



Annual Procurement Plan (APP) for Goods

Fiscal Year: 2025-26

Ministry/Division : Rural Development & Co-operatives Division

Agency : Department of Co-operatives

Budget: Revenue

Procuring Entity Name & Code: Upozila Cooperative Office, Jaintapur, Sylhet (1380-204121696)

Package 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/ Work Order	Signing of Contract	Total time to 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	Computer Purchase	-	Desktop/ Laptop	RFQM	UCO	GOB	100	Planned dates		10.09.25	17.09.25	17.09.25	23.09.24	28.09.25	Not needed	20 days	40 days
								Planned days		00	08 days	00	07 days	05 days			
								Actual dates									
GR-02	Paper, Stationery & Others	-	LS	RFQM/ DPM	UCO	GOB	50	Planned dates		20.08.25	27.08.25	27.08.25	02.09.25	07.09.25	Not needed	20 days	40 days
								Planned days		00	08 days	00	07 days	05 days			
								Actual dates									
GR-03	Office Equipment Purchase	-	LS	RFQM/ OTM	UCO	GOB	30	Planned dates		10.09.25	17.09.25	17.09.25	23.09.25	28.09.25	Not needed	20 days	40 days
								Planned days		00	08 days	00	07 days	05 days			
								Actual dates									
GR-04	Furniture Purchase	-	LS	RFQM/ OTM	UCO	GOB	80	Planned dates		28.09.25	05.10.25	05.10.25	12.10.25	16.10.25	Not needed	20 days	40 days
								Planned days		00	08 days	00	07 days	05 days			
								Actual dates									

19.08.25

B

GR-05	Uniform (Office Sohayok & Driver)	-	LS	RFQM	UCO	GOB	7	Planned dates	23.09.25	30.09.25	30.09.25	07.10.25	12.10.25	Not needed	20 days	40 days
								Planned days	00	08 days	00	07 days	05 days			
								Actual dates								
GR-06	Computer Printer Toner & others	-	ls	RFQM/ DPM	UCO	GOB	10	Planned dates	15.10.25	22.10.25	22.10.25	29.10.25	03.11.25	Not needed	20 days	40 days
								Planned days	00	08 days	00	07 days	05 days			
								Actual dates								
GR-07	Furniture Repairs	-	LS	DPM/ RFQM	UCO	GOB	10	As per requirement & authority's approval.								
GR-08	Computer Repairs	-	LS	DPM/ RFQM	UCO	GOB	10	As per instant requirement & authority's approval.								
GR-09	Other machinery & equipment repair	-	LS	RFQM/ DPM	UCO	GOB	15	As per instant requirement & authority's approval.								

অনুমোদিত

19.08.25
মোহাম্মদ শরিফ উদ্দিন তালুকদার
জেলা সমবায় কর্মকর্তা
সিলেট

মোহাম্মদ শরিফ উদ্দিন
উপজেলা সমবায় অফিসার
জৈন্তাপুর, সিলেট।