Annual Procurement Plan (APP) for Goods

Financial Year: 2023-2024

Ministry/Division : Rural Development & Co-operatives Division

Agency : Development & Co-operatives

Procuring Entity Name & Code : Upazilla Co-operative Office, Daudkandi, Cumilla.

Package No	Description Of Procurement Package GOODS	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 Eveluation	Approval to Award	Signing of Contract	Notification of Award/ Work Order	Total Time to Contract Signature	Time for Completion of Contract	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
01	Electricity 3211113	No's			HOPE	Govt	12	As Per Office Electricity Bill										
02	Internet 3211117	No's	AR		HOPE	Govt	12	As Per Office Internet Bill										
04	Postal Ticket 3211119	No's	AR		HOPE	Govt	1.5	As Per Requirement										
03	Telephone 3211120	No's			HOPE	Govt	15	As Per Resident & Non-Resident Telephone Bill										
05	Office Rent 3211129	No's			HOPE	Govt		As Per Office Rent Bill										
06	Training Exp. 3231301	No's	AR	СР	HOPE	Govt	60	As per Instant Requirement & Training Policies										
07	Petrol, Oil & Lubricant 3243101				НОРЕ	Govt	24	As Per Requirement										
08	Gas & Fuel 3243102				HOPE	Govt						As Pe	er Requiremen	t				
09	Computer Accessories (Tonar) 3255101	No's	AR	СР	НОРЕ	Govt	6	As per Instant Requirement										
10	Stationery, Paper & Sweeper 3255105	No's	AR	СР	НОРЕ	Govt	8	As Per Instant Requirement, Office Paper Bill & Sweeper Bill										
11	Staff Leverage	No's	AR	RFQ	НОРЕ	Govt	7	Planned Dates		01/07/23	01/07/23	01/07/23	01/07/23	01/07/23	01/07/23			
	3256106							Planned Days Actual		00	0	00	0		0	0	0	
								Dates										

Budget: Revenue

12	Innovation 3257105	No's		СР	НОРЕ	Govt	10	As per Instant Requirement										
13	Motor Vehicles Repairs 3258101	LS	LS	СР	НОРЕ	Govt	20	As per Instant Requirement										
14	Furniture Repairs 3258102	LS	LS	СР	НОРЕ	Govt	40	As Per Requirement										
15	Computer Repairs 3258103	LS	LS	СР	НОРЕ	Govt	50	As per Instant Requirement										
16	Machinery & Equipment Repairs 3258105	LS	LS	СР	НОРЕ	Govt	20	As per Instant Requirement										
17	Computer Purchase	No's	4	RFQ	НОРЕ	Govt	100	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	4112202							Planned Days	00	_	00	-		-	-	-		
								Actual Dates										
18	Office Equipment	No's	AR	RFQ	НОРЕ	Govt	30	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	Purchase 4112310							Planned Days	00	-	00	-		-	-	-		
								Actual Dates										
19	Furniture Purchase	No's	5	RFQ	НОРЕ	Govt	60	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	4112314							Planned Days	00	-	00	-		-	-	-		
								Actual Dates										

Annual Procurement Plan (APP) for Goods

Financial Year: 2023-2024(Amendment)

Ministry/Division : Rural Development & Co-operatives Division

Agency : Development & Co-operatives

Procuring Entity Name & Code : Upazilla Co-operative Office, Daudkandi, Cumilla.

Package No	Description Of Procurement	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd.Cost in Thousand	Time Code For Process	Not Used in GOODS	Invite/ Adverties Tender	Tender/ Quotation Opening	Tender/ Quotation Eveluation	Approval to Award	Signing of Contract	Notification of Award/ Work Order	Total Time to Contract	Time for Completion of Contract	
	Package GOODS						Tk.									Signature		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
01	Electricity 3211113	No's			HOPE	Govt	12	As Per Office Electricity Bill										
02	Internet 3211117	No's	AR		НОРЕ	Govt	12	As Per Office Internet Bill										
03	Postal Ticket 3211119	No's	AR		HOPE	Govt	1.5	As Per Requirement										
04	Telephone 3211120	No's			НОРЕ	Govt	15	As Per Resident & Non-Resident Telephone Bill										
05	Office Rent 3211129	No's			НОРЕ	Govt		As Per Office Rent Bill										
06	Training Exp. 3231301	No's	AR	СР	НОРЕ	Govt	60				As p	er Instant Requ	uirement & Tr	aining Policies				
07	Petrol, Oil & Lubricant 3243101				HOPE	Govt	24					As Po	er Requiremen	t				
08	Gas & Fuel 3243102				НОРЕ	Govt						As Pe	er Requiremen	it				
09	Computer Accessories (Tonar) 3255101	No's	AR	СР	НОРЕ	Govt	6	As per Instant Requirement										
10	Stationery, Paper & Sweeper 3255105	No's	AR	СР	НОРЕ	Govt	8				As Per Insta	ant Requiremen	nt, Office Pape	er Bill & Sweep	per Bill			

Budget: Revenue

11	Staff Leverage	No's	AR	RFQ	НОРЕ	Govt	10	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	3256106							Planned	00	-	00	-		-	-	-		
								Days										
								Actual										
12	Innovation	No's		СР	HOPE	Govt	10	Dates			A a par Is	 nstant Require	mant					
	3257105																	
13	Motor Vehicles Repairs 3258101	LS	LS	СР	НОРЕ	Govt	20	As per Instant Requirement										
14	Furniture Repairs 3258102	LS	LS	СР	НОРЕ	Govt	40	As Per Requirement										
15	Computer Repairs 3258103	LS	LS	СР	НОРЕ	Govt	50	As per Instant Requirement										
16	Machinery & Equipment Repairs 3258105	LS	LS	СР	НОРЕ	Govt	20	As per Instant Requirement										
17	Computer Purchase	o's	4	RFQ	HOPE	Govt	100	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	4112202							Planned	00	-	00	-		-	-	-		
								Days										
							1	Actual										
								Dates										
18	Office Equipment	No's	AR	RFQ/CP	HOPE	Govt	30	Planned Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	Purchase							Planned	00	-	00	-		-	-	-		
	4112310							Days										
								Actual										
10	Furniture	No's	5	RFQ/CP	HOPE	Govt	60	Dates Planned	01/07/23	01/07/23	01/07/23	01/07/23	Not	01/07/23				
19	Purchase	INO S	3	KFQ/CP	HOPE	Govi	ου	Dates	01/07/23	01/07/23	01/07/23	01/07/23	Not Needed	01/07/23				
	4112314							Planned	00	-	00	-		-	-	-		
								Days										
								Actual										
								Dates										