



সিটি প্রতিষ্ঠার তারিখ  
 তারিখ নং- ৬৬৬  
 তারিখ ২০/০৭/২০২৫  
 নকি নং-

**Annual Procurement Plan (APP) for Goods (Revised)**  
**Financial Year: 2025-2026**

Budget: Revenue Agency

Ministry/Division : Rural Development & Co-operatives Division  
 : Department of Co-operatives  
 Procuring Entity Name & Code: Upajjala Cooperative Office, Panchari, Khagrachari (138-0203-121153)

Package No	Description of Procurement Package	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/Adverties 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								9	10	11	12	13	14	15	16	17	18
As per Office Rent Bill.																	
GD1	Office Rent (3211129)	No's	-	-	UCO, PAN	Govt	220.8			10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00	
GD2	Office Equipment (4112310)	No's	AR	RFQ	UCO, PAN	Govt	50			00	14 days	00	07 days	00	07 days	28 days	40 days
GD3	Printer Toner, Cookeries & other related items (3255105)	No's	AR	CP/RFQ	UCO, PAN	Govt	20			10.10.23	23.10.23	23.10.23	31.10.23	Not needed	07.11.23	00	
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days
										00	14 days	00	07 days	00	07 days	28 days	40 days

1. 20/07/2025  
 ১৫/০৭/২০২৫  
 রাপম ঢাকমা  
 উপজেলা সমবায় অফিস(পঞ্চারী)  
 পানছড়ি, খাগড়াছড়ি পার্বত্য জেলা।

১৭/০৭/২০২৫  
 অতিরিক্ত হিসাব  
 কর্মসূচী পরিচালক  
 উপজেলা সমবায় অফিস  
 পানছড়ি, খাগড়াছড়ি।

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

অনুমোদিত



মুহাম্মদ মুজিব উর রুহমান বান  
জেলা সমস্বায় কর্মকর্তা  
বাগদাহাড়ি পাবনা জেলা

129/09  
22

(Rupam Chakma)  
Upajila Co-Operative Officer  
Panchari, Khagrachari

17-07  
2025

(Ichouk Tripura)  
Assistant Inspector  
Upajila Co-Operative Office  
Panchari, Khagrachari