

**Annual Procurement Plan (APP)  
for Goods  
FY: 2025-2026**

Rural Development & Cooperatives Division  
Department of Cooperatives  
Muzilla co-operative Office, Mageswari, Kurigram 1380204

Division  
Activity Unit & Code

Description of Procurement package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Esid Cost in Million Tk.	Time Code for Process	Not Rsd in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for completion of contract
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Cleaning Materials	-	LS	DPM	JR	GOB	0.10										
Books and Periodicals	-	LS	DPM	JR	GOB	0.0										
Computer Materials (Printer Toner & Photocopier Toner)	-	30	DPM	JR	GOB	0.20										
Other Stationary (papers A4, Legal & Other Stationary Items)	-	LS	RFQ/DPM	JR	GOB	0.20			05.08.25	14.08.25	14.08.25	15.08.25	15.08.25	N/A	N/A	31 days
Motor Vehicles (Repair & maintenance)	-	LS	DPM	JR	GOB	0.00										
Furniture (Repair & Maintenance)	-	LS	DPM	JR	GOB	0.10			0 day	10 days	10 days	11 days	11 days			
Computers (Repair & maintenance)	-	LS	DPM	JR	GOB	0.10										
Machineries & Equipment (Repair & maintenance)	-	LS	DPM	JR	GOB	0.00										

As per instant requirement

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Computers & Accessories Laptop-01, Desktop Computer-02, Lazer Printer-01, Colour Printer-01	7	RFQ	JR	GOV	0.20	Planned Dates	20.08.25	28.08.25	28.08.25	29.08.25	29.08.25	N/A	N/A	31 days
						Planned Days	0 day	9 days	9 days	10 days	10 days			
						Actual Dates								
Office Equipment IPS-01, Ceiling fan-01,	9	RFQ	JR	GOV	0.20	Planned Dates	20.08.25	28.08.25	0	0	0	N/A	N/A	31 days
						Planned Days	0 day	9 days	0	0	0			
						Actual Dates								
Furniture Visitor Chair-6, Executive Chair-01, Executive Table-01, Book shelf-01, Wodden chair-01, Wodden wall rack-01, Steel Almira-02, Computer Table-03, Side Rack-02	23	RFQ	JR	GOV	0.30	Planned Dates	20.08.25	28.08.25	28.08.25	29.08.25	29.08.25	N/A	N/A	31 days
						Planned Days	0 day	9 days	9 days	10 days	10 days			
						Actual Dates								

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*(Signature)*

মোঃ আতিকুর রহমান  
জেলা সবার অফিসার (ভারপ্রাপ্ত)  
কুড়িয়া।

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(M.H. noor kutubul alam)  
Upozilla co-operative Officer,  
Nageswari, Kurigram.