## **Annual Procurement Plan (APP) for Goods** Financial Year: 2021-22

**Budget: Revenue** 

Ministry/Division : Rural Development & Co-operatives Division
Agency : Department of Co-operatives
Procuring Entity Name & Code: Divisional Cooperative Office, Chattogram (138-0202-0121140)

Package No	Description of Procurement	Unit	Quantity	Procurement Method &	Contract Approving	Source of	Estd. Cost in Thousand	Time code for Process	Not used in	Invite/ Adverties	Tender/ Quotation	Tender/ Quotation	Approval to Award	Signing of	Notification of Award/	Total time to	Time for completion		
110	Package			Type	Authority	Funds	Tk.	ioi i rocess	GOODS	Tender	Opening	Evelua	to Awaru	Contract	Work	Contract	of		
	GOODS			J F -								tion			Order	Signature	Contract		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
GD1	Books and periodicals (3211127)	No's	AR	СР	JR, Ctg	Govt	15	As per requirement & newspaper bill.											
GD2	In house Training (3231301)	No's	AR	CP/RFQ	JR, Ctg	Govt	250	As per instant requirement & training policies.											
GD3	Office Rent (3211129)	No's		-	JR, Ctg	Govt	1242	As per Office Rent Bill.											
GD4	Computer Purchase (4112202)	No's	03	RFQ	JR, Ctg	Govt	280	Planned dates		02.09. 21	16.09.21	16.09.21	23.09.21	Not needed	30.09.21	00			
								Planned days		00	14 days	00	07 days	00	07 days	28 days	40 days		
								Actual											
								dates											
GD5	Furniture Purchase (4112314)	No's	AR	RFQ	JR, Ctg	Govt	200	Planned dates		02.09. 21	16.09.21	16.09.21	23.09.21	Not needed	30.09.21	00			
								Planned		00	14 days	00	07 days	00	07 days	28 days	40 days		
								days											
								Actual											
								dates											
GD6	Office Equipment (4112310)	No's	AR	RFQ	JR, Ctg	Govt	300	Planned		02.09. 21	16.09.21	16.09.21	23.09.21	Not	30.09.21	00			
								dates						needed					
								Planned		00	14 days	00	07 days	00	07 days	28 days	40 days		
								days											
								Actual											
								dates											
GD7	Paper & Stationery	No's	AR	CP/RFQ	JR, Ctg	Govt	300	Planned dates		02.09. 21	16.09.21	16.09.21	23.09.21	Not needed	30.09.21	00			
	(3255105)							Planned		00	14 days	00	07 days	00	07 days	28 days	40 days		
								days											
								Actual											
								dates											
GD8	Photocopy Toner,	No's	AR	CP/RFQ	JR, Ctg	Govt	150	Planned dates		02.09. 21	16.09.21	16.09.21	23.09.21	Not needed	30.09.21	00			
	Cookeries &							Planned		00	14 days	00	07 days	00	07 days	28 days	40 days		
	other related							days											
	items							Actual											
	(3255105)							dates											

GD9	Uniform (3256106)	No's	AR	RFQ	JR, Ctg	Govt	127	Planned dates	02.09. 21	16.09.21	16.09.21	23.09.21	Not needed	30.09.21	00				
								Planned days	00	14 days	00	07 days	00	07 days	28 days	40 days			
								Actual											
								dates											
GD10	Computer accessories & toner (3255101)	No's	AR	CP/ RFQ	JR, Ctg	Govt	100	As per instant requirement.											
GD11	Computer Repairs (3258103)	No's	AR	CP/ RFQ	JR, Ctg	Govt	40	As per requirement.											
GD12	Furniture Repairs (3258102)	No's	AR	CP/ RFQ	JR, Ctg	Govt	40	As per requirement.											
GD13	Machinery & equipment repair (3258105)	No's	AR	CP/ RFQ	JR, Ctg	Govt	30	As per requirement.											
GD14	Motor Vehicles Repairs (3258101)	No's	AR	CP/ RFQ	JR, Ctg	Govt	100	As per instant requirement.											
GD15	Publicity & advertising (3211125)	No's			JR, Ctg	Govt	50	As per requirement.											
GD16	Seminar/ Conference (3211111)	No's	AR	CP/RFQ	JR, Ctg	Govt	200	As per requirement & Seminar policies.											
GD17	Petrol, Oil & Lubricants (3243101)		-		JR, Ctg	Govt	200	As per requirement.											
GD18	Gas & Fuel (3243102)			-	JR, Ctg	Govt	200	As per requirement.											
GD19	Innovation (3257105)	No's			JR, Ctg	Govt	75	As per instant requirement.											

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