ANNUAL PROCUREMENT PLAN (APP)
for Goods
FY : 2026-2027

Ministry/Division	: Rural Development & Co-operatives Division.	
Agency	: Upazilla Co-operative Office, palash, narsingdi	Budget : Revenue
Procuring Entity Unit & Code	6704	

Package No	Description of Procurement Package GOODS	Unit Price	Quantity	Procurement Method & Type	Contract Approving Authority	source of Funds	Estd. cost in Tk.	Time code for process	Not used in Goods	Invita/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	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
GD1 3255101 Computer Parts				RFQ	HOPE	GOB	**15900**	Planned Dates									
	Computer Toner LBP 6030 (Canon)	1500	4	6000				Planned Days	As per instant requirement								
	Key Board (A4tech)	700	2	1400				Actual Dates									
	Mouse (A4tech)	500	3	1500													
	Edge Modem (China)	5000	1	5000													
	Pen Drive (Transtac)	1000	2	2000													
GD2 3255105 Other Expenses	**L1-Stationary Goods**			RFQ	HOPE	GOB	**64190**	Planned Dates									
	Ofset Paper A4 (Bashundhara 80 gm)	400	15Rim	6000				Planned Days	As per instant requirement								
	Ofset Paper Legal (Bashundhara 80 gm)	500	4Rim	2000				Actual Dates									
	File Cover	25	200	5000													
	File Cover board	10	200	2000													
	Envelop (5``x10``)	1	200	200													
	Envelop (10``x23``)	2	500	1000													
	Gum Pot	70	5	350													
	Stapler Machine(Kang)	200	4	800													
	Stapler Pin (Kangaroo)24/6	300	4 packet	1200													
	Stamp Pad (Art Line)	80	5	400													
	Reg: Khata (size 12)	70	12	840													
	Reg: Khata (size 24)	120	10	1200													
	Aerosol (Square)	300	5	1500													

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	Soap (Lux)	50	6	300													
	Facial Tissue (Bashundhara)	80	24	1920													
	Toilet Tissue (Bashundhara)	40	50	2000													
	Trix (Uniliver)	150	2	300													
	Hand Wash (Savlon),hand santizer	500	8	4000													
	Harpic (Uniliver)	130	6	780													
	Vim (Uniliver)	120	6	720													
	Towel (Officer/Staff)(China/Thailand)	500	5	2500													
	Curtain (Bangla)	800	20	16000													
	File Folder Box (China)	200	5	1000													
	Pen Holder/Stand (China)	100	4	400													
	Anti Cutter (China)	80	4	320													
	Scissors (RFL)	100	3	300													
	Scotch Tape (China)	50	10	500													
	Binding Tape (China)	80	3	240													
	Maskin Tape (China)	100	2	200													
	Marker Pen (Stedler)	60	5	300													
	Ball Pen Black (Matador)	5	48	240													
	Ball Pen Red (Matador)	5	12	60													
	Note Sheet Legal (Bashundhara)	150	10	1500													
	Fluid	150	5	750													
	Highlight Pen (Stadlar)	40	5	200													
	Scale (RFL)	25	5	125													
	Eraser (Stedler)	10	10	100													
	Sharpner (Stedler)	10	12	120													
	Tube Gum (Stedler)	25	25	625													

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	Punching Machine Double (Kangaroo)	120	4	480													
	Punching Machine Single (Kangaroo)	120	4	480													
	Pin Remover (Kangaroo)	50	4	200													
	Pencil (Stedler)	10	24	240													
	File Ribbon (Shapla)	50	20 Role														
	Paper Weight (RFL)	70	12	840													
	James Clip (Kangaroo)	30	2 Box	60													
	Pin (Kangaroo)	25	2Box	50													
	Jet Powder	200	3 packet	300													
	Savlon (ACI)	100	1 Liter	100													
	Wall Clock (Casio)	350	3	1050													
	Cleaner Wage & Rent for other Stationary	2000	12	2400													
	L2- Electric Goods		0	DPM	HOPE	GOB	**24310**	Planned Dates	As per instant requirement								
	Pencil Battery (Sunlight/Sony)	20	24	840				Planned Days									
	Tube Light (Transtec)	280	6	1680				Actual Dates									
	L.E D Bulb (Transtec)	380	8	3040													
	Stater (Transtec)	25	10	250													
	Silling Fan	3000	2	6000													
	Multiplug (Smasung)	500	3	1500													
	Calculetor (Casio)	500	4	2000													
	Electric Ketle (Miyko)	1500	2	3000													
	Tool Box (China)	2000	1	2000													
	Telephone Set (Panasonic)	4000	1	4000													

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	L3- Crokeries Goods			RFQ	HOPE	GOB	**18270**	Planned Dates	As per instant requirement								
	Cup Set (Monno/Shinepukur)	1000	2 Dozen	2000				Planned Days									
	Table Spoon	150	5 pes	750				Actual Dates									
	Tea Spoon	200	2 Dozen	400													
	Full Plate (Monno/Shinepukur)	1500	1 Dozen	1500													
	Half Plate (Monno/Shinepukur)	800	1Dozen	800													
	Water Glass (Nasir Glass)	800	1 Dozen	800													
	Fork	200	2 Dozen	400													
	Flask (China)	1000	2	2000													
	Mug (RFL)	100	4	400													
	Badna (RFL)	80	4	320													
	Balti (RFL)	200	4	800													
	Tray Melamine (Sharif)	450	2	900													
	Paposh (China)	300	10	3000													
	Mat (China)	500	1	500													
	Knife (RFL)	150	2	300													
	Busket (RFL)	150	2	300													
	Punch Busket (RFL)	350	2	700													
	Table Mate	500	2 set	1000													
	Water Mug Ceramic (Monno/Shinepukur)	200	6	1200													

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	L4- Sanetary/ Hardware Goods		0	DPM	HOPE	GOB	**17400**	Planned Dates									
	Lock+Lever Lock (Movas)	700	6	4200				Planned Days	As per instant requirement								
	Table Glass (Nasir Glass)	3000	3	9000				Actual Dates									
	Brush (RFL)	150	3	450													
	Tap (RFL)	300	4	1200													
	Basin Tap (RFL)	350	3	1050													
	Hand Shower (RFL)	500	3	1500													
Motor Vehicles Fuel And Servicing				DPM	HOPE	GOB	**73600**	Planned Dates									
	Tire tube	4000	2	8000				Planned Days	As per instant requirement								
	parts			20000				Actual Dates									
	Servicing			10000													
	Fuel	49	400 Liter	35600													
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	**30000**	Planned Dates									
	Table Repair	|Requirment						Planned Days	As per instant requirement								
	Chair Repair	|Requirment						Actual Dates									
	File Cabinet (steel)	|Requirment															
	File Rack (Wood)	|Requirment															
	Almira Repair (steel)	|Requirment															

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GD5 4112202 Computer & Office Equipments				RFQ	HOPE	GOB	**0**	Planned Dates							Not Needed		
	Anti Virus (Kaspersky)			45000/-				Planned Days									
	Hard Disk (Toshiba)							Actual Dates									
	Ram (Transtec)																
	Mother Board m(Gygabite)																
	Rom DVD/sundsyestem																
	Casing																
	Monitor HP																
	Printer (Canon)																
	UPS (650VA)																
	ScannerWith Potocopy (Cannon)																
	Router (TP Link),adptor																
GD7 4112314 Furniture				RFQ	HOPE	GOB	**0**	Planned Dates							Not Needed	20 day	
	officer Table (Wood)							Planned Days									
	Visitors Chair with hadle (Otobi/Navana)							Actual Dates									
	File Cabinet (Otobi/ (steel)																
	File Rack (Wood)																
	Book Self (Otobi/Navana)																
	Almira (steel)																
	Site Table																
	Computer Table																
	Visitors Chair with hadle (Otobi/Navana)																

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	Total Value of Goods Procurement																

সাহিদা

সাহিদা আক্তার

উপজলা সমবায় কাযালয়

পলাশ, নরসিংদী।