



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
উপজেলা সমবায় কার্যালয়  
সোনারগাঁ, নারায়ণগঞ্জ।

বঙ্গবন্ধুর দর্শন,  
সমবয়ে উন্নয়ন

স্মারক নং-৪৭.৬১.৬৭০৪.০০০.৪৩.০৪৩.১৮- ১২৪

তারিখঃ ৩০/০৭/২০২৪ইং।

বিষয়ঃ বার্ষিক ক্রয় পরিকল্পনা (এপিপি) অনুমোদন প্রসঙ্গে।

সূত্র: জেলা সমবায় অফিসার, নারায়ণগঞ্জ মহোদয়ের আদেশ নং-১২৭৬(৫), তারিখ: ৩০/০৭/২০২৪ইং।

মহোদয়,

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে আপনার সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য জানানো যাচ্ছে যে, এ উপজেলার বার্ষিক ক্রয় পরিকল্পনা (এপিপি) ২০২৪-২০২৫ অনুমোদনের জন্য প্রেরণ করা হল।

সংযুক্ত: ০৭(সাত) পাতা।

জেলা সমবায় অফিসার  
সোনারগাঁ, নারায়ণগঞ্জ।

(মোঃ মিজানুর রহমান)

উপজেলা সমবায় অফিসার

সোনারগাঁ, নারায়ণগঞ্জ।

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**ANNUAL PROCUREMENT PLAN (APP)**

**for Goods  
FY : 2024-2025**

Ministry/Division : Rural Development & Co-operatives Division.  
Agency : Upazilla Co-operative Office, Narayanganj.  
Procuring Entity Unit & Code : 1380203

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/Advrtise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notificati on of Award	Signing of Contract	Total time to Contract Signature	Time for completio n 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	164000	Planned Dates	As per instant requirement								
	Computer Toner (HP)	1500	4	6000				Planned Days									
	Computer Toner LBP 6030 (Canon)	1500	6	9000				Actual Dates									
	Key Board (A4tech)	800	5	4000													
	Mouse (A4tech)	600	5	3000													
	Printer (HP)	16000	1	16000													
	Color Printer (HP)	20000	1	20000													
	Photocopy Machine	100000	1	100000													
UPS (650VA)	3000	2	6000														
GD2 3255105 Other Expenses	<b><u>L1-Stationary Goods</u></b>			RFQ	HOPE	GOB	177065	Planned Dates	As per instant requirement								
	Offset Paper A4 (Bashundhara 80 gm)	440	39	17160				Planned Days									
	Offset Paper Legal (Bashundhara 80 gm)	470	5	2350				Actual Dates									
	Colour Paper A4	350	3	1050													
	File Cover	5	100	500													
	File Cover board	15	100	1500													
	Envelop (5`x10``)	120	5	600													
	Gum Pot	80	3	240													
	Stapler Machine (Kangaroo)	150	3	450													
	Stapler Machine pin 23/10 (Kangaroo)	20	36	720													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Stapler Machine pin 23/13 (Kangaroo)	30	10	300													
	Stamp Pad (Art Line)	150	4	600													
	Reg: Khata (size 12)	80	6	480													
	Reg: Khata (size 24)	60	6	360													
	Aerosol (Square)	350	6	2100													
	Air Freshner (Square/Polo)	230	6	1380													
	Soap (Lux)	30	10	300													
	Facial Tissue (Bashundhara)	85	12	1020													
	Toilet Tissue (Bashundhara)	30	24	720													
	Trix (Uniliver)	0	0	0													
	Hand Wash (Savlon)	85	12	1020													
	Harpic (Uniliver)	250	6	1500													
	Vim (Uniliver)	30	12	360													
	Towel (Officer/Staff)(China/Thailand)	500	2	1000													
	Curtain (Bangla)	0	0	0													
	File Folder Box (China)	0	0	0													
	Pen Holder/Stand (China)	0	0	0													
	Anti Cutter (China)	80	4	320													
	Scissors (RFL)	50	2	100													
	Scotch Tape (China)	60	12	720													
	Binding Tape (China)	80	36	2880													
	Maskin Tape (China)	100	5	500													
	Marker Pen (Stedler)	35	12	420													
	Ball Pen Black (Matador)	5	36	180													
	Ball Pen Red (Matador)	5	6	30													
	Note Sheet Legal (Bashundhara)	0	0	0													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	Fluid (Helicon)	40	4	160													
	Highlight Pen (Stadlar)	35	6	210													
	Scale (RFL)	30	4	120													
	Eraser (Stedler)	20	4	80													
	Sharpner (Stedler)	0	0	0													
	Tube Gum (Stedler)	20	6	120													
	Punching Machine Double (Kangaroo)	200	1	200													
	Punching Machine Single (Kangaroo)	150	2	300													
	Pin Remover (Kangaroo)	50	4	200													
	Pencil (Stedler)	20	5	100													
	File Ribbon (Shapla)	100	5	500													
	Paper Weight (RFL)	40	4	160													
	James Clip (Kangaroo)	40	4	160													
	White Board Marker (Stedler)	60	2	120													
	Pin (Kangaroo)	50	5	250													
	Board Pin (China)	5	10	50													
	Jet Powder (Kollol Group)	15	5	75													
	Savlon (ACI)	300	6	1800													
	parda	1000	6	6000													
	bangabandhu books			50000													
	bangabandhu pictures			50000													
	Wall Clock (Casio)	800	2	1600													
	Cleaner Wage & Rent for other Stationary	2000	12	24000													
	<b>L2- Electric Goods</b>		0	DPM	HOPE	GOB	17380	Planned Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Pencil Battery (Sunlight/Sony)	16	30	480				Planned Days	As per instant requirement								
	Tube Light (Transtec)	350	4	1400				Actual Dates									
	Normal Bulb (Transtec)	350	10	3500													
	Stater (Transtec)	0	0	0													
	Silling Fan	3500	2	7000													
	Tube Light Ballast (Transtac)	0	0	0													
	Multiplug (Smasung)	500	2	1000													
	Calcuator (Casio)	250	4	1000													
	Electric Kettle (Miako)	1500	1	1500													
	Tool Box (China)	0	0	0													
	Digital lighting signboard	0	0	0													
	Telephone Set (Panasonic)	1500	1	1500													
	<b>L3- Crokeries Goods</b>			RFQ	HOPE	GOB	17970	Planned Dates	As per instant requirement								
	Cup Set (Monno/Shinepukur)	800	2	1600				Planned Days									
	Table Spoon (VIP)	200	2	400				Actual Dates									
	Tea Spoon (VIP)	50	2	100													
	Full Plate (Monno/Shinepukur)	600	6	3600													
	Half Plate (Monno/Shinepukur)	400	6	2400													
	Water Glass (Nasir Glass)	300	6	1800													
	Fork (VIP)	50	12	600													
	Flask (China)	1600	1	1600													
	Mug (RFL)	500	2	1000													


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Page 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
	Badna (RFL)	85	2	170													
	Balti (RFL)	300	2	600													
	Tray Melamine (Sharif)	250	2	500													
	Paposh (China)	500	5	2500													
	Mat (China)	0	0	0													
	Knife (RFL)	20	5	100													
	Busket (RFL)	0	0	0													
	Punch Busket (RFL)	0	0	0													
	Water Mug Ceramic (Monno/Shinepukur)	1000	1	1000													
	<b>L4- Sanetary/ Hardware Goods</b>		0	DPM	HOPE	GOB	7560	Planned Dates	As per instant requirement								
	Lock+Lever Lock (Movas)	1000	2	2000				Planned Days									
	Table Glass	2000	2	4000				Actual Dates									
	Brush (RFL)	150	2	300													
	Tap (RFL)	150	4	600													
	Lid Pipe (RFL)	0	0	0													
	Basin Tap (RFL)	130	2	260													
	Hand Shower (RFL)	100	4	400													
	<b>L5- Photocopy Machine Toner/Kartiz</b>		0	RFQ	HOPE	GOB	10000	Planned Dates	As per instant requirement								
	Toner	10000	1	10000				Planned Days									
								Actual Dates									
GD3 3211110 Mamla	Writ Petition			RFQ/DPM	HOPE	GOB											

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2024/12/28

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/Advice 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
GD4 3256103 Saminar, Digital Fair				RFQ/DPM	HOPE	GOB	50000										
	Fair		2														
GD5 3258101 Motor Vehicles Servicing				RFQ/DPM	HOPE	GOB											
	Tire Tube (Yakohoma)		Requirement														
	Parts Servicing		Requirement 0														
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	10000										
	Table Repair		Requirement														
	Chair Repair Almira Repair		Requirement  Requirement														
GD5 4112202 Computer & Office Equipments				RFQ	HOPE	GOB	124800	Planned Dates		18/9/24	26/9/24	29/9/24	6/10/24	8/10/24	Not Needed	20 day	27/10/24
	Anti Virus (Kaspersky)	1500	3	4500				Planned Days	0 Day	8 Day	1 Day	8 Day	2 Day	40 day			
	Hard Disk (Toshiba)	6000	2	12000				Actual Dates									
	Ram (Transtec)	3500	2	7000													
	Mother Board m(Gygabite)	12000	2	24000													
	Pro-core i3 (7th Gen)	15000	2	30000													
	HDD-1TB GB	4500	2	9000													
	Rom DVD	0	0	0													
	Casing	3000	2	6000													
	Monitor HP	8000	2	16000													
	Key Board (A4tech)	600	3	1800													
	UPS (650VA)	3000	2	6000													
	Edge Modem (China)	3000	1	3000													
Optical Mouse (HP)	500	2	1000														

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	laptop	0	0	0													
	Router (TP Link)	4500	1	4500													
GD6 4112310 Office Equipments				RFQ	HOPE	GOB	0	Planned Dates		18/9/24	26/9/24	29/9/24	6/10/24	8/10/24	Not Needed	20 day	27/10/24
	CC TV Camera Monitor	0	0	0				Planned Days		0 Day	8 Day	1 Day	8 Day	2 Day			40 day
GD7 4112314 Furniture				RFQ	HOPE	GOB	95000	Planned Dates		18/9/24	26/9/24	29/9/24	6/10/24	8/10/24	Not Needed	20 day	27/10/24
	Full Secretariat Table	30000	1	30000				Planned Days		0 Day	8 Day	1 Day	8 Day	2 Day			40 day
	Table	10000	2	20000				Actual Dates									
	Visitors Chair with hadle	5000	4	20000													
	Confarance Rooms Chair	0	0	0													
	wall Cabinet	0	0	0													
	File Cabinet	15000	1	15000													
	File Rack	10000	1	10000													
	Book Self	0	0	0													
	Almira	0	0	0													
	Total Value of Goods Procurement						673775										

  
 (মো: মিজানুর রহমান)  
 উপজেলা সমন্বয় কর্মকর্তা  
 সোনারগাঁ, নারায়ণগঞ্জ।