

**ANNUAL PROCUREMENT PLAN (APP)**

**for Goods  
FY : 2022-2023**

Ministry/Division : Rural Development & Co-operatives Division.  
Agency : Upazilla Co-operative Office, Tongibari, Munshiganj.  
Procuring Entity Unit & Code : 6704

Budget : Revenue

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/Advertisement 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	20200	Planned Dates	As per instant requirement										
	Computer Toner	1300	8	10400				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	<b><u>L1-Stationary Goods</u></b>			RFQ	HOPE	GOB	72260	Planned Dates	As per instant requirement										
	Ofset Paper A4 (80 gm)	400	20Rim	8000				Planned Days											
	Ofset Paper Legal (80 gm)	500	4Rim	2000				Actual Dates											
	File Cover	15	200	3000															
	File Cover board	10	200	2000															
	Envelop (5``x10``)	1	300	300															
	Envelop (10``x23``)	2	500	1000															
	Gum Pot	70	5	350															
	Stapler Machine	200	4	800															
	Stapler Pin	300	4 packet	1200															
	Stamp Pad	80	5	400															
	Reg: Khata (size 12)	70	20	1400															
	Reg: Khata (size 24)	120	15	1800															

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Aerosol	300	5	1500													
	Soap	40	12	480													
	Facial Tissue	80	24	1920													
	Toilet Tissue	30	50	1500													
	Trix	150	4	600													
	Hand Wash	150	8	1200													
	Hand sanitizer	200	10	2000													
	Disinfectant Spray	400	4	1600													
	Mask	10	200	2000													
	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	48	240													
	Ball Pen Red	5	12	60													
	Note Sheet Legal	150	10	1500													
	Fluid	150	5	750													
	Highlight Pen	40	5	200													
	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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	Punching Machine Double	120	4	480													
	Punching Machine Single	120	4	480													
	Pin Remover	50	4	200													
	Pencil	10	24	240													
	File Ribbon	50	20 Role														
	Paper Weight	70	12	840													
	James Clip	30	2 Box	60													
	Pin	25	2Box	50													
	Jet Powder	200	3 packet	300													
	Savlon	100	1 Liter	100													
	Wall Clock	500	3	1500													
	Cleaner Wage & Rent for other Stationary	2000	12	2400													
	<b>L2- Electric Goods</b>		0	DPM	HOPE	GOB	<b>26850</b>	Planned Dates	As per instant requirement								
	Pencil Battery	20	20	400				Planned Days									
	Tube Light	150	6	900				Actual Dates									
	L.E D Bulb	300	8	2400													
	Stater	25	6	150													
	Silling Fan	3000	3	9000													
	Table Fan	2000	1	2000													
	Multiplug	500	3	1500													
	Calcuator	500	4	2000													
	Electric Kettle	1500	2	3000													
	Electric Cable	30	50	1500													
	Telephone Set	4000	1	4000													

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	<b><u>L3- Crokeries Goods</u></b>			RFQ	HOPE	GOB	<b>16870</b>	Planned Dates	As per instant requirement																	
	Cup Set	1000	1 Dozen	1000				Planned Days																		
	Table Spoon	150	5 pes	750				Actual Dates																		
	Tea Spoon	200	2 Dozen	400																						
	Full Plate	1500	1 Dozen	1500																						
	Half Plate	800	1Dozen	800																						
	Water Glass	800	1 Dozen	800																						
	Fork	200	2 Dozen	400																						
	Flask	1000	2	2000																						
	Mug	50	4	200																						
	Badna	80	4	320																						
	Balti	200	4	800																						
	Tray Melamine	450	2	900																						
	Paposh	300	10	3000																						
	Mat	500	1	500																						
	Knife	150	2	300																						
	Basket	150	2	300																						
	Punch Basket	350	2	700																						
	Table Mate	500	2 set	1000																						
	Water Mug	200	6	1200																						

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	<b>L4- Sanitary/ Hardware Goods</b>		0	DPM	HOPE	GOB	<b>15000</b>	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														
		Hand Shower	500	3	1500														
Motor Vehicles Fuel And Servicing				DPM	HOPE	GOB	<b>73600</b>	Planned Dates	As per instant requirement										
	Tire tube	4000	2	8000				Planned Days											
	parts			20000				Actual Dates											
		Servicing			10000														
		<b>Fuel</b>	49	400 Liter	35600														
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	<b>30000</b>	Planned Dates	As per instant requirement										
	Table Repair		Requirment					Planned Days											
	Chair Repair		Requirment					Actual Dates											
		File Cabinet (steel)		Requirment															
		File Rack (Wood)		Requirment															
		Almira Repair (steel)		Requirment															
GD5 4112202				RFQ	HOPE	GOB	<b>90000</b>	Planned Dates		3/9/2019	11/9/2019	12/9/2019	19/9/2019	22/9/2019			20/10/2019		

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Computer & Office Equipments	Anti Virus (Kaspersky)	1500	2	3000				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day	Not Needed	20 day	40 day	
	Hard Disk (Toshiba)	8000	2	16000				Actual Dates										
	Ram (Transtec)	3500	2	7000														
	Mother Board (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														
	Scanner With Potocopy (Cannon)	20000	1	20000														
Router (TP Link)	2500	1	2500															
GD7 4112314 Furniture				RFQ	HOPE	GOB	127600	Planned Dates		14/9/2019	22/9/2019	23/9/2019	1/10/19	4/10/19			10/23/2019	
	Staff Table (Wood)	15000	1	15000				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day	Not Needed	20 day	40 day	
	Visitors Chair with hadle (Otobi/Navana)	1800	12	21600				Actual Dates										
	File Cabinet	20000	1	20000														
	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														

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	Total Value of Goods Procurement						<b>469970</b>										