

**ANNUAL PROCUREMENT PLAN (APP)  
for Goods**

**FY : 2022-2023**

: Rural Development & Co-operatives Division.

: Upazilla Co-operative Office, Sonargan, Narayanganj.

6704

Budget : Revenue

Sl. 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
2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
				RFQ	HOPE	GOB	23200										
	Computer Toner	1600	10	16000													
	Key Board	800	2	1600													
	Mouse	550	2	1100													
	Edge Modem	3500	1	3500													
	Pen Drive	1000	1	1000													
	<b>LI-Stationary Goods</b>			RFQ	HOPE	GOB	77420										
	Offset Paper A4 (80 gm)	450	20	9000													
	Offset Paper Legal (80 gm)	500	5	2500													
	File Cover	35	20	700													
	File Cover board	30	20	600													
	Envelop (5" x 10")	100	2	200													
	Envelop (10" x 23")	50	5	250													
	Gum Pot	80	5	400													
	Stapler Machine(Big)	1000	1	1000													
	Stapler Machine	500	4	2000													
	Stapler Pin(Big)	30	10	300													
	Stapler Pin	35	30	1050													
	Stamp Pad	80	6	480													
	Reg. Khata (size 12)	20	30	600													
	Reg. Khata (size 24)	20	40	800													
	Aerosol	300	5	1500													

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2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Soap	60	24	1440													
Facial Tissue	60	24	1440													
Toilet Tissue	25	60	1500													
Trix	150	4	600													
Hand Wash	150	10	1500													
Hand sanitizer	200	10	2000													
Disinfectant Spray	400	4	1600													
Mask	5	600	3000													
Harpic	6	190	1140													
Vim	6	120	720													
Towel (Officer/Staff)	5	600	3000													
Curtain (Bangla)	1200	10	12000													
File Folder Box	30	10	300													
Pen Holder/Stand	100	4	400													
Anti Cutter	80	4	320													
Scissors (RFL)	100	3	300													
Scotch Tape	50	20	1000													
Binding Tape	80	10	800													
Maskin Tape	50	10	500													
Marker Pen	60	12	720													
Ball Pen Black	10	60	600													
Ball Pen Red	5	24	120													
Note Sheet Legal	150	10	1500													
Fluid	150	10	1500													
Highlight Pen	30	12	360													
Scale (RFL)	30	6	180													
Eraser	10	10	100													
Sharpner	10	12	120													
Tube Gum	30	5	150													
Potocopy ball	2	5000	10000													
Punching Machine Double	150	2	300													
Punching Machine Single	120	2	240													

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2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Pencil	10	24	240													
	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	2	1000													
	Cleaner Wage & Rent for other Stationary	200	12	2400													
	<b>L2- Electric Goods</b>		0	DPM	HOPE	GOB	23540	Planned Dates									
	Pencil Battery	15	24	360				Planned Days									
	Tube Light	150	6	900				Actual Dates									
	L.E D Bulb	300	8	2400													
	Stater	55	16	880													
	Silling Fan	3000	1	3000													
	Table Fan	2000	1	2000													
	Multiplug	500	2	1000													
	Calculator	600	5	3000													
	Electric Kettle	1500	2	3000													
	Electric Cable	35	100	3500													
	Telephone Set	3500	1	3500													
	<b>L3- Crokeries Goods</b>			RFQ	HOPE	GOB	17630	Planned Dates									
	Cup Set	1500	1 Dozen	1500				Planned Days									
	Table Spoon	150	5 pes	750				Actual Dates									
	Tea Spoon	200	2 Dozen	400													

As per instant requirement

As per instant requirement

*[Signature]*

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2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Full Plate	1500	1 Dozen	1500													
	Half Plate	1000	1 Dozen	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													
	<b>L4- Sanitary/ Hardware Goods</b>		0	DPM	HOPE	GOB	19000										
	Lock	300	6	1800													
	Table Glass	3000	3	9000													
	Brush	150	3	450													
	Tap	300	4	1200													
	Basin Tap	350	3	1050													

As per instant requirement

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2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
High Comod	4000	1	4000													
Hand Shower	500	3	1500													
			DPM	HOPE	GOB	60250	Planned Dates									
Tire tube	4000	2	8000				Planned Days									
parts			20000				Actual Dates									
Servicing			10000													
Fuel	89	250 Liter	22250													
			DPM	HOPE	GOB	40000	Planned Dates									
Table Repair		Requirement					Planned Days									
Chair Repair		Requirement					Actual Dates									
File Cabinet (steel)		Requirement					Actual Dates									
File Rack (Wood)		Requirement					Actual Dates									
Almira Repair (Wood)		Requirement					Actual Dates									
Almira Repair (steel)		Requirement					Actual Dates									
			RFQ	HOPE	GOB	67800	Planned Dates		4/9/2022	11/9/2022	12/9/2022	19/9/2022	21/9/2022			20/10/2022
Anti Virus (Kaspersky)	500	3	1500				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day	Not Needed	20 day	40 day
Hard Disk (Toshiba)	900	2	1800				Actual Dates									
Ram (Transtec)	4500	2	9000													

As per instant requirement

As per instant requirement

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2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Mother Board m(Gygabite)	9000	1	9000													
Rom DVD	2500	1	2500													
Casing	3000	2	6000													
Monitor HP	9000	1	9000													
Printer	16000	1	16000													
UPS (650VA)	3000	2	6000													
ScannerWith Potocopy (Cannon )	4500	1	4500													
Router (TP Link)	2500	1	2500													
Staff Table (Wood)	16500	1	16500	RFQ	GOB	140300	Planned Dates		4/9/2022	11/9/2022	12/9/2022	19/9/2022	21/9/2022	Not Needed	20 day	20/10/2022
Visitors Chair with hadle (Otobi/Navana)	1900	12	22800				Planned Days		0 Day	8 Day	1 Day	8 Day	3 Day			
File Cabinet	25000	1	25000				Actual Dates									
File Rack (Wood)	10000	1	10000													
Book Self	8000	1	8000													
Almira (steel)	30000	1	30000													
Site Table	5000	1	5000													
Computer Table	8000	1	8000													
Visitors Chair with hadle (Otobi/Navana)	1500	10	15000													
Total Value of Goods Procurement						391720										

  
 20/10/2022

শ্রী: মিজানুর রহমান  
 উপজেলা প্রশাসন অফিসার  
 মোল্লাগাঁ, বারাহাঙ্গা