shower (RFL)	100	2	200														
	L5- Photocopy Machine Toner/Kartiz		0	RFQ	HOPE	GOB	8000	Planned Dates	As per instant requirement									
	Toner (Toshiba)	8000	1	8000				Planned Days										
								Actual Dates										
GD3 3211110 Mamla				RFQ/DPM	HOPE	GOB	100000											
	Wi Pitetion																	
GD4 3256103 Saminar, Digital Fair				RFQ/DPM	HOPE	GOB	10000											
	Digital Fair		2															
GD5 3258101 Motor Vehicles Servicing				RFQ/DPM	HOPE	GOB	15000											
	Tire Tube (Yakohoma)		Requirement															
	Parts		Requirement															
	Servicing		0															

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	10000												
	Table Repair		Requirement																
	Chair Repair		Requirement																
	Almira Repair		Requirement																
GD5 4112202 Computer & Office Equipments				RFQ	HOPE	GOB	69250	Planned Dates		17-09-20	25-09-20	26-09-20	3-10-20	6-10-20	Not Needed	20 day	25-10-20		
	Anti Virus (Kaspersky)	1200	5	6000				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day					40 day
	Hard Disk (Toshiba)	6000	1	6000				Actual Dates											
		Ram (Transtec)	200	1	200														
		Mother Board m(Gygabite)	9000	1	9000														
		Pro-core i3 (7th Gen)	8000	1	8000														
		HDD-1TB GB	4000	1	4000														
		Rom DVD	1500	1	1500														
		Casing	2500	1	2500														
		Monitor HP	6500	1	6500														
		Key Board (A4tech)	600	1	600														
		Printer (Canon)	9000	1	9000														
		UPS (650VA)	3000	1	3000														
		Scanner (Cannon)	5000	1	5000														
	Edge Modem (China)	3000	1	3000															
	Optical Mouse (HP)	450	1	450															
	Router (TP Link)	4500	1	4500															
GD6 4112310 Office Equipments				RFQ	HOPE	GOB	60000	Planned Dates		17-09-20	25-09-20	26-09-20	3-10-20	6-10-20	Not Needed	20 day	25-10-20		
	Honer Board & other	0	0	0				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day					40 day
								Actual Dates											

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
GD7 4112314 Furniture				RFQ	HOPE	GOB	50000	Planned Dates		17-09-20	25-09-20	26-09-20	3-10-20	6-10-20	Not Needed	20 day	25-10-20			
	Full Secretariat Table (Otobi/Navana)	25000	0	0				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day					40 day	
	Visitors Chair with hadle (Otobi/Navana)	10000	1	10000				Actual Dates												
	File Cabinet (Otobi/Navana)	10000	1	10000																
	File Rack (Otobi/Navana)	6000	1	6000																
	Book Self (Otobi/Navana)	3000	1	3000																
	Almira	0	0	0																
	Total Value of Goods Procurement						50000													

স্বাক্ষরিত/-

(আলমগীর আজাদ ভূঞা)

উপজেলা সমবায় অফিসার

নারায়ণগঞ্জ সদর, নারায়ণগঞ্জ।