

Annual Procurement Plan (APP) for Goods (Revised)
Financial Year: 2023-24

Ministry/Division : Rural Development & Co-operatives Division
 Agency : Department of Co-operatives
 Procuring Entity Name & Code: Upajjala Cooperative Office, Manikchhari, Khagrachari (-----)

Budget: Revenue

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/Advertises Tender	Tender/Quotation Opening	Tender/Quotation Evaluation	Approval to Award	Signing of Contract	Notification of Award/Work Order	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
GD1	Office Rent (3211129)	No's	--	--	UCO, Manik	Govt	220.8										
As per Office Rent Bill																	
GD2	Office Equipment (4112310)	No's	AR	REQ	UCO, Manik	Govt	50	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00	
								Planned days		00	14 days	00	07 days	00	07 days	28 days	40 days
								Actual dates									
GD3	Photocopy Toner, Cookeries & other related items (3255105)	No's	AR	CP/RFQ	UCO, Manik	Govt	20	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00	
								Planned days		00	14 days	00	07 days	00	07 days	28 days	40 days
								Actual dates									
								Planned days		00	14 days	00	07 days	00	07 days	28 days	40 days
								Actual dates									
								Planned days		00	14 days	00	07 days	00	07 days	28 days	40 days
								Actual dates									

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GD4	Computer accessories & toner (3255101)	No's	AR	CP/RFQ	UCO, Manik	Govt	20	As per instant requirement.
GD5	Motor vehicle repair (3258101)	No's	AR	CP/RFQ	UCO, Manik	Govt	20	As per instant requirement.
GD6	Computer Repairs (3258103)	No's	AR	CP/RFQ	UCO, Manik	Govt	20	As per requirement.
GD7	Furniture Repairs (3258102)	No's	AR	CP/RFQ	UCO, Manik	Govt	20	As per requirement.
GD8	Machinery & equipment repair (3258105)	No's	AR	CP/RFQ	UCO, Manik	Govt	15	As per requirement.
GD9	Gas & Fuel (3243102)	--	--	--	UCO, Manik	Govt	100	As per requirement.
GD10	Stamps (3211119)	--	--	--	UCO, Manik	Govt	08	As per requirement.
GD11	Telephone (3211120)	--	--	--	UCO, Manik	Govt	12	As per Telephone Bill.
GD12	Internet, Fax & Telex (3211117)	--	--	--	UCO, Manik	Govt	18	As per Internet, Fax & Telex Bill.
GD13	Electricity (3211113)	--	--	--	UCO, Manik	Govt	20	As per Electricity Bill.

Signature

(Md. Abul Kasem)
Assistant Inspector
Upajjila Co-Operative Office
Manikchari, Khagrachari

Signature

(Md. Ayubur Rahman)
Upajjila Co-Operative Officer
Manikchari, Khagrachari

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								9	10	11	12	13	14	15	16	17	18	
As per instant requirement & training policies.																		
As per Office Rent Bill.																		
GD1	In house Training (321301)	No's	AR	CP/RFQ	UCO, Manik	Govt	300	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										
GD2	Office Rent (3211129)	No's	--	--	UCO, Manik	Govt	202.4	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
GD3	Computer Purchase (4112202)	No's	02	RFQ	UCO, Manik	Govt	160	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										
GD4	Furniture Purchase (4112314)	No's	AR	RFQ	UCO, Manik	Govt	80	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										
GD5	Office Equipment (4112310)	No's	AR	RFQ	UCO, Manik	Govt	50	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										
GD6	Photocopy Toner, Cookeries & other related items (3255105)	No's	AR	CP/RFQ	UCO, Manik	Govt	180	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										
GD7	Uniform (3256106)	No's	AR	RFQ	UCO, Manik	Govt	24	Planned dates		10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00		
								Planned days	00	00	14 days	00	07 days	00	07 days	28 days	40 days	
								Actual dates										

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GD8	Computer accessories & toner (3255101)	No's	AR	CP/RFQ	UCO, Manik	Govt	50	As per instant requirement.
GD9	Computer Repairs (3258103)	No's	AR	CP/RFQ	UCO, Manik	Govt	40	As per requirement.
GD10	Furniture Repairs (3258102)	No's	AR	CP/RFQ	UCO, Manik	Govt	50	As per requirement.
GD11	Machinery & equipment repair (3258105)	No's	AR	CP/RFQ	UCO, Manik	Govt	70	As per requirement.
GD12	Motor Vehicles Repairs (3258101)	No's	AR	CP/RFQ	UCO, Manik	Govt	50	As per instant requirement.
GD13	Petrol, Oil & Lubricants (3243101)	--	--	--	UCO, Manik	Govt	50	As per requirement.
GD14	Gas & Fuel (3243102)	--	--	--	UCO, Manik	Govt	100	As per requirement.
GD15	Stamps (3211119)	--	--	--	UCO, Manik	Govt	05	As per requirement.
GD16	Telephone (3211120)	--	--	--	UCO, Manik	Govt	10	As per Telephone Bill.
GD17	Internet, Fax & Telex (3211117)	--	--	--	UCO, Manik	Govt	10	As per Internet, Fax & Telex Bill.
GD18	Electricity (3211113)	--	--	--	UCO, Manik	Govt	20	As per Electricity Bill.



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