

**Revised Annual Procurement Plan (APP)
for Goods
FY: 2023-2024**

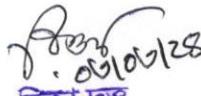
Budget: Revenue

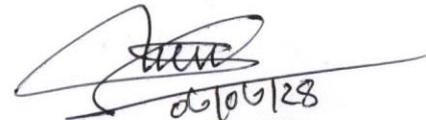
Ministry/Division : Rural Development & Cooperatives Division
Agency : Department of Cooperatives
Procuring Entity Unit & Code : Head Office, 1380201

Package no	Description of Procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Esid. 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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR-01	Books and Periodicals	No's	LS	CP / RFQM	HOPE	GOB	400	Planned Dates		03.08.23	06.08.23	10.08.23	14.08.23	17.08.23	not required	14 days	40 days
								Planned Days		0 day	03 days	04 days	04 days	03 days			
								Actual Dates									
GR-02	Computer Printer Toner	No's	LS	CP / RFQM	HOPE	GOB	600	Planned Dates		06.08.23	21.08.23	05.09.23	12.09.23	03.10.23	not required	58 days	120 days
								Planned Days		0 day	15 days	15 days	07 days	21 days			
								Actual Dates									
GR-03	Photocopier Toner	No's	LS	CP / RFQM	HOPE	GOB	400	Planned Dates		10.08.23	17.08.23	20.08.23	27.08.23	30.08.23	not required	20days	40 days
								Planned Days		0 day	07 days	03 days	07 days	03 days			
								Actual Dates									
GR-04	Other Expenses (papers A4, Legal & photocopy)	No's	LS	OTM	HOPE	GOB	2000	Planned Dates		16.08.23	31.08.23	14.09.23	21.09.23	10.10.23	needed	57days	40 days
								Planned Days		0 day	15 days	15 days	07 days	20 days			
								Actual Dates									
GR-05	Other Expenses (Stationary, Materials Items)	No's	LS	OTM	HOPE	GOB	2500	Planned Dates		20.08.23	04.09.23	21.09.23	28.09.23	18.10.23	needed	58days	120 days
								Planned Days		0 day	15 days	15 days	07 days	21 days			
								Actual Dates									


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শাখা প্রধান-০৪


শেখ ফজলুল করিম
উপনিবন্ধক (ফাইন্যান্স)

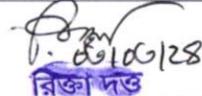

রিক্তা দত্ত
যুগ্মনিবন্ধক (প্রশাসন, মাসউ ও ফাইন্যান্স)


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GR-06	Other Expenses (Cookeries & others related Items)	No's	LS	CP + RFQM	HOPE	GOB	1000	Planned Dates		24.01.24	08.02.24	22.02.24	29.02.24	20.03.24	needed	56 days	40 days
								Planned Days		0 day	15 days	14 days	07 days	20 days			
								Actual Dates									
GR-07	Other Expenses (Miscellaneous)	No's	LS	CP + RFQM	HOPE	GOB	2000	As per instant requirement & authority's approval									
GR-08	Staff Leverage (MLSS, Office Assistance & Driver)	No's	LS	CP / RFQM	HOPE	GOB	800	Planned Dates		10.09.23	17.09.23	21.09.23	26.10.23	01.10.23	not required	22days	40 days
								Planned Days		0 day	07 days	04 days	06 days	05 days			
								Actual Dates									
GR-09	Advertisement & Circulation	No's	LS	-	HOPE	GOB	1000	As per instant requirement & authority's approval									
GR-10	Motor Vehicles (Repair & maintenance)	LS	LS	CP	HOPE	GOB	1500	As per instant requirement & authority's approval									
GR-11	Furniture (Repair & maintenance)	LS	LS	CP	HOPE	GOB	700	As per instant requirement & authority's approval									
GR-12	Computers (Repair & maintenance)	LS	LS	CP	HOPE	GOB	600	As per instant requirement & authority's approval									
GR-13	Machineries & Equipment (Repair & maintenance)	LS	LS	CP	HOPE	GOB	2000	As per instant requirement & authority's approval									
GR-14	Computers & Laptop Purchase, Scanner, UPS & Printer Purchase	No's	35	OTM + RFQM	HOPE	GOB	5000	Planned Dates		01.02.24	15.02.24	29.02.24	07.03.24	24.03.24	needed	53 days	120 days
								Planned Days		0 day	15 days	14 days	07 days	17 days			
								Actual Dates									
GR-15	Computers Accessories (Miscellaneous)	No's	25	CP	HOPE	GOB	500	As per instant requirement & authority's approval									
GR-16	Office Equipment Purchase	LS	LS	OTM	HOPE	GOB	3200	Planned Dates		10.03.24	02.04.24	25.04.24	08.05.24	30.05.24	needed	50 days	120 days
								Planned Days		0 day	15 days	13days	07 days	15days			
								Actual Dates									
GR-17	Office Equipment (Miscellaneous)	LS	LS	CP+ RFQM	HOPE	GOB	800	As per requirement & authority's approval									

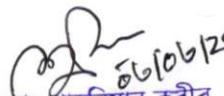

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 উপনিবন্ধক (ফাইন্যান্স)


 রিজি. দত্ত
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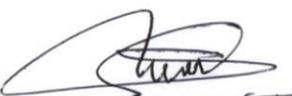

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GR-18	Furniture (Purchase)	LS	LS	RFQM+CP	HOPE	GOB	2200	Planned Dates	04.02.24	11.02.24	18.02.23	25.02.24	02.03.24	needed	27 days	40 days
								Planned Days	0 day	07 days	07days	07 days	06 days			
								Actual Dates								
GR-19	Internal Training	No's	LS	-	HOPE	GOB	5000	As per APA Scheduled & Administrative Decision								
GR-20	Motor Vehicles (Purchase)	No's	01	DPM / OTM	HOPE	GOB	5000	Already the Ministry of finance has been issued and order to stop purchasing any vehicles for the fiscal year 2023-24								
GR-21	Stage Decoration (National Co-operative Day)	No's	LS	RFQM	HOPE	GOB	600	Planned Dates	21.09.23	27.09.23	01.10.23	05.10.23	09.10.23	not required	17days	40 days
								Planned Days	0 day	06 days	04days	04days	04 days			
								Actual Dates								
GR-22	Sound and photography (National Co-operative Day)	No's	LS	RFQM	HOPE	GOB	500	Planned Dates	24.09.23	27.09.23	02.10.23	09.10.23	12.10.23	not required	18 days	40 days
								Planned Days	0 day	03 days	05 days	07 days	03days			
								Actual Dates								
GR-23	Stationary (National Co-operative Day)	No's	LS	RFQM	HOPE	GOB	500	Planned Dates	24.09.23	27.09.23	02.10.23	05.10.23	10.10.23	not required	16 days	40 days
								Planned Days	0 day	03 days	05days	03days	05 days			
								Actual Dates								
GR-24	Banner, Poly Sign & Others (National Co-operative Day)	No's	LS	RFQM	HOPE	GOB	400	Planned Dates	21.09.23	27.09.23	01.10.23	05.10.23	09.10.23	not required	22 days	40 days
								Planned Days	0 day	06 days	04days	04days	04 days			
								Actual Dates								
GR-25	Refreshment (National Co-operative Day)	No's	LS	DPM	HOPE	GOB	1600	As per instant requirement & authority's approval .								
GR-26	Victory Day Celebration	No's	LS	RFQM	HOPE	GOB	300	Planned Dates	12.10.23	19.10.23	23.10.23	31.10.23	03.11.23	not required	21 days	40 days
								Planned Days	0 day	07 days	03days	08 days	03 days			
								Actual Dates								
GR-27	Father of the nation birthday and National Children day Celebration	No's	LS	RFQM	HOPE	GOB	500	Planned Dates	15.01.24	22.01.24	28.01.24	04.02.24	07.02.24	not required	23 days	40 days
								Planned Days	0 day	07 days	06 days	07 days	03days			
								Actual Dates								


 ০৬/০৬/২৪
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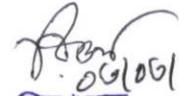

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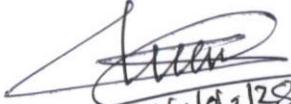
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SR-1	Computer Software (Customise)	LS	LS	RFQM	HOPE	GOB	500	Planned Dates		03.01.24	10.01.24	17.01.24	20.01.24	24.01.24	needed	21 days	40days
								Planned Days		0 day	07 days	07 days	03 days	04 days			
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 ব্যাবস্থাপক (প্রশাসন, মাসউ ও ফাইন্যান্স)


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