

**ANNUAL PROCUREMENT PLAN (APP)
for Goods
FY : 2023-2024**

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

Agency : Upazila Co-operative Office, Bandar, Narayanganj.

Budget : Revenue

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	9850	Planned Dates	As per instant requirement								
	Computer Toner LBP 6030 (Canon)	0	8	4800				Planned Days									
	HDD- 500 GB	0	1	2500				Actual Dates									
	Key Board (A4tech)	0	1	650													
	Mouse (A4tech)	0	1	500													
	UPS (650VA)	0	1	3000													
	Printer	0	1	18000													
	Full pc	0	1	70,000													
	<u>L1-Stationary Goods</u>			RFQ	HOPE	GOB	211514	Planned Dates	As per instant requirement								
	Ofset Paper A4 (Bashundhara 80 gm)	300	15	7500				Planned Days									
GD2 3255105 Other Expenses	Ofset Paper Legal (Bashundhara 80 gm)	620	2	1240				Actual Dates									
	File Cover	5	100	500													
	File Cover board	13	100	1300													
	Envelop (5``x10``)	1	100	100													
	Gum Pot	80	2	160													
	Stapler Machine (Kangaroo)	150	3	450													
	Stapler Pin (Kangaroo)	25	10	250													
	Stamp Pad (Art Line)	150	3	450													
	Reg: Khata (size 12)	50	8	400													
	Reg: Khata (size 24)	100	5	500													
Soap (Lux)	30	3	90														

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Facial Tissue (Bashundhara)	65	5	325													
	Toilet Tissue (Bashundhara)	30	5	150													
	Hand Wash (Savlon)	60	4	240													
	Harpic (Uniliver)	250	2	500													
	Vim (Uniliver)	30	4	120													
	Towel (Officer/Staff) (China/Thailand)	300	5	1500													
	Pen Holder/Stand (China)	250	1	250													
	Anti Cutter (China)	80	2	160													
	Scissors (RFL)	100	1	100													
	Scotch Tape (China)	60	2	120													
	Binding Tape (China)	80	3	240													
	Marker Pen (Stedler)	0	0	0													
	Ball Pen Black (Matador)	5	25	125													
	Ball Pen Red (Matador)	5	5	25													
	Note Sheet Legal (Bashundhara)	90	2	180													
	Fluid (Helicon)	80	5	400													
	Highlight Pen (Stadlar)	40	2	80													
	Scale (RFL)	35	5	175													
	Eraser (Stedler)	10	2	20													
	Sharpner (Stedler)	20	5	100													
	Tube Gum (Stedler)	25	4	100													
	Punching Machine Double (Kangaroo)	180	1	180													
	Punching Machine Single (Kangaroo)	100	2	200													
	Pin Remover (Kangaroo)	50	3	150													
	Pencil (Stedler)	15	4	60													
	File Ribbon (Shapla)	30	4	120													
	Paper Weight (RFL)	50	5	250													
	James Clip (Kangaroo)	60	2	120													
	Pin (Kangaroo)	30	3	90													

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	Digital Banar	300	5	1500													
	Wall Clock (Casio)	300	1	300													
	Cleaner Wage & Rent for other Stationary	400	10	4000													
	L2- Electric Goods	2000	12 Month	24000													
				DPM													
	Pencil Battery (Sunlight/Sony)	15	15	225													
	Normal Bulb (Transtec)	200	3	600													
	Silling Fan	3000	1	3000				Planned Days									
								Actual Dates									
	Multiplug (Smasung)	250	2	500													
	Calcuator (Casio)	450	2	900													
	Electric Kettle (Miako)	1500	1	1500													
	Tool Box (China)	1500	2	3000													
	Telephone Set (Panasonic)	1700	1	1700													
	L3- Crokeries Goods	1500	3	4500													
				RFQ													
	Cup Set (Monno/Shinepukur)	120	6	720													
	Tea Spoon (VIP)	0	0	0													
	Full Plate (Monno/Shinepukur)	0	0	0	HOPE	GOB	3510	Planned Days									
	Half Plate (Monno/Shinepukur)	0	0	0				Planned Days									
	Water Glass (Nasir Glass)	0	0	0				Actual Dates									
	Flask (China)	550	1	550													
	Mug (RFL)	150	1	150													
	Badna (RFL)	0	0	0													
	Balti (RFL)	250	1	250													
	Tray Melamine (Sharif)	300	1	300													

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	Paposh (China)	150	1	150													
	Mat (China)	0	0	0													
	Knife (RFL)	20	2	40													
	Busket (RFL)	50	3	150													
	Punch Busket (RFL)	0	0	0													
	Water Mug Ceramic (Monno/Shinepukur)	500	1	500													
	L4- Sanitary/ Hardware Goods	350	2	700													
	Lock+Lever Lock (Movas)		0	DPM													
	Table Glass (Nasir Glass)	3000	2	6000													
	Brush (RFL)	0	0	0													
	Tap (RFL)	0	0	0	HOPE	GOB	6000	Planned Dates									
	Lid Pipe (RFL)	0	5	0				Planned Days									
	Basin Tap (RFL)	0	0	0				Actual Dates									
	Hand Shower (RFL)	0	0	0													
	L5- Photocopy Machine Toner/Kartiz	0	0	0													
	Toner (Toshiba)		0	RFQ													
		0	0	0													
	Wi Pitetion			RFQ/DPM	HOPE	GOB	0	Planned Dates	As per instant requirement								
								Planned Days									
	Digital Fair			RFQ/DPM				Actual Dates									
			0		HOPE	GOB	200000										
	Tire Tube (Yakohoma)			RFQ/DPM	HOPE	GOB	100000										

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	Parts		Requirement															
	Servicing		Requirement															
GD3 3211110 Mamla	Table Repair		0	DPM	HOPE	GOB	250000											
GD4 3256103 Saminar, Digital Fair	Chair Repair		Requirement															
	Almira Repair		Requirement															
			Requirement		HOPE	GOB	50000											
GD5 3258101 Motor Vehicles Servicing	Anti Virus (Kaspersky)			RFQ														
	Hard Disk (Toshiba)	0	0	0														
	Ram (Transtec)	0	0	0														
	Mother Board m(Gygabite)	0	0	0	HOPE	GOB	58000	Planned Dates		17/9/17	25/9/17	26/9/17	3-10-17	6-10-17	Not Needed	20 day	25/10/17	
GD4 3258102 Furniture Repair	Table Repair	1500	1	1500				Planned Days	0 Day	8 Day	1 Day	8 Day	3 Day					
	Almira Repair	1750	2	3500				Actual Dates										
		0	0	0														
		0	0	0														
GD6 4112310 Office Equipments	File Rack	13000	1	13000														
	Tabile	12500	2	25000														
	Computer Table	5000	1	5000														
	UPS (650VA)	0	0	0														
	Scanner (Cannon)	0	0	0														
	Edge Modem (China)	0	0	0														
	Optical Mouse (HP)	0	0	0														
	Router (TP Link)	2000	1	2000														
	Honer Board & other		8000	1	8000													
		0	0	RFQ														
				0														

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Full Secretariat Table (Otobi/Navana)			RFQ	HOPE	GOB	60000	Planned Dates		17/9/17	25/9/17	26/9/17	3-10-17	6-10-17	Not Needed	20 day	25/10/17
	Visitors Chair with hadle (Otobi/Navana)							Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day			40 day
	File Cabinet (Otobi/Navana)							Actual Dates									
	File Rack (Otobi/Navana)				HOPE	GOB	0	Planned Dates		17/9/17	25/9/17	26/9/17	3-10-17	6-10-17	Not Needed	20 day	25/10/17
	Book Self (Otobi/Navana)							Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day			40 day
GD6 4112310 Office Equipments	Total Value of Goods Procurement	0	0	0				Actual Dates									
GD7 4112314 Furniture	Honer Board & other						825000										

স্বাঃ/-
(মেহেরুন নাহার মিলি)
উপজেলা সমবায় অফিসার
বন্দর, নারায়ণগঞ্জ।