

ANNUAL PROCUREMENT PLAN (APP)

for Goods

FY : 2023-2024

Ministry/Division

: Rural Development & Co-operatives Division.

Agency

: Upazilla Co-operative Office, Sonargan, Narayanganj.

Budget : Revenue

Procuring Entity Unit & Code

6704

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/Adv ertise 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	27800	Planned Dates	As per instant requirement								
	Computer Toner	1800	10	18000				Planned Days									
	Key Board	700	4	2800				Actual Dates									
	Mouse	500	4	2000													
	Edge Modem	3000	1	3000													
	Pen Drive	1000	2	2000													
GD2 3255105 Other Expenses	LI-Stationary Goods			RFQ	HOPE	GOB	78080	Planned Dates	As per instant requirement								
	Ofset Paper A4 (80 gm)	420	30	12600				Planned Days									
	Ofset Paper Legal (80 gm)	500	4	2000				Actual Dates									
	File Cover	15	50	750													
	File Cover board	10	50	500													
	Envelop (5''x10'')	1	100	100													
	Envelop (10''x23'')	2	100	200													
	Gum Pot	70	5	350													
	Stapler Machine(Big)	2000	1	2000													
	Stapler Machine	300	4	1200													
	Stapler Pin(Big)	400	4	1600													
	Stapler Pin	300	4	1200													
	Stamp Pad	80	3	240													
Reg. Khata (size 12)	70	20	1400														

[Signature]
2023/07/20

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Reg. Khata (size 24)	120	15	1800													
	Aerosol	300	5	1500													
	Soap	40	12	480													
	Facial Tissue	80	36	2880													
	Toilet Tissue	30	60	1800													
	Trix	150	4	600													
	Hand Wash	150	10	1500													
	Hand sanitizer	200	10	2000													
	Disinfectant Spray	400	4	1600													
	Mask	5	100	500													
	Harpic	130	6	780													
	Vim	120	6	720													
	Towel (Officer/Staff)	500	5	2500													
	Curtain (Bangla)	800	10	8000													
	File Folder Box	200	5	1000													
	Pen Holder/Stand	100	4	400													
	Anti Cutter	80	4	320													
	Scissors (RFL)	100	3	300													
	Scotch Tape	50	10	500													
	Binding Tape	80	4	320													
	Maskin Tape	100	2	200													
	Marker Pen	60	5	300													
	Ball Pen Black	5	60	300													
	Ball Pen Red	5	24	120													
	Note Sheet Legal	150	10	1500													
	Fluid	150	5	750													
	Highlight Pen	60	5	300													
	Scale (RFL)	25	5	125													
	Eraser	10	10	100													
	Sharpner	10	12	120													
	Tube Gum	25	5	125													
	Potocopy ball	1000	12	12000													

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29/11/20

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Punching Machine Double	120	4	480													
	Punching Machine Single	120	4	480													
	Pin Remover	50	4	200													
	Pencil	15	24	360													
	File Ribbon	50	20	1000													
	Paper Weight	70	12	840													
	James Clip	30	2	60													
	Pin	25	2	50													
	Jet Powder	200	3	600													
	Savlon	100	2	200													
	Wall Clock	500	3	1500													
	Cleaner Wage & Rent for other Stationary	2000	12	24000													
	L2- Electric Goods		0	DPM	HOPE	GOB	29550	Planned Dates	As per instant requirement								
	Pencil Battery	20	20	400				Planned Dates									
	Tube Light	150	2	900				Actual Dates									
	LED Bulb	300	10	2400													
	Stater	25	2	150													
	Silling Fan	3000	1	9000													
	Table Fan	2000	1	2000													
	Multiplug	500	2	2000													
	Calcuator	800	4	4000													
	Electric Kettle	1500	1	3000													
	Electric Cable	40	50	1500													
	Telephone Set	4000	1	4000													

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29/5/20

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18									
	L3- Crokerles Goods			RFQ	HOPE	GOB	17630	Planned Dates	As per instant requirement																	
	Cup Set	1500	1 Dozen	1500				Planned Days																		
	Table Spoon	150	5 pes	750				Actual Dates																		
	Tea Spoon	200	2 Dozen	400																						
	Full Plate	1500	1 Dozen	1500																						
	Half Plate	1000	1Dozen	1000																						
	Water Glass	800	1 Dozen	800																						
	Fork	200	2 Dozen	400																						
	Flask	1000	2	2000																						
	Mug	50	4	200																						
	Badna	80	4	320																						
	Balti	300	2	600																						
	Tray Melamine	450	2	900																						
	Paposh	300	10	3000																						
	Mat	500	1	500																						
	Knife	250	2	500																						
	Basket	280	2	360																						
	Punch Basket	350	2	700																						
	Table Mate	500	2 set	1000																						
	Water Mug	200	6	1200																						

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29/12/20


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18								
	<u>L4- Sanitary/ Hardware Goods</u>		0	DPM	HOPE	GOB	19000	Planned Dates	As per instant requirement																
	Lock	300	6	1800				Planned Days																	
	Table Glass	3000	3	9000				Actual Dates																	
		Brush	150	3	450																				
		Tap	300	4	1200																				
		Basin Tap	350	3	1050																				
		High Comod	4000	1	4000																				
		Hand Shower	500	3	1500																				
Motor Vehicles Fuel And Servicing				DPM	HOPE	GOB	73600	Planned Dates	As per instant requirement																
		Tire tube	4000	2	8000			Planned Days																	
		parts			20000			Actual Dates																	
		Servicing			10000																				
		Fuel	49	400 Liter	35600																				
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	30000	Planned Dates	As per instant requirement																
		Table Repair		Requirement				Planned Days																	
		Chair Repair		Requirement				Actual Dates																	
		File Cabinet (steel)		Requirement				Actual Dates																	
		File Rack (Wood)		Requirement				Actual Dates																	

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
	Almira Repair (Wood)			Requirement				Actual Dates											
	Almira Repair (steel)			Requirement				Actual Dates											
GD5 4112202 Computer & Office Equipments				RFQ	HOPE	GOB	72000	Planned Dates		3/9/2023	11/9/2023	12/9/2023	19/9/2023	22/9/2023	Not Needed	20 day	20/10/2023		
	Anti Virus (Kaspersky)	1500	2	3000				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day					40 day
	Hard Disk (Toshiba)	8000	2	16000				Actual Dates											
	Ram (Transtec)	3500	2	7000															
	Mother Board m(Gygabite)	7000	1	7000															
	Rom DVD	3500	1	3500															
	Casing	2500	2	5000															
	Monitor HP	8000	1	8000															
	Printer	12000	1	12000															
	UPS (650VA)	3000	2	6000															
	ScannerWith Potocopy (Cannon)	20000	1	20000															
GD7 4112314 Furniture				RFQ	HOPE	GOB	127600	Planned Dates		9/13/2023	9/21/2023	9/22/2023	9/30/23	3/10/23			Not Needed	20 day	10/14/2023
	Staff Table (Wood)	15000	1	15000				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day					40 day
	Visitors Chair with hadle (Otobi/Navana)	1800	12	21600				Actual Dates											
	File Cabinet	20000	1	20000															

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29/11/23

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	File Rack (Wood)	10000	1	10000													
	Book Self	8000	1	8000													
	Almira (steel)	25000	1	25000													
	Site Table	5000	1	5000													
	Computer Table	8000	1	8000													
	Visitors Chair with hadle (Otobi/Navana)	1500	10	15000													
	Total Value of Goods Procurement																


 মোঃ মিজানুর রহমান
 উপজেলা প্রশাসক অফিসার
 মোল্লাগাঁ, বারাকালী, গাজীপুর।