

**ANNUAL PROCUREMENT PLAN (APP)
For Goods
FY-24-25**

Ministry/Division : Rural Development & Co-operatives Division.
Agency : Upazilla Co-operative Office, Sreenagar, Munshiganj
Procuring Entity Unit & Code : 6704

Budget : Revenue

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/Adv ertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notificati on of Award
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GDI 3255101 Computer Parts				RFQ	HOPE	GOB	26000	Planned Dates						
	Computer Toner	1500	8	12000				Planned Days						
	Key Board	1500	4	6000				Actual Dates						
	Mouse	1200	4	4800										
	Edge Modem	1200	1	1200										
	Pen Drive	1000	2	2000										
GDI2 3255105 Other Expenses	L1-Stationary Goods			RFQ	HOPE	GOB	83980	Planned Dates						
	Offset Paper A4 (80 gm)	600	20Rim	12000				Planned Days						
	Offset Paper Legal (80 gm)	800	4Rim	3200				Actual Dates						
	File Cover	30	100	3000										
	File Cover board	25	100	2500										
	Envelop (5''x10'')	5	200	1000										
	Envelop (10''x23'')	10	200	2000										
	Gum Pot	150	3	450										
	Stapler Machine	400	4	1600										
	Stapler Pin	400	4 packet	1600										
	Stamp Pad	300	5	1000										
	Reg: Khata (size 12)	90	20	1800										
	Reg: Khata (size 24)	150	15	2250										
	Aerosol	800	3	2400										
	Soap	60	3	180										
	Facial Tissue	100	12	1200										
	Toilet Tissue	30	25	750										

As per instant requirement

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	James Clip	60	2 Box	120										
	Slip Pad	150	2	300										
	Jet Powder	250	2 packet	500										
	Savlon	200	1 Liter	200										
	Wall Clock	1500	2	3000										
	Cleaner Wage & Rent for other Stationary	400	3	1200										
	L2- Electric Goods		0	DPM	HOPE	GOB	48950	Planned Dates						
	Rice cooker	1	4000	4000				Planned Days						
	Tube Light	1000	3	3000				Actual Dates						
	L.E D Bulb	700	4	2800										
	Stater	50	6	150										
	Silling Fan	6000	2	12000										
	Table Fan	5000	2	10000										
	Multiplug	700	3	2100										
	Calcuator	600	4	2400										
	Electric Kettle	3000	2	6000										
	Electric Cable	50	300	1500										
	Telephone Set	5000	1	5000										
	L3- Crokeries Goods			RFQ	HOPE	GOB	24600	Planned Dates						
	Cup Set	3000	1 Dozen	3000				Planned Days						
	Table Spoon	200	6 piece	1200				Actual Dates						
	Tea Spoon	200	2 Dozen	400										
	Full Plate	3600	1 Dozen	3600										
	Half Plate	1800	1Dozen	1800										


As per instant requirement

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	parts			20000				Actual Dates						
	Servicing			10000										
	Fuel	49	400 Liter	35600										
GD4 3258102 Furniture Repair				DPM	HOPE	GOB	30000	Planned Dates						
	Table Repair		Requirement					Planned Days						
	Chair Repair		Requirement					Actual Dates						
	File Cabinet (steel)		Requirement											
	File Rack (Wood)		Requirement											
	Almira Repair (Wood)		Requirement											
	Almira Repair (steel)		Requirement											
GD5 4112202 Computer & Office Equipment				RFQ	HOPE	GOB	146000	Planned Dates						
	Anti Virus (Kaspersky)	1500	2	3000				Planned Days						
	Hard Disk	12000	2	24000				Actual Dates						
	Ram	4000	2	8000										
	Mother Board	8000	1	8000										
	Rom DVD	4000	1	4000										
	Casing	3000	2	6000										
	Monitor HP	9000	1	8000										
	Printer	20000	2	40000										
	UPS (650VA)	5000	3	15000										
	ScannerWith Potocopy (Cannon)	25000	1	25000										
	Router (TP Link)	6000	1	5000										

As per instant requirement

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GD7 4112314 Furniture				RFQ	HOPE	GOB	238000	Planned Dates						
	Staff Table (Wood)	16000	3	48000				Planned Days						
	Visitors Chair without hadle	2500	6	15000				Actual Dates						
	File Cabinet	30000	1	30000										
	File Rack (Wood)	20000	2	40000										
	Cookaries Self	15000	1	15000										
	Almira (steel)	40000	1	40000										
	Site Table	20000	1	20000										
	Computer Table	5000	2	10000										
	Visitors Chair with hadle	4000	5	20000										
	Total Value of Goods Procurement						469970							


 (আনিছা খাতুন)
 উপজেলা সমবায় অফিসার
 শ্রীনগর, মুন্সিগঞ্জ