



Annual Procurement Plan (APP) for Goods

Fiscal Year: 2024-25

Ministry/Division
Agency

: Rural Development & Co-operatives Division
: Department of Co-operatives

Procuring Entity Name & Code: Divisional Cooperative Office, Sylhet (138-0202-121144)

Budget: Revenue

Package No	Description of Procurement Package (DDO's)	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Est. Cost in Thousand Tk.	Time order for Process	Not used in GOOTS	Invited/advertise Tender	Tender/Quotation Opening	Tender/Quotation Evaluation	Approval to Award	Receipt of Award/Work Order	Signing of Contract	Total time to complete Contract Signature	Time to complete of Contract	
GR-01	Computer Purchase	-	4	R/QM	JR	GOB	500	Planned dates	10	11	12	13	14	15	16	17	18	
									28.08.24	03.09.24	03.09.24	10.09.24	10.09.24	15.09.24				
									00	08 days	00	07 days	05 days		Not needed	20 days	22 days	
GR-02	Computer Accessory Purchase	-	No's	R/QM/ DPM	JR	GOB	200	Planned dates	01.08.24	08.10.24	08.10.24	08.10.24	15.10.24	22.10.24				
									00	08 days	00	07 days	07 days	05 days		Not needed	20 days	22 days
GR-03	Paper, Stationery & Others	-	LS	R/QM/ DPM	JR	GOB	300	Planned dates	22.08.24	29.08.24	29.08.24	03.09.24	10.09.24	17.09.24				
									00	08 days	00	07 days	07 days	05 days		Not needed	20 days	20 days
GR-04	Photocopy Toner	-	22	R/QM/ DPM	JR	GOB	200	Planned dates	02.09.24	09.09.24	09.09.24	17.09.24	24.09.24	27.09.24				
									00	08 days	00	08 days	08 days	05 days		Not needed	22 days	20 days
GR-05	Office Equipment Purchase	-	LS	R/QM/ DPM	JR	GOB	500	Planned dates	10.09.24	17.09.24	17.09.24	24.09.24	29.09.24	29.09.24				
									00	08 days	00	07 days	07 days	05 days		Not needed	20 days	20 days
GR-06	Furniture Purchase	-	LS	R/QM/ DPM	JR	GOB	500	Planned dates	17.09.24	24.09.24	24.09.24	01.10.24	06.10.24	06.10.24				
									00	08 days	00	07 days	07 days	05 days		Not needed	20 days	20 days

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GR-07	Uniform (Office Sahayak & Driver)	LS	RFQM	JR	GOB	90	Planned dates	24.09.24	01.10.24	01.10.24	08.10.24	14.10.24	Not needed	23 days	40 days
GR-08	Computer printer Toner & others	LS	RFQM/ DPM	JR	GOB	200	Actual dates								
							Planned dates	15.10.24	22.10.24	23.10.24	29.10.24	03.11.24	Not needed	10 days	40 days
							Planned days	00	08 days	00	07 days	05 days			
							Actual dates								
GR-09	Books and periodicals	LS	RFQM/DPM	JR	GOB	30	As per newspaper bill, requirement & authority's approval.								
GR-10	Motor Vehicles Repairs	LS	RFQM/ DPM	JR	GOB	270	As per instant requirement & authority's approval.								
GR-11	Furniture Repairs	LS	DPM/ RFQM	JR	GOB	200	As per requirement & authority's approval.								
GR-12	Computer Repairs	LS	DPM/ RFQM	JR	GOB	200	As per instant requirement & authority's approval.								
GR-13	Other machinery & equipment repair	LS	RFQM/ DPM	JR	GOB	100	As per instant requirement & authority's approval.								


 মোঃ সাদিকুল ইসলাম
 নিবন্ধক ও মহাপরিচালক
 সমবায় অধিদপ্তর, ঢাকা।

Registrar & Director General
 Head of procuring Entity
 Department of co-operatives