



চিঠি প্রাপ্তির তারিখ: ১২.১১.২০২৪
 ডায়েরী নং: ১০১১২০২৪
 তারিখ: ১০.১১.২০২৪
 নবি নং:

Annual Procurement Plan (APP) for Goods
Financial Year: 2025-26

Budget: Revenue

Ministry/Division Rural Development & Co-operatives Division

Agency : Department of Co-operatives

Procuring Entity Name & Code: Upazila Cooperative Office, Dighinala, Khagrachhari Hill District.

Pack No	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Thousand Tk.	Time code for Process	Not used in Goods	Invite/ Advertise Tender	Tender/ Quotation Opening	Tender/ Quotation Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for completion of Contract	
GR-01	Computer & Accessories (Purchase) [4112202]	No's	4	RFQ	UCO, Dighinala, Khagrachhari	GOB	230	9		11.10.25	20.10.25	20.10.25	27.10.25	1.11.25	16	17	18	
								Planned dates		00	07 days	00	07 days	05 days	Not needed	21	36 days	
								Actual dates										
GR-02	Computer Toner [3255101]	No's	12	DPM	UCO, Dighinala, Khagrachhari	GOB	30											
GR-03	Furniture (Repair & Maintenance) [3258103]	LS	LS	DPM	UCO, Dighinala, Khagrachhari	GOB	80											
GR-04	Training (3231301)	No's	LS	DPM	UCO, Dighinala, Khagrachhari		150											
GR-05	Computers and Office Equipment (Repair & Maintenance) [3258103]	LS	LS	DPM	UCO, Dighinala, Khagrachhari	GOB	60											

As per instant requirement

As per instant requirement

As per instant requirement & training policies

As per instant requirement

GR	Furniture Purchase [4112314]	Nos	Officer's Table & Chair-1, Almirah-1, Steel Chair-4	RFQ M	UCO, Dighinala, Khagrachhari	GOB	150	Planned dates			31/01/26	Not needed	21	36 days
								10/01/26	17/01/26	24/01/26				
								Planned days	07 days	07 days				
GR-06														
GR-07	Office rent (3211129)				UCO, Dighinala, Khagrachhari	GOB	1	As per office rent bill.						
GR-08	Petrol, Oil & Lubricants (3243101)				UCO, Dighinala, Khagrachhari	GOB	50	As per instant requirement						
GR-09	Motor Vehicles Repair (3258101)				UCO, Dighinala, Khagrachhari	GOB	30	As per instant requirement						
GR-10	Internet, Fax, Telex (3211117)				UCO, Dighinala, Khagrachhari	GOB	30	As per internet bill						
GR-11	Telephone				UCO, Dighinala, Khagrachhari	GOB	10	As per telephone bill						
GR-12	Electricity [3211113]				UCO, Dighinala, Khagrachhari	GOB	90	As per electricity bill						

অনুমোদিত

২০/০৭/২৫

মুহাম্মদ মুজিব উর রহমান খাঁ
জেলা সমবায় কর্মকর্তা
খাগড়াছড়ি পাবনা জেলা

Rimjim
20.7.25

(Rimjim Chakma)
Assistant Inspector
Upazila Cooperative Office
Dighinala, Khagrachhari

Mishuk
20.7.25

(Mishuk Chakma)
Assistant Inspector
Upazila Cooperative Office
Dighinala, Khagrachhari

20.7.25

(Triratan Chakma)
Upazila Cooperative Officer
Dighinala, Khagrachhari