

Revised Annual Procurement Plan (APP)

**for Goods
FY: 2024-2025**

Budget: Revenue

Ministry/Division : Rural Development & Cooperatives Division
 Agency : Department of Cooperatives
 Procuring Entity Unit & Code : Head Office, 1380201

Package no	Description of Procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estid. Cost in Thousand Tk.	Time Code for Process		Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time of Contract Signature	Time for completion of contract
								Planned Dates	Actual Dates									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
GR-01	Event Management, festival & others day Celebration	-	LS	DPM	HOPE	GOB	4000	-	-	-	-	-	-	-	-	-	-	-
GR-02	Cleaning Materials	-	LS	CP	HOPE	GOB	400	-	-	-	-	-	-	-	-	-	-	-
GR-03	Cleaning Service	-	LS	DPM	HOPE	GOB	1800	-	-	-	-	-	-	-	-	-	-	-
GR-04	Books and Periodicals	-	LS	RFQM	HOPE	GOB	300	Planned Dates	03.11.24	07.11.24	11.11.24	14.11.24	21.11.24	07 days	required	18 days	40 days	
								Planned Dates	0 day	04 days	04 days	03 days	07 days					
								Actual Dates										
GR-05	Books and Periodicals	-	LS	CP	HOPE	GOB	200	-	-	-	-	-	-	-	-	-	-	-
GR-06	Toner Photocopy Machine & printer	-	60	OTM (Framework agreement)	HOPE	GOB	900	Planned Dates	06.11.24	21.11.24	05.12.24	12.12.24	31.12.24	19 days	needed	56days	120 days	
								Planned Dates	0 day	15 days	14 days	07 days						
								Actual Dates										
GR-07	Toner (Photocopy Machine & printer)	-	LS	CP	HOPE	GOB	300	-	-	-	-	-	-	-	-	-	-	-

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GR-08	Other Expenses (papers A4, Legal, photocopy Paper, Stationary, Cookeries Items)	-	LS	OTM (Framework agreement)	HOPE	GOB	3500	Planned Dates		16.04.25	30.04.25	05.05.25	12.05.25	15.05.25	needed	29 days	120 days			
								Planned Days		0 day	14 days	05 days	07 days	03 days						
								Actual Dates												
GR-09	Other Expenses papers A4, Legal, photocopy Paper	-	LS	RFQ	HOPE	GOB	300	Planned Dates		14.11.24	17.11.24	24.11.24	01.12.24	05.12.24	needed	21 days	40 days			
								Planned Days		0 day	03 days	07 days	07 days	04 days						
								Actual Dates												
GR-10	Other Expenses (Miscellaneous)	-	LS	CP	HOPE	GOB	1200	Planned Dates		-	-	-	-	-	-	-	-			
								Planned Days												
								Actual Dates												
GR-11	Staff Leverage (M.L.S.S, Office Assistance & Driver)	-	LS	RFQM	HOPE	GOB	800	Planned Dates		18.11.24	25.11.24	01.12.24	08.12.24	12.12.24	required	25 days	40 days			
								Planned Days		0 day	07 days	06 days	08 days	04 days						
								Actual Dates												
GR-12	Motor Vehicles (Repair & maintenance)	-	LS	CP	HOPE	GOB	2000	Planned Dates		-	-	-	-	-	-	-	-			
								Planned Days												
								Actual Dates												
GR-13	Furniture (Repair & maintenance)	-	LS	CP	HOPE	GOB	1000	Planned Dates		-	-	-	-	-	-	-	-			
								Planned Days												
								Actual Dates												
GR-14	Computers (Repair & maintenance)	-	LS	CP	HOPE	GOB	700	Planned Dates		-	-	-	-	-	-	-	-			
								Planned Days												
								Actual Dates												
GR-15	Machineries & Equipment (Repair & maintenance)	-	LS	CP	HOPE	GOB	1700	Planned Dates		-	-	-	-	-	-	-	-			
								Planned Days												
								Actual Dates												
GR-16	Motor Vehicles (Purchase)	-	01	DPM / OTM	HOPE	GOB	5200	On conditions circulated by Ministry of Finance									-	-	-	
								Planned Dates		01.04.25	15.04.25	20.04.25	24.04.25	30.04.25	needed	30 days				120 days
								Planned Days		0 day	15 days	05 days	04 days	06 days						
Actual Dates																				
GR-17	Scanner UPS Printer	-	37 50 30	OTM	HOPE	GOB	2200	On conditions circulated by Ministry of Finance									needed	30 days	120 days	
								Planned Dates		01.04.25	15.04.25	20.04.25	24.04.25	30.04.25	needed	30 days				120 days
								Planned Days		0 day	15 days	05 days	04 days	06 days						
Actual Dates																				

GR-18	Laptop & Desktop Computer	-	20	OTM	HOPE	GOB	4650	Planned Dates		01.04.25	15.04.25	20.04.25	25.04.25	30.04.25	needed	30 days	120 days	
GR-19	Computers Accessories (Miscellaneous)	-	No's	CP	HOPE	GOB	150	Planned Dates		-	-	-	-	-	-	-	-	-
GR-20	Office Equipment Purchase (Sound system, Pabx&Others)	-	No's	OTM	HOPE	GOB	2000	Planned Dates		01.04.25	15.04.25	20.04.25	24.04.25	30.04.25	needed	30 days	120 days	
								Planned Days		0 day	15 days	05 days	04 days	06 days				
								Actual Dates										
								Actual Days										
GR-21	Office Equipment Purchase PA System	-	No's	OTM	HOPE	GOB	1100	Planned Dates		21.04.25	06.05.25	18.05.25	26.05.25	29.05.25	needed	38 days	40 days	
								Planned Days		0 day	15 days	12 days	08 days	03 days				
								Actual Dates										
								Actual Days										
GR-22	Office Equipment Purchase (Water Filters & Others)	-	No's	RFQ	HOPE	GOB	500	Planned Dates		04.04.25	07.05.25	12.05.25	15.05.25	18.05.25	needed	14 days	40 days	
								Planned Days		0 day	03 days	05 days	03 days	03 days				
								Actual Dates										
								Actual Days										
GR-21	Office Equipment Purchase	-	No's	CP	HOPE	GOB	500	Planned Dates		-	-	-	-	-	-	-	-	
GR-24	Furniture (Purchase)	-	LS	OTM	HOPE	GOB	2900	Planned Dates		23.04.25	08.05.25	20.05.25	26.05.25	29.05.25	needed	36 days	40 days	
								Planned Days		0 day	15 days	12 days	06 days	03 days				
								Actual Dates										
								Actual Days										
GR-25	Furniture (Purchase)	-	No's	CP	HOPE	GOB	100	Planned Dates		-	-	-	-	-	-	-	-	
GR-26	Software	-	LS	CP	HOPE	GOB	150	Planned Dates		-	-	-	-	-	-	-	-	


 21.2.25
 Registrar & Director General
 (Head of Procuring Entity)
 Department of Co-operatives

Ministry/Division
Agency
Procuring Entity Unit & Code

: Rural Development & Cooperatives Division
: Department of Cooperatives
: Head Office, 1380201

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for Service
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																			Planned Dates	Actual Dates
SR-1	Selection of a Firm for Hiring of Manpower(Cleaners) Outsourcing	No's	24	OTM	HOPE	GOB	2000	Planned Dates	Planned Dates		02.03.25	17.03.25	19.03.25	20.03.25	24.03.25	needed	22 days	40 days		
																			Planned Dates	Actual Dates
SR-2	Softwares (Inventory Management Software Development)	-	LS	SSS	HOPE	GOB	450	Planned Dates	Planned Dates		14.10.24	21.10.24	28.10.24	31.10.24	05.11.24	needed	22 days	40days		
																			Planned Dates	Actual Dates
SR-3	Softwares (Customized)	-	LS	SSS	HOPE	GOB	400	Planned Dates	Planned Dates		17.10.24	24.10.24	03.11.24	06.11.24	10.11.24	needed	21 days	40days		
																			Planned Dates	Actual Dates


29.12.25
Registrar & Director General
Head of procuring Entity
Department of co-operative