



Annual Procurement Plan (APP) for Goods Financial Year: 2025-2026

সমন্বিত গড়বো দেশ,
বৈষম্যহীন বাংলাদেশ

Budget : Revenue

Ministry/Division : **Rural Development & Co-operatives**
Division Agency : **Development & Co-operatives**
Procuring Entity Name & Code : **Upazila Co-operative Office, Burichang, Cumilla**

| Package No | Description Of Procurement Package GOODS | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds | Estd. Cost in Thousand Tk. | Time Code For Process | Not Used in GOODS | Invite/ Advertis Tender | Tender/ Quotation Opening | Tender/ Quotation Evaluation | Approval to Award | Signing of Contract | Notification of Award/ Work Order | 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 | |
| 1. | Electricity 3211113 | No's | -- | -- | HOPE | Govt. | 12 | | | | | | | | | | | As per Electricity Bill |
| 2. | Internet 3211117 | No's | AR | -- | HOPE | Govt. | 16 | | | | | | | | | | | As per Office Interne Bill |
| 3. | Postal Ticket 3211119 | No's | -- | -- | HOPE | Govt. | 1 | | | | | | | | | | | As per Requirement |
| 4. | Telephone 3211120 | No's | -- | -- | HOPE | Govt. | 5 | | | | | | | | | | | As Per Resident & Non-Resident Telephone Bill |
| 5. | Training Exp. 3231301 | No's | AR | CP | HOPE | Govt. | 120 | | | | | | | | | | | As per Instant Requirement & Training Policies |
| 6. | Computer Accessories (Tonar) 3255101 | No's | AR | CP | HOPE | Govt. | 15 | | | | | | | | | | | As per Instant Requirement |
| 7. | Stationer, Paper & Sweeper 3255105 | No's | AR | CP | HOPE | Govt. | 50 | | | | | | | | | | | As Per Instant Requirement, Office Paper Bill & Sweeper Bill |
| 8. | Staff Leverage 3256105 | No's | AR | AR RFQ | RFQ HOPE | Govt. | 7 | | Govt | 7 | Planned Dates | 03/09/24 | 12/09/24 | 12/09/24 | 24/09/24 | | | As per Requirement Not Needed |

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|------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------------|----------------------------|-------------------|-------------------------|---------------------------|------------------------------|-------------------|---------------------|-----------------------------------|----------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 9. | Innovation 3257105 | No's | -- | CP | HOPE | Govt. | 10 | As per Instant Requirement | | | | | | | | | |
| 10. | Furniture Repairs 3258102 | LS | LS | CP | HOPE | Govt. | 12 | As per Instant Requirement | | | | | | | | | |
| 11. | Computer Repairs 3258103 | LS | LS | CP | HOPE | Govt. | 15 | As per Instant Requirement | | | | | | | | | |
| | Computer Purchase 4112202 | No's | 02 | RFQ | HOPE | Govt. | 100 | Planned dates | | 11/09/25 | 23/09/25 | 23/09/25 | 29/09/25 | 06/10/25 | Not needed | -- | 28 days |
| | | | | | | | | Planned days | | 00 | 13 days | 00 | 7 days | 8 days | | | |
| | | | | | | | | Actual dates | | | | | | | | | |
| 12. | Office Equipment Purchase 4112310 | No's | AR | RFQ / CP | HOPE | Govt. | 10 | Planned dates | | 03/09/25 | 14/09/25 | 14/09/25 | 20/09/25 | 27/09/25 | Not needed | -- | 27 days |
| | | | | | | | | Planned days | | 00 | 12 days | 00 | 7 days | 8 days | | | |
| | | | | | | | | Actual dates | | | | | | | | | |
| 13. | Furniture Purchase 4112314 | No's | 5 | RFQ / CP | HOPE | Govt. | 40 | Planned dates | | 06/09/25 | 17/09/25 | 17/09/25 | 23/09/25 | 29/09/25 | Not needed | -- | 26 days |
| | | | | | | | | Planned days | | 00 | 12 days | 00 | 7 days | 7 days | | | |
| | | | | | | | | Actual dates | | | | | | | | | |

Md. Mir Hossain
21/9/25

(Md. Mir Hossain)
Upzilla Cooperative Officer
Burichang, Cumilla.