



স্মারক নং- অঃ হিঃ/২৫৪/হিঃ ০০৪(১৫)

তারিখ : ০৩ জুলাই ২০২৪ খ্রি.

বরাবর  
বিভাগ/দপ্তর প্রধান  
শাবিপ্রবি, সিলেট।

বিষয় : ২০২৪-২০২৫ অর্থ বছরের বার্ষিক ক্রয় পরিকল্পনা (APP) প্রণয়ন প্রসঙ্গে।

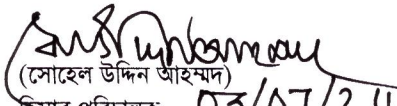
জনাব,  
পাবলিক প্রকিউরমেন্ট বিধিমালা-২০০৮ (এবং পরবর্তী সংশোধনী) এর বিধি ১৫ ও ১৬ অনুসারে আপনার দপ্তর কর্তৃক ২০২৪-২০২৫ অর্থ বছরের বার্ষিক ক্রয় পরিকল্পনা (এ.পি.পি) প্রণয়নের জন্য অনুরোধ করছি।

এ.পি.পি অনুযায়ী বরাদ্দকৃত অর্থ ব্যয়ের ক্ষেত্রে নিম্নোক্ত বিষয়সমূহ বিশেষভাবে পালনীয় :-

০১. সরকারি এবং মঞ্জুরী কমিশনের নির্দেশনা অনুসারে বরাদ্দকৃত অর্থের মধ্যে বার্ষিক ক্রয় পরিকল্পনা (APP) প্রণয়ন করে কমিশনে প্রেরণের বাধ্যবাধকতা থাকায় ২০২৪-২০২৫ অর্থ বছরে বরাদ্দকৃত অর্থ ব্যয়ের APP ১০ জুলাই ২০২৪ এর মধ্যে প্রণয়ন করতেঃ কর্তৃপক্ষের অনুমোদনের নিমিত্তে হিসাব দপ্তরে দাখিল করতে হবে। উক্ত APP অবশ্যই বিভাগ/দপ্তরের জন্য গঠিত ক্রয় কমিটির মাধ্যমে প্রণয়ন এবং বিভাগ/দপ্তর প্রধান কর্তৃক প্রেরণ করতে হবে।
০২. প্রত্যেকটি খাতের অর্থ খরচের পূর্বে বিস্তারিত ও যথাযথ প্রাক্কলনসহ অবশ্যই আর্থিক ও প্রশাসনিক অনুমোদন নিতে হবে। APP তে উল্লিখিত তারিখ অনুসরণ করতে হবে। যথাযথ প্রাক্কলন প্রদান করা না হলে অর্থায়ন ও ক্রয়কার্যে বিঘ্ন ঘটতে পারে।
০৩. বিশ্ববিদ্যালয়ের কর্তৃপক্ষের সঙ্গে আলোচনা করে বাজেটে উল্লিখিত বরাদ্দের মধ্যে একটি বার্ষিক ক্রয় পরিকল্পনা (এ.পি.পি) প্রণয়ন পূর্বক অনুমোদন নিয়ে প্রকিউরমেন্টের প্রয়োজনীয় ব্যবস্থা গ্রহণ করা যেতে পারে। অনুমোদিত এ.পি.পি ওয়েব সাইটে প্রকাশের ব্যবস্থা নেয়া যেতে পারে।
০৪. PPA, 2006 এবং PPR, 2008 অনুসারে অর্থে বিবেচ্য হিসাবে OTM অর্থাৎ টেন্ডার বিজ্ঞপ্তির মাধ্যমে ক্রয় কার্য সম্পাদনের তাগিদ রয়েছে। উনুক্ত দরপত্র পদ্ধতি ছাড়া অন্য কোন ক্রয় পদ্ধতি নির্বাচনের ক্ষেত্রে কারণ ও যৌক্তিকতা নথিতে রেকর্ডভুক্ত করতে হবে।
০৫. বিভিন্ন কাজকে গ্রুপ ওয়ারী ভাগ করে OTM এ সম্পাদন করতে পারলে নিরাপদ ও সুবিধাজনক হিসাবে গণ্য হবে।
০৬. জরুরি মোরামত ও রক্ষণাবেক্ষণের নিমিত্তে খুচরা যন্ত্রপাংশ ক্রয়ের ক্ষেত্রে সীমিত দরপত্র পদ্ধতি (LTM) এবং মূল প্রস্তুতকারী বা উহার একমাত্র এজেন্টের নিকট থেকে সরাসরি চুক্তির প্রয়োগ পদ্ধতির মাধ্যমে ক্রয় করা যেতে পারে।
০৭. কোটেশন প্রদানের অনুরোধ জ্ঞাপন পদ্ধতি (RFQ) এবং সরাসরি নগদ ক্রয় পদ্ধতির প্রয়োগ কঠোরভাবে নিয়ন্ত্রনের জন্য PPR, 2008 তে উল্লেখ রয়েছে এবং এ দুটি পদ্ধতির বাৎসরিক সর্বোচ্চ সীমা নির্ধারণ করা আছে।
০৮. বন্টনকৃত অর্থ ডিসেম্বর ২০২৪ এর মধ্যে কমপক্ষে ৭৫% খরচ করতে হবে।
০৯. বন্টনকৃত সমুদয় অর্থের বিল/ভাউচারসমূহ ৩০ এপ্রিল, ২০২৫ তারিখের মধ্যে অবশ্যই দাখিল করতে হবে। অন্যথায় অব্যয়িত অর্থ বাতিল বলে গণ্য হবে এবং তা অন্যত্র স্থানান্তরিত/সমন্বয় হবে।
১০. বাজেটে বরাদ্দ থাকলেই খরচ করা যাবে না, খরচের যথার্থতা থাকতে হবে। বর্তমান বৈশ্বিক অর্থনৈতিক অবস্থার প্রেক্ষাপটে সরকার কর্তৃক সময়ে সময়ে জারিকৃত পরিপত্র অনুযায়ী সর্বক্ষেত্রে কৃচ্ছতাসাধন অবলম্বন করতে হবে।

বাজেটে বরাদ্দ কাজগুলো সহজে সম্পাদনের নিমিত্তে বছরের প্রথম থেকেই প্রয়োজনীয় কার্যক্রম গ্রহণ করলে আর্থিক ও প্রশাসনিক ব্যবস্থাপনায় সহায়ক হবে।

ধন্যবাদান্তে,  
আপনার বিশ্বস্ত

  
(সোহেল উদ্দিন আহম্মদ)  
হিসাব পরিচালক 03/07/24  
শাবিপ্রবি, সিলেট।

**Sohel Uddin Ahmed**  
Director of Accounts  
Shahjalal University of Science  
and Technology Sylhet

অবগতিকল্পে অনুলিপি :

০১. কোষাধ্যক্ষ মহোদয়, শাবিপ্রবি, সিলেট।
০২. ভাইস চ্যান্সেলর মহোদয়ের সচিব, শাবিপ্রবি, সিলেট।
০৩. রেজিস্ট্রার, শাবিপ্রবি, সিলেট।

(মোহাম্মদ মুর্শেদ আহম্মদ)  
অতিরিক্ত হিসাব পরিচালক

SHAHJALAL UNIVERSITY OF SCIENCE AND TECHNOLOGY, SYLHET.



**ANNUAL PROCUREMENT PLAN**

**(NON-DEVELOPMENT BUDGET)**

**2024-2025**

## Annual Procurement Plan for Revenue Budget for the Year 2024-2025 (Goods/Works/Services)

Name of University: Shahjalal University of Science Technology, Sylhet.  
Office/Department: First Ladies Hall  
Procuring Entity Name: Provost, Professor Dr. Zayeda Sharmin

Package No	Description of Procurement Package	Unit	Qty/ Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated Cost (BDT)	Time Code For Process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
G1	Medical Provision (Sanitation) Goods	Ls	As Demand	DCM	HOPE VC	GOB	50,000.00	Planned dates	20-08-2024	26.08.2024	02.09.2024	05.09.2024	09.09.2024	12.09.2024	27.09.2024	39
								Planned days	0	7	7	3	4	3	15	
								Actual dates								
G2	Sanitary Goods	Ls	As Demand	DCPM	HOPE VC	GOB	50,000.00	Planned dates	Jul-24	25000.00						
									Sep-24	25000.00						
								Planned days	As per requirement							
G3	Sports Goods	Ls	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Dec-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
G4	Computer Repair	Ls	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Sep-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
G5	Electric Goods	Lot	As Demand	RFQ	HOPE VC	GOB	100,000.00	Planned dates	25.07.2024	31.07.2024	07.08.2024	10.08.2024	14.08.2024	17.08.2024	01.09.2024	39
								Planned days	0	7	7	3	4	3	15	
								Actual dates								

OK  
10.07.24  
James Talukder  
Assistant Director (F & A)  
Accounts Office  
Shahjalal University of Science and Technology, Sylhet

10/07/24  
Mohammad Moushad Ahmed  
Additional Director of Accounts  
Shahjalal University of Science and Technology, Sylhet.

10.07.24  
Provost  
First Ladies Hall  
Shahjalal University of Science and Technology, Sylhet

**ANNUAL PROCUREMENT PLAN FOR REVENUE BUDGET FOR THE YEAR 2024-2025**

**Goods/Service/Works**

Name of University  
Office/Department  
Procuring Entity Name  
Project/ Program Name & Code

: Shahjalal University of Science and Technology, Sylhet  
: Department of Food Engineering and Tea Technology  
: Professor Dr. Wahiduzzaman  
: Supply & Service/Repair and Maintenance/Capital grant

Budget: Revenue

Sl. No.	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract of Approving Authority	Source of Fund	Estimated Cost Tk.	Time Code for Process	Invite Advertise Tender	Tender Opening	Tender Evaluation	Approved to Award	Notification of Award	Signature of Contract	Competition of Contract	Total Time for Completion
01	Fourier Transform Infrared Spectrophotometer(FTIR) with Diamond ATR, Multi parameter analyzer –Consort, Hot air dryer	No	01	OTM	HOPE	GOB	25,00,000.00	Planned Dates	10/10/2024	01/11/2024	08/11/2024	15/11/2024	22/11/2024	29/11/2024	11/12/2024	
								Planned Days	0	22	7	7	7	7	12	62
								Actual Dates								
02	Air Conditioner	No	02	RFQ (Goods)	HOPE	GOB	3,00,000.00	Planned Dates	10/10/2024	17/10/2024	24/10/2024	31/10/2024	07/11/2024	14/11/2024	21/11/2024	42
								Planned Days	0	7	7	7	7	7	7	
								Actual Dates								
03	Chemicals and Glassware	No	01	RFQ (Goods)	HOPE	GOB	3,00,000.00	Planned Dates	10/11/2024	17/11/2024	24/11/2024	01/12/2024	08/12/2024	15/12/2024	22/12/2024	
								Planned Days	0	7	7	7	7	7	12	42
								Actual Dates								
04	Chemicals	No	01	RFQ (Goods)	HOPE	GOB	3,00,000.00	Planned Dates	11/12/2024	18/12/2024	25/12/2024	01/01/2025	08/01/2025	15/01/2025	22/01/2025	
								Planned Days	0	7	7	7	7	7	7	42
								Actual Dates								
05	Chemicals	No	01	RFQ (Goods)	HOPE	GOB	3,00,000.00	Planned Dates	11/01/2025	18/01/2025	25/01/2025	01/02/2025	08/02/2025	15/02/2025	22/02/2025	
								Planned Days	0	7	7	7	7	7	7	42
								Actual Dates								
06	Laboratory Maintenance	No	00	DCPM	HOPE	GOB	25,000.00	Planned Dates	01/10/2024			07/10/2024	10/10/2024	-	17/10/2024	
								Planned Days	0			7	3		7	17
								Actual Dates								
07	Tea Garden Maintenance	No	00	DCPM	HOPE	GOB	25,000.00	Planned Dates	10/10/2024	-	-	17/10/2024	20/10/2024	-	27/10/2024	
								Planned Days	0			7	3		7	17
								Actual Dates								
08	Laboratory Maintenance	No	00	DCPM	HOPE	GOB	25,000.00	Planned Dates	30/10/2024	-	-	06/11/2024	08/11/2024	-	26/11/2023	
								Planned Days	0			7	3		7	17
								Actual Dates								
09	Laboratory Maintenance	No	00	DCPM	HOPE	GOB	25,000.00	Planned Dates	10/11/2024	-	-	06/12/2024	08/12/2024	-	26/12/2024	
								Planned Days	0			7	3		7	17
								Actual Dates								
Total Value :							28,00,000.00									

Tk. Thirty Eight Lac Only

Professor Dr. Wahiduzzaman  
Head  
Department of Food Engineering and Tea Technology  
Shahjalal University of Science and Technology, Sylhet-3114, Bangladesh.

Professor Dr. Wahiduzzaman  
Head

Department of Food Engineering and Tea Technology  
Shahjalal University of Science & Technology  
Sylhet 3114, Bangladesh

OK  
10.07.24  
Tapos Talukdar  
Assistant Director (F & A)  
Accounts Office  
Shahjalal University of Science and Technology  
Sylhet

Mohammed Mourshed Ahmed  
Additional Director of Accounts  
Shahjalal University of Science  
and Technology, Sylhet

Mohammed Mourshed Ahmed  
Additional Director of Accounts  
Shahjalal University of Science  
and Technology, Sylhet

**Annual Procurement Plan (APP)  
for  
Revenue Budget  
Financial Year: 2024-2025**

**Begum Fazilatunnesa Mujib Hall, SUST, Sylhet.**

# Annual Procurement Plan for Revenue Budget for the Year 2024-2025

## Summary of Procurement Plan

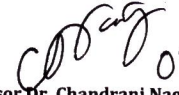
**Name of University:** Shahjalal University of Science and Technology, Sylhet

**Office/Dep Department:** Begum Fazilatunnesa Mujib Hall

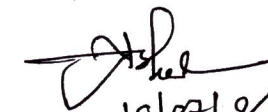
**Procuring Entity Name:** Provost, Professor DR. Chandrani Nag

Sl. No.	Procurement category	Total estimated value of contract (BDT)	Total number of packages	Total number of prior review packages	Number of contract awarded up to .....[Date of Procurement Plan as per Cover Page]	Total value of contract awarded up to .....[Date of Procurement Plan as per Cover Page]
1	Goods	325000.00	7	0	-	-
2	Works	200000.00	2	0	-	-
3	Services	0.00	0	0	-	-
<b>Total</b>		<b>525000.00</b>		<b>0</b>		

In Words (Taka): Five Lakh Twenty Five Thousand Only

  
 08.07.24  
**Professor Dr. Chandrani Nag**  
 Provost  
 Begum Fazilatunnesa Mujib Hall  
 Shahjalal University of Science and Technology, Sylhet

  
 10.07.24  
**Tapos Talukdar**  
 Assistant Director (F & A)  
 Accounts Office  
 Shahjalal University of Science and Technology, Sylhet

  
 10/07/24

**Mohammed Mourshed Ahmed**  
 Additional Director of Accounts  
 Shahjalal University of Science  
 and Technology, Sylhet.

## Annual Procurement Plan for Revenue Budget for the Year 2024-2025


(Goods/Works/Services)


Name of University: Shajalal University of Science and Technology, Sylhet

Office/Department: Begum Fazilatunnesa Mujib Hall

Procuring Entity Name: Provost, Professor DR. Chandrani Nag

Package No.	Description of Procurement Package	Unit	Qty/ Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
G1	Medical Provision (Sanitation) Goods	LS	As Demand	DCM	HOPE VC	GOB	50,000.00	Planned dates	20/08/2024	26/08/2024	02/09/2024	05/09/2024	09/09/2024	12/09/2024	27/09/2024	
								Planned days	0	7	7	3	4	3	15	39
								Actual dates								
G2	Stationary Goods	LS	As Demand	DCPM	HOPE VC	GOB	50,000.00	Planned dates	Jul-24	25000.00						
								Sep-24	25000.00							
								Planned days	As per requirement							
Actual dates																
G3	Sports Goods	LS	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Dec-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
G4	Computer Repair	LS	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Sep-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
G5	Electric Goods	Lot	As Demand	RFQ	HOPE VC	GOB	100,000.00	Planned dates	25/07/2024	31/07/2024	07/08/2024	10/08/2024	14/08/2024	17/08/2024	01/09/2024	
								Planned days	0	7	7	3	4	3	15	39
								Actual dates								
W1	Repair of Residential Buildings	LS	As Demand	DCM	HOPE VC	GOB	100,000.00	Planned dates	27/07/2024	03/08/2024	06/08/2024	10/08/2024	13/08/2024	17/08/2024	01/09/2024	
								Planned days	0	8	3	4	3	4	15	37
								Actual dates								
W2	Repair of Other Buildings	LS	As Demand	DCM	HOPE VC	GOB	100,000.00	Planned dates	01/08/2024	08/08/2024	11/08/2024	15/08/2024	18/08/2024	22/08/2024	06/09/2024	
								Planned days	0	8	3	4	3	4	15	37
								Actual dates								

  
**Tapan Talukdar**  
 Assistant Director (F & A)  
 Accounts Office  
 Shahjalal University of Science and Technology  
 Sylhet

  
**Mohammed Mourshed Ahmed**  
 Additional Director of Accounts  
 Shahjalal University of Science  
 and Technology, Sylhet.

**Mohammed Mourshed Ahmed**  
 Additional Director of Accounts  
 Shahjalal University of Science  
 and Technology, Sylhet

# Annual Procurement Plan for Revenue Budget for the Year 2024-2025

(Goods/Works/Services)

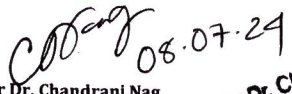
Name of University: Shajalal University of Science and Technology, Sylhet


Office/Department: Begum Fazilatunnesa Mujib Hall

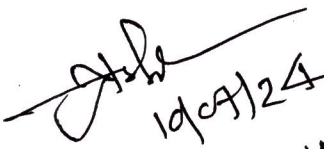
Procuring Entity Name: Provost, Professor DR. Chandrani Nag

Package No.	Description of Procurement Package	Unit	Qty/ Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
G6	Other National Events	LS	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Aug-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
G7	Health Provision Sanitation and Water Supply	LS	As Demand	DCPM	HOPE VC	GOB	50,000.00	Planned dates	Jul-24	25000.00						
									Sep-24	25000.00						
								Planned days	As per requirement							
								Actual dates								
							525,000.00									

In Words (Taka): Five Lakh Twenty Five Thousand Only

  
 08.07.24  
**Professor Dr. Chandrani Nag**  
 Provost  
 Begum Fazilatunnesa Mujib Hall  
 Shajalal University of Science and Technology, Sylhet-3114

OK  
  
 10.07.24  
**Tapos Talukder**  
 Assistant Director (F & A)  
 Accounts Office  
 Shajalal University of Science and Technology, Sylhet


  
 19/07/24  
**Mohammed Mousher Ahmed**  
 Additional Director (F & A)  
 Accounts Office  
 Shajalal University of Science and Technology, Sylhet





**Annual Procurement Plan (APP)  
for  
Revenue Budget  
Financial Year: 2024-2025**

**Institute of Information and Communication Technology, SUST, Sylhet.**

Dr. M. A. Wazed Miah ICT Building

  
10/07/24

  
Prof. Dr. M. Jahirul Islam  
Director  
Institute of Information and  
Communication Technology (IICT)  
Shahjalal University of Science and  
Technology, Sylhet, Bangladesh.

  
11/07/24  
Tados Talukdar  
Assistant Director (F & A)  
Accounts Office  
Shahjalal University of Science and Technology  
Sylhet

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# Annual Procurement Plan for Revenue Budget for the Year 2024-2025

## Summary of Procurement Plan


Name of University: Shajalal University of Science and Technology, Sylhet

Office/Department: Institute of Information and Communication Technology (IICT)

Procuring Entity Name: Professor Dr. Mohammed Jahirul Islam, Director, IICT, SUST, Sylhet.

Sl. No.	Procurement category	Total estimated value of contract (BDT)	Total number of packages	Total number of prior review packages	Number of contract awarded up to .....[Date of Procurement Plan as per Cover Page]	Total value of contract awarded up to .....[Date of Procurement Plan as per Cover Page]
1	Goods	1500000.00	2	0	-	-
2	Works	0.00	0	0	-	-
3	Services	0.00	0	0	-	-
<b>Total</b>		<b>1500000.00</b>		<b>0</b>		

  
10/07/24

  
Prof. Dr. M. Jahirul Islam  
Director  
Institute of Information and  
Communication Technology (IICT)  
Shahjalal University of Science and  
Technology, Sylhet, Bangladesh

OK   
11.07.24

Tapos Talukdar  
Assistant Director (F & A)  
Accounts Office  
Shahjalal University of Science and Technology  
Sylhet

## Annual Procurement Plan for Revenue Budget for the Year 2024-2025 Goods


**Name of University:** Shajalal University of Science and Technology, Sylhet


**Office/Department:** Institute of Information and Communication Technology (IICT)


**Procuring Entity Name:** Professor Dr. Mohammed Jahirul Islam, Director, IICT, SUST, Sylhet.

Package No.	Description of Procurement Package	Unit	Qty/ Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
G1	Supply and Installation of Desktop Computer for IICT	Lot	1	OTM	HOPE VC	GOB	1,400,000.00	Planned dates	04/09/2024	17/09/2024	23/09/2024	29/09/2024	05/10/2024	12/10/2024	10/12/2024	
								Planned days	0	14	7	7	7	60	102	
								Actual dates								
G2	Purchases/Maintenance of Fiber Optic/UTP Connectivity, Surveillance system(CCTV), Networking equipment, electrical & electronics system, generator, UPS battery, PC/Laptop Peripheral and others material	LS	0	DCPM	HOPE VC	GOB	100,000.00	Planned dates	Aug-24	25000.00						
									Oct-24	25000.00						
									Dec-24	25000.00						
									Feb-25	25000.00						
								Planned days	As per requirement							
Actual dates																
							1,500,000.00									

  
10/09/24

  
Prof. Dr. M. Jahirul Islam  
Director  
Institute of Information and  
Communication Technology (IICT)  
Shajalal University of Science and  
Technology, Sylhet, Bangladesh.

  
11.07.24  
Tapos Talukdar  
Assistant Director (F & A)  
Institute of Information and  
Communication Technology  
Shajalal University of Science and  
Technology, Sylhet

  
11/09/24  
Mohammad Moushoh Alam  
Additional Director of Accounts  
Shajalal University of Science  
and Technology, Sylhet.

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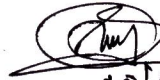
## Annual Procurement Plan for Revenue Budget for the Year 2024-2025 Works

**Name of University:** Shajalal University of Science and Technology, Sylhet


**Office/Department:** Institute of Information and Communication Technology (IICT)

**Procuring Entity Name:** Professor Dr. Mohammed Jahrul Islam, Director, IICT, SUST, Sylhet.

Package No.	Description of Procurement Package	Unit	Qty/Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
								Planned dates								
								Planned days								
								Actual dates								

  
 10/07/24

  
**Prof. Dr. M. Jahrul Islam**  
 Director  
 Institute of Information and  
 Communication Technology (IICT)  
 Shajalal University of Science and  
 Technology Sylhet, Bangladesh.

  
 11.07.24  
**Tapes Talukdar**  
 Assistant Director (F & A)  
 Accounts Office  
 Shajalal University of Science and Technology  
 Sylhet

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## Annual Procurement Plan for Revenue Budget for the Year 2024-2025 Services

**Name of University:** Shajalal University of Science and Technology, Sylhet

**Office/Department:** Institute of Information and Communication Technology (IICT)

**Procuring Entity Name:** Professor Dr. Mohammed Jahirul Islam, Director, IICT, SUST, Sylhet.

Package No.	Description of Procurement Package	Unit	Qty/Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
								-	-	-	-	-	-	-	-	-

*(Signature)*  
10/07/24

*(Signature)*  
Prof. Dr. M. Jahirul Islam  
Director  
Institute of Information and  
Communication Technology (IICT),  
Shajalal University of Science and  
Technology, Sylhet, Bangladesh.

OK *(Signature)* 11.07.24  
Tapes Talukdar  
Assistant Director (F & A)  
Accounts Office  
Shajalal University of Science and Technology  
Sylhet

*(Signature)*

# Annual Procurement Plan (APP):2024-2025

Fund: Revenue Budget

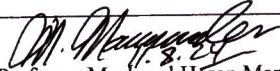
Ministry: Education

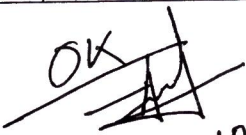
Agency: U.G.C


Unit: SUST, Sylhet

Department: Business Administration

Package No.	Description of package service	Unit	Qty	Procurement method Type	Contract Approval Authority	Source of fund	Estimated cost of	Time code of process	not in use	In/Adv. of tender	Tender opening	Tender Evaluation	Approval of award	N.O.A	Contract Sign Date	Completi on of Contract	Total Time for Completion	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
01	(a) Desktop Computer (with UPS)		5	OTM	Hope (V.C)	Revenue 2024-25	4,00,000.00	Planned Date		11 Sep 2024	26 Sep 2024	29 Sep 2024	01 Oct 2024	10 Oct 2024	14 Oct 2024	21 Oct 2024	21 Oct 2024		
										0 day	15 days	03 Days	03 Days	10 Days	04 Days	07 Days	42 Days		
02	(b) Desktop Computer (with UPS) (c) Printer		01	RFQ	Hope (V.C)	Revenue 2024-25	3,00,000.00	Planned Date		18 Sep 2024	25 Sep 2024	27 Sep 2024	03 Oct 2024	04 Oct 2024	04 Oct 2024	11 Oct 2024	11 Oct 2024		
			05							0day	07 days	02 Days	06 Days	01 Days	00 Days	07 Days	23 Days		
03	Computer & Photocopier Accessories & Maintenance			DCPM	Hope (V.C)	Revenue 2024-25	25,000.00	Planned Date		12 Oct 2024	19 Oct 2024	21 Oct 2024	27 Oct 2024	28 Oct 2024	28 Oct 2024	04 Nov 2024	04 Nov 2024		
										0day	07 days	02 Days	06 Days	01 Days	00 Days	07 Days	23 Days		
	Computer & Photocopier Accessories & Maintenance Cost			DCPM	Hope (V.C)	Revenue 2024-25	25,000.00	Planned Date		06 Nov 2024	13 Nov 2024	15 Nov 2024	21 Nov 2024	29 Nov 2024	29 Nov 2024	06 Dec 2024	06 Dec 2024		
										0day	07 days	02 Days	06 Days	01 Days	00 Days	07 Days	23 Days		
Computer & Photocopier Accessories & Maintenance Cost				DCPM	Hope (V.C)	Revenue 2024-25	25,000.00	Planned Date		07 Dec 2024	14 Dec 2024	16 Dec 2024	22 Dec 2024	23 Dec 2024	23 Dec 2024	30 Dec 2024	30 Dec 2024		
										0day	07 days	02 Days	06 Days	01 Days	00 Days	07 Days	23 Days		
Computer & Photocopier Accessories & Maintenance Cost				DCPM	Hope (V.C)	Revenue 2024-25	25,000.00	Planned Date		01 Jan 2025	07 Jan 2025	10 Jan 2025	14 Jan 2025	17 Jan 2025	17 Jan 2025	21 Jan 2025	21 Jan 2025		
										0day	07 days	03 Days	04 Days	03 Days	00 Days	04 Days	21 Days		
In Word: Eight Lac Only							8,00,000.00												

  
 (Professor Mazharul Hasan Mazumdr, PhD)  
 Head, Department of Business Administration  
 SUST, Sylhet  
(Prof. Mazharul Hasan Mazumdr, PhD)  
 Head  
 Dept. of Business Administration  
 Shahjalal University of Science &  
 Technology, Sylhet.

  
 OK  
 10/07/24  
**Tapos Talukdar**  
 Assistant Director (F & A)  
 Accounts Office  
 Shahjalal University of Science and Technology  
 Sylhet

  
 19/07/24  
**Mohammed Mowahid Ahmed**  
 Additional Director of Accounts  
 Shahjalal University of Science  
 and Technology, Sylhet.

**Annual Procurement Plan (APP)  
for  
Revenue Budget  
Financial Year: 2024-2025**

**Syed Mujtaba Ali Hall, SUST, Sylhet.**

## Annual Procurement Plan for Revenue Budget for the Year 2024-2025 (Goods/Works/Services)

Name of University: Shajalal University of Science and Technology, Sylhet

Office/Department: Syed Mujtaba Ali Hall

Procuring Entity Name: Provost, Professor DR. Mohammed Abu Syed Arfin Khan

Package No.	Description of Procurement Package	Unit	Qty/ Nos	Procurement Method & type	Contract Approving Authority	Source of Fund	Estimated cost (BDT)	Time code for process	Invitation of Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification to Award	Signing of Contract	Completion of Contract	Total time for Completion (Days)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
G1	Medical Provision (Sanitation) Goods	LS	As Demand	DCM	HOPE VC	GOB	50,000.00	Planned dates	20/08/2024	26/08/2024	02/09/2024	05/09/2024	09/09/2024	12/09/2024	27/09/2024		
								Planned days	0	7	7	3	4	3	15	39	
								Actual dates									
G2	Stationary Goods	LS	As Demand	DCPM	HOPE VC	GOB	50,000.00	Planned dates	Jul-24	25000.00							
								Planned days	As per requirement								
								Actual dates									
G3	Sports Goods	LS	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Dec-24	25000.00							
								Planned days	As per requirement								
								Actual dates									
G4	Computer Repair	LS	As Demand	DCPM	HOPE VC	GOB	25,000.00	Planned dates	Sep-24	25000.00							
								Planned days	As per requirement								
								Actual dates									
G5	Electric Goods	Lot	As Demand	RFQ	HOPE VC	GOB	100,000.00	Planned dates	25/07/2024	31/07/2024	07/08/2024	10/08/2024	14/08/2024	17/08/2024	01/09/2024		
								Planned days	0	7	7	3	4	3	15	39	
								Actual dates									
W1	Repair of Residential Buildings	LS	As Demand	DCM	HOPE VC	GOB	100,000.00	Planned dates	27/07/2024	03/08/2024	06/08/2024	10/08/2024	13/08/2024	17/08/2024	01/09/2024		
								Planned days	0	8	3	4	3	4	15	37	
								Actual dates									
W2	Repair of Other Buildings	LS	As Demand	DCM	HOPE VC	GOB	100,000.00	Planned dates	01/08/2024	08/08/2024	11/08/2024	15/08/2024	18/08/2024	06/09/2024			
								Planned days	0	8	3	4			15	37	
								Actual dates									

*OK*  
**Abos Taubbar**  
 Assistant Director (F & A)  
 Accounts Office  
 Shajalal University of Science and Technology  
 Sylhet

*Dr. Mohammed Abu Syed Arfin Khan*  
 07/07/2024  
 Provost, Syed Mujtaba Ali Hall  
 Shajalal University of Science and Technology  
 Sylhet

*Mohammed Mourshed Ahmed*  
 07/07/24  
 Additional Director of Accounts  
 Shajalal University of Science  
 and Technology, Sylhet



**Annual Procurement Plane for Revenue Budget for the year (2024-2025)**  
**Goods/Services/works**

Name of University : Shahjalal University of Science & Technology, Sylhet.  
Department of Bangla  
Procuring Entity Name : Professor Dr. Rejaul Islam  
Project /Program Name & code : Supplies & Services and Maintenance/Capital grant

FUND : NON DEVELOPMENT

Pac kage No.	Description	Unit	Qty	Procurement Methods & Type	Contract Approval Authority	Source of Fund	Estimated Cost (In lack)	Time Code for Process	Inv/Adv of tender	Tender Opening	Tender evaluation	Approval of award	N. G.A	Contract Signing date	Completi n of contract	Total time for completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
01	Desktop UPS Printer	No	03	RFQ	HOPE	GOB	300000/=	Planned date	08/09/2024	15/09/2024	19/09/2024	28/09/2024	03/10/2024	08/10/2024	10/10/2024	
			03					Planned days	00	08days	9 days	6 days	5 days	05 days	05 days	38 days
02	Desktop UPS Printer	No	02	RFQ	HOPE	GOB	300000/=	Planned date	19/10/2024	24/10/2024	03/11/2024	13/11/2024	16/11/2024	20/11/2024	27/11/2024	
			05					Planned days	00	06 days	11 days	11 days	4 days	5 days	8 days	44 days
03	Laptop HP	No	01	RFQ	HOPE	GOB	100000/=	Planned date	19/10/2024	24/10/2024	03/11/2024	13/11/2024	16/11/2024	20/11/2024	27/11/2024	
								Planned days	00	06 days	11 days	11 days	4 days	5 days	8 days	44 days
04	Photocopier and PC Accessories & repairing	No	10	D C P M	Hope	GOB	25,000.00	Planned date	03/10/2024	---	---	10/10/2024	14/10/2024	---	20/10/2024	20 days
								Planned days	0 day	---	---	8 days	5 days	---	07days	
05	Photocopier and PC Accessories & repairing	No	10	D C P M	Hope	GOB	25,000.00	Planned date	17/11/2024	---	---	27/11/2024	04/12/2024	---	15/12/2024	20 days
								Planned days	0 day	---	---	8 days	5 days	---	07days	
06	Photocopier and PC Accessories & repairing	No	10	D C P M	Hope	GOB	25,000.00	Planned date	09/01/2025	---	---	20/01/2025	30/01/2025	---	10/02/2025	20 days
								Planned days	0 day	---	---	8 days	5 days	---	07days	
07	Photocopier and PC Accessories & repairing	No	10	D C P M	Hope	GOB	25,000.00	Planned date	09/01/2025	---	---	20/01/2025	30/01/2025	---	10/02/2025	20 days
								Planned days	0 day	---	---	8 days	5 days	---	07days	
							8,00000.00									

Head  
Dept. of Bangla  
Shahjalal University of Science & Technology, Sylhet.

10-07-2024

OK  
10-07-24  
Tapos Talukdar  
Assistant Director (F & A)  
Accounts Office  
Shahjalal University of Science and Technology  
Sylhet


10/09/24  
Mohammed Moursheh Ahmed  
Additional Director of Accounts  
Shahjalal University of Science  
and Technology, Sylhet

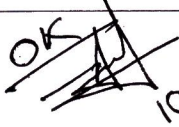
Mohammed Moursheh Ahmed  
Additional Director of Accounts  
Shahjalal University of Science  
and Technology, Sylhet

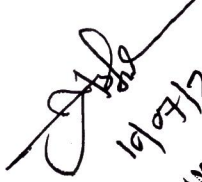
## Annual Procurement Plan for Revenue Budget for The Year 2024-2025 Goods / Service / Work

Name of University : Shahjalal University of Science & Technology  
 Office / Department : Anthropology  
 Procuring Entity Name : Head, Anthropology  
 Project/Program Name & Code : Supplies & Services/Repairs and Maintenance/Capital Grant

Packag e No	Description of package service	Unit	Qty	Procurement Method & Type	Contract approval authority	Source of fun	Estimat ed cost in lac	Time code for process	Inv/Adv. Of tender	Tender opening	Tender Evaluatio n	Approval of award	N.O.A.	Contact signing date	Completi on of contact	Total time for completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
01	Computer	Unit	03	RFQ	H.O.P.E (V.C.)	GOB	3.00 lac	Planned date	16/07/24	23/07/24	23/07/24	24/07/24	25/07/24	25/07/24	01/08/24	01/08/24
								Planned days	0 Days	07 Days	0 Days	01 Days	01 Days	0 Days	07 Days	16 Days
02	CC Camera Printer with scan Lab Network Feed Scanner	Unit	04	RFQ	H.O.P.E (V.C.)	GOB	3.00 lac	Planned date	21/07/24	28/07/24	28/07/24	29/07/24	30/07/24	31/07/24	07/08/24	07/08/24
								Planned days	0 Days	07 Days	0 Days	01 Days	03 Days	01 Days	07 Days	19 Days
								Planned date	28/07/24	04/08/24	04/08/24	05/08/24	06/08/24	07/08/24	14/08/24	14/08/24
03	Computer Projector	Unit	01	RFQ	H.O.P.E (V.C.)	GOB	2.00 lac	Planned date	28/07/24	04/08/24	04/08/24	05/08/24	06/08/24	07/08/24	14/08/24	14/08/24
								Planned days	0 Days	07 Days	0 Days	01 Days	01 Days	01 Days	07 Days	17 Days
<b>Total Tk = 8.00 Lac</b>																

  
 Professor AFM Zakaria Head  
 Department of Anthropology  
 Shahjalal University of Science & Technology,  
 Sylhet, Bangladesh.

  
 Tappas Talukdar  
 Assistant Director (F & A)  
 Accounts Office  
 Shahjalal University of Science and Technology  
 Sylhet

  
 Mohammad Muzammel Ahmed  
 Additional Professor of Accounts  
 Shahjalal University of Science  
 and Technology, Sylhet.