

# Annual Procurement Plan-2025-2026

Ministry : Ministry of Finance  
 Agency : Controller General Of Accounts (CGA)  
 Procuring Entity Name&Code: Upozila Accounts Office, Bishwanath, Sylhet. (Code-1090305101974)

Budget: Reve

| Package no | Description of Procurement Package Goods | Unit | Quantity | Procurement method & Type | Contract Approved Authority | Source of Funds | Estid. cost in Tk | Time-Code for process | Not Used in Good | Invite/A dvertise Tender | Tender Opening | Tender Evaluati on | Approval to Award | notifica tion of Award | singing of contract | Total Time to Contract Signatur e | Time to complete on of contract |
|------------|------------------------------------------|------|----------|---------------------------|-----------------------------|-----------------|-------------------|-----------------------|------------------|--------------------------|----------------|--------------------|-------------------|------------------------|---------------------|-----------------------------------|---------------------------------|
| 1          | 2                                        | 3    | 4        | 5                         | 6                           | 7               | 8                 | 9                     | 10               | 11                       | 12             | 13                 | 14                | 15                     | 16                  | 17                                | 18                              |
| 1          | Cleaning Items                           | -    | -        | Cash Purchase             | UAO, Bishwanath             | GOB             | 30,000/-          | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 2          | CPU                                      | 1    | 1        | RFQ                       | UAO, Bishwanath             | GOB             | 25,000/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 3          | UPS                                      | 2    | 2        | Cash Purchase             | UAO, Bishwanath             | GOB             | 6,400/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 4          | Monitor                                  | 2    | 2        | Cash Purchase             | UAO, Bishwanath             | GOB             | 14,300/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 5          | Toner                                    | 5    | 5        | Cash Purchase             | UAO, Bishwanath             | GOB             | 9,300/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 6          | Keyboard                                 | 3    | 3        | Cash Purchase             | UAO, Bishwanath             | GOB             | 2,600/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 7          | Mouse                                    | 4    | 4        | Cash Purchase             | UAO, Bishwanath             | GOB             | 3,600/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 8          | Antivirus                                | 4    | 4        | Cash Purchase             | UAO, Bishwanath             | GOB             | 4,400/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 9          | RAM                                      | 3    | 3        | Cash Purchase             | UAO, Bishwanath             | GOB             | 11,400/-          | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 10         | Pen drive                                | 2    | 2        | Cash Purchase             | UAO, Bishwanath             | GOB             | 3000/-            | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 11         | Stamps & Seals                           | 15   | 15       | Cash Purchase             | UAO, Bishwanath             | GOB             | 5,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 12         | Legal Paper                              | 6    | 6        | Cash Purchase             | UAO, Bishwanath             | GOB             | 7,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 13         | A4 Paper                                 | 20   | 20       | RFQ                       | UAO, Bishwanath             | GOB             | 17,000/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 14         | Calculator                               | 3    | 3        | Cash Purchase             | UAO, Bishwanath             | GOB             | 2,600/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 15         | Wall Clock                               | 2    | 2        | Cash Purchase             | UAO, Bishwanath             | GOB             | 4,400/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 16         | Calling Bell                             | 2    | 2        | Cash Purchase             | UAO, Bishwanath             | GOB             | 3,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 17         | Table Glass                              | 4    | 4        | RFQ                       | UAO, Bishwanath             | GOB             | 12,000/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 18         | Flower Tub                               | 5    | 5        | Cash Purchase             | UAO, Bishwanath             | GOB             | 4,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 19         | File Register                            | 100  | 100      | Cash Purchase             | UAO, Bishwanath             | GOB             | 8,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 20         | File + Cover                             | 200  | 200      | Cash Purchase             | UAO, Bishwanath             | GOB             | 7,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 21         | Other Stationary                         | -    | -        | Cash Purchase             | UAO, Bishwanath             | GOB             | 15,000/-          | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 22         | Ceiling fan                              | 2    | 2        | DPM                       | UAO, Bishwanath             | GOB             | 7,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 23         | Power Saving Bulb                        | 10   | 10       | Cash Purchase             | UAO, Bishwanath             | GOB             | 7,000/-           | 1 Day                 | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 24         | Crockeries                               | -    | -        | RFQ                       | UAO, Bishwanath             | GOB             | 11,000/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |
| 25         | File Rak                                 | 2    | 2        | RFQ                       | UAO, Bishwanath             | GOB             | 35,000/-          | 7 Days                | -                | -                        | -              | -                  | -                 | -                      | -                   | -                                 | -                               |

(কাজী মো. আবুল কাসেম)  
 উপজেলা হিসাবরক্ষণ কর্মকর্তা  
 বিষ্ণনাথ, সিলেট।