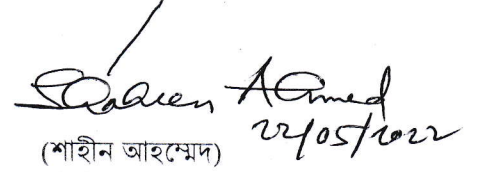


বাজেট কর্মপরিকল্পনা অনুযায়ী মাসিক প্রতিবেদন (মে/২০২২)

জুন, ২০২২ মাসে **GR11:** Purchase of Refreshment (3211106); **GR12:** Purchase of Stamp and Seal (3255104); **GR13:** Purchase of Books and Journal (3211127); **WR2:** Purchase of Repairing Work of Desktop Computer (3) with Trouble Shooting, Software (Windows) Installation, Cimos Battary Change, Inside Cleaning of 3 (three) CPU, Repair of Color Printer, Periodic Maintenance Service on Need Based etc. (3258103) এবং **WR3:** Purchase of Repairing Work of Ceiling Fan (2), Lowdown (1) etc. (3258105) শীর্ষক ক্রয় DPM পদ্ধতিতে সম্পন্ন করার কর্মপরিকল্পনা রয়েছে (সংযুক্তি-১: অনুমোদিত APP এর অংশ) এবং তদানুযায়ী কার্যক্রম চলমান আছে।

সংযুক্তিঃ বর্ণনামতে।

  
(শাহীন আহমেদ)

সিনিয়র প্ল্যানার

নগর উন্নয়ন অধিদপ্তর

সিলেট আঞ্চলিক অফিস, সিলেট

ফোনঃ ০২৯৯-৬৬৩৬৬৩৩

**Procurement Plan of Sylhet Regional Office, UDD FY: 2021-2022**

|                       |                                             |                        |
|-----------------------|---------------------------------------------|------------------------|
| Ministry/Division     | Annual Procurement Plan (2021-2022)         | Budget : পরিচালন ব্যয় |
| Agency                | Housing and Public Works                    |                        |
| Procuring Entity Name | Urban Development Directorate (UDD)         |                        |
|                       | Senior Planner, Sylhet Regional Office, UDD |                        |

| Sl. No. | Description of Procurement Package Goods                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unit | Quantity | Procurement Method & (Type) | Contract Approving Authority | Source of Funds | Estd Cost in lakh Tk. | Time code for Process | Invite (advertise) Tender | Tender Opening | Tender Evaluation | Approval of Award | Notification of Award | Signing of Contract | Total time Signing of Contract | Time for completion of contract | Remarks             |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------------------------|------------------------------|-----------------|-----------------------|-----------------------|---------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|--------------------------------|---------------------------------|---------------------|
| 1       | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3    | 4        | 5                           | 6                            | 7               | 8                     | 9                     | 10                        | 11             | 12                | 13                | 14                    | 15                  | 16                             | 17                              | 18                  |
| GR1     | Purchase of Computer Accessories such as Tonner [Canon LBP-3300 (2), Canon LBP 030 (1), Samsung Express M 2820 ND (1) etc.]                                                                                                                                                                                                                                                                                                                                                                         | No.s | 4        | DPM                         | DoFP                         | GoB             | 0.25                  |                       |                           |                |                   |                   |                       |                     |                                | 30 Sep 2021                     | Need Based, Running |
| GR2     | Purchase of Others Stationary such as Toilet tissue, Harpic, Broom, Pureit kit, Double A Offset Paper A4 Size, Savlon, Blitching Powder, Hand Sanitizer, Liquid Hand wash, Aerosol, Lock, Vixol, Trixol, Pencil Battery, Ladder, Naphthalene, Monthly Planner, Liquid Pump Bottle, Good Night Mosquito Coil, Refill, Auto Spray bottle etc. (3255105)                                                                                                                                               | No.s | L.S.     | DPM                         | DoFP                         | GoB             | 0.25                  |                       |                           |                |                   |                   |                       |                     |                                | 30 Nov 2021                     |                     |
| GR3     | Purchase of Other Equipment such as PABX Telephone Switch (9 Port) Programmed Exchange Set with Installation (1), 2.4 GHz Cordless Telephone Set (1), Lamination Machine (1), Spiral Binding Machine (1) etc. (4112316)                                                                                                                                                                                                                                                                             | No.s | 4        | DPM                         | DoFP                         | GoB             | 0.24                  |                       |                           |                |                   |                   |                       |                     |                                | 30 Nov 2021                     |                     |
| GR4     | Reproduction of Research Reports (3211128)                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No.s | 15       | DPM                         | DoFP                         | GoB             | 0.10                  |                       |                           |                |                   |                   |                       |                     |                                | 30 Nov 2021                     |                     |
| GR5     | Purchase of Computer Accessories such as Tonner [Canon LBP-3300 (2), Canon LBP 030 (1), Samsung Express M 2820 ND (1), HP DeskJet GT 5810 (8)], Optical Mouse (3), Bijoy Keyboard (3), Mouse Pad(3), Kaspersky 3 in 1 (1), External Hard Disk 1 TB (1), Pen drive 64 GB (4), UPS 1200 VA (2), HDMI Cable (1), Laptop (1) etc. (3255101)                                                                                                                                                             | No.s | 31       | RFQ                         | DoFP                         | GoB             | 0.95                  | Planned Dates         | 22 Nov 21                 | 02 Dec 21      | 02 Dec 21         | 09 Dec 21         | 14 Dec 21             | 19 Dec 21           |                                | 02 Jan 22                       |                     |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |          |                             |                              |                 |                       | Planned Days          | 0                         | 10             | -                 | 07                | 05                    | 05                  | 27                             | 14                              |                     |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |          |                             |                              |                 |                       | Actual Dates          |                           |                |                   |                   |                       |                     |                                |                                 |                     |
| GR6     | Purchase of Others Stationary such as Toilet tissue, Facial Tissue, Harpic (Blue & Red), Broom, Pureit kit, Double A Offset Paper A4 Size, Savlon, Blitching Powder, Hand Sanitizer, Liquid Hand wash, Vim Liquid, Dish Wash, Soap, Vim bar, Aerosol, Lock, Name Plate, Vixol, Trixol, Pencil Battery, Clip Arch File, Naphthalene, Water Glass, File Fresher, Pointer, Liquid Pump Bottle, Good Night Mosquito Coil, Refill, Auto Spray bottle Air Freshner, Wall Clock, Floor Moap etc. (3255105) | No.s | L.S.     | RFQ                         | DoFP                         | GoB             | 1.05                  | Planned Dates         | 15 Dec 21                 | 23 Dec 21      | 23 Dec 21         | 30 Dec 21         | 03 Jan 22             | 10 Jan 22           |                                | 24 Jan 22                       |                     |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |          |                             |                              |                 |                       | Planned Days          |                           | 08             | -                 | 07                | 04                    | 07                  | 26                             | 14                              |                     |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |          |                             |                              |                 |                       | Actual Dates          |                           |                |                   |                   |                       |                     |                                |                                 |                     |

  
 (মোহাম্মদ আসাদুজ্জামান)  
 সহকারী প্রকৌশলী  
 নগর উন্নয়ন অধিদপ্তর  
 পল্লভাঙ্গা-১, বাংলাদেশ সরকার

  
 (মোহাম্মদ আসাদুজ্জামান)

  
 (মোহাম্মদ আসাদুজ্জামান)

| Sl. No. | Description of Procurement Package Works                                                                                                                                                                                                                                                                                   | Unit | Quantity | Procurement Method (Type) | Contract Approving Authority | Source of Funds | Estd Cost in lakh Tk. | Time code for Process                         | Invite (advertise) Tender | Tender Opening  | Tender Evaluation | Approval of Award | Notification of Award | Signing of Contract | Total time Signing of Contract | Time for completion of contract | Remarks                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|---------------------------|------------------------------|-----------------|-----------------------|-----------------------------------------------|---------------------------|-----------------|-------------------|-------------------|-----------------------|---------------------|--------------------------------|---------------------------------|------------------------------------------|
| 1       | 2                                                                                                                                                                                                                                                                                                                          | 3    | 4        | 5                         | 6                            | 7               | 8                     | 9                                             | 10                        | 11              | 12                | 13                | 14                    | 15                  | 16                             | 17                              | 18                                       |
| GR7     | Purchase of Furniture such as Conference Table (1), Conference Table Chair (10) etc. (4112314)                                                                                                                                                                                                                             | No.s | 11       | RFQ                       | DoFP                         | GoB             | 1.50                  | Planned Dates<br>Planned Days<br>Actual Dates | 17 Jan 22<br>0            | 27 Jan 22<br>10 | 27 Jan 22<br>-    | 03 Feb 22<br>07   | 07 Feb 22<br>04       | 14 Feb 22<br>07     | 28                             | 28 Feb 22<br>7                  |                                          |
| GR8     | Purchase of Publicity and Advertising (Purchase of Leaflet, Brochure and Advertisement for Service Week 2022) (3211125)                                                                                                                                                                                                    | No.s | L.S      | DPM                       | DoFP                         | GoB             | 0.20                  |                                               |                           |                 |                   |                   |                       |                     |                                | 31 March 2022                   | Running, Service Week 21-31 March 2022   |
| GR9     | Purchase of Seminar/Conference Goods such as Banner, Flower Vase, Plastic name plate/tag, Conference Room Rent, Projector & Screen Carrying Charge, Box Refreshment, Lunch (with water), Bag, Photocopy Presentation, Pen, Writing Pad, External Microphone (rent), Tissue Box Air Freshener, Toilet Tissue etc. (3211111) | No.s | L.S      | DPM                       | DoFP                         | GoB             | 0.40                  |                                               |                           |                 |                   |                   |                       |                     |                                | 25 April 2022                   | Seminar on 25/04/2022 (Tentative)        |
| GR10    | Purchase of Postal Goods such as Revenue Stamp (3211119)                                                                                                                                                                                                                                                                   | No.s | L.S      | DPM                       | DoFP                         | GoB             | 0.02                  |                                               |                           |                 |                   |                   |                       |                     |                                | 25 April 2022                   | Need Based, Running                      |
| GR11    | Purchase of Refreshment (3211106)                                                                                                                                                                                                                                                                                          | No.s | L.S      | DPM                       | DoFP                         | GoB             | 0.25                  |                                               |                           |                 |                   |                   |                       |                     |                                | 31 May 2022                     | Need Based, Running                      |
| GR12    | Purchase of Stamp and Seal (3255104)                                                                                                                                                                                                                                                                                       | No.s | L.S      | DPM                       | DoFP                         | GoB             | 0.08                  |                                               |                           |                 |                   |                   |                       |                     |                                | 31 May 2022                     | Need Based, Running                      |
| GR13    | Purchase of Books and Journal (3211127)                                                                                                                                                                                                                                                                                    | No.s | 15       | DPM                       | DoFP                         | GoB             | 0.15                  |                                               |                           |                 |                   |                   |                       |                     |                                | 31 May 2022                     | Running, Monthly Newspaper Bill Included |
| GR14    | Purchase of Electric Goods such as Water Cooling Mini Refrigerator (50 L) (1), Rechargeable Table Fan 14" (1), Voltage Stabilizer 1000VA (1), Rechargeable Energy Light (10) etc. (4112303)                                                                                                                                | No.s | 13       | DPM                       | DoFP                         | GoB             | 0.20                  |                                               |                           |                 |                   |                   |                       |                     |                                | 31 May 2022                     | Need Based, Running                      |

Note: RFQ's achievement is subject to approval of 3-member Quotation Committee of Sylhet Regional Office, UDD.

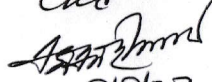
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১৯/১/২০  
(মোবাম্মদ নূরুল ইসলাম)  
সহকারী প্রকৌশলী  
নগর উন্নয়ন অফিসার  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

*[Signature]*

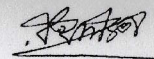
*[Signature]*

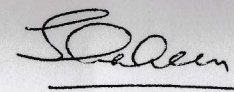
| Sl. No.          | Description of Procurement Package Works                                                                                                                                                                                                              | Unit | Quantity | Procurement Method & (Type) | Contract Approving Authority | Source of Funds | Estd Cost in lakh Tk. | Time code for Process | Invite (advertise) Tender | Tender Opening | Tender Evaluation | Approval of Award | Notification of Award | Signing of Contract | Total time Signing of Contract | Time for completion of contract | Remarks             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------------------------|------------------------------|-----------------|-----------------------|-----------------------|---------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|--------------------------------|---------------------------------|---------------------|
| 1                | 2                                                                                                                                                                                                                                                     | 3    | 4        | 5                           | 6                            | 7               | 8                     | 9                     | 10                        | 11             | 12                | 13                | 14                    | 15                  | 16                             | 17                              | 18                  |
| WR1              | Purchase of Furniture Repair & Painting Work for Wooden Chair Paint & Burnish (15), Secretariat Table (1), Collapsible Gate Paint (1), Wooden Door (1), Beter Chair Repair (3), Hot Not/Mirror Stand (1), Foot Stand Burnish (1) etc. (3258102)       | mm   | L.S      | DPM                         | DoFP                         | GoB             | 0.20                  |                       |                           |                |                   |                   |                       |                     |                                | 31 Dec 2021                     | Running             |
| WR2              | Purchase of Repairing Work of Desktop Computer (3) with Trouble Shooting, Software (Windows) Installation, Cimos Battery Change, Inside Cleaning of 3 (three) CPU, Repair of Color Printer, Periodic Maintenance Service on Need Based etc. (3258103) | mm   | L.S      | DPM                         | DoFP                         | GoB             | 0.15                  |                       |                           |                |                   |                   |                       |                     |                                | 31 May 2022                     | Need Based, Running |
| WR3              | Purchase of Repairing Work of Ceiling Fan (2), Lowdown (1) etc. (3258105)                                                                                                                                                                             | mm   | L.S      | DPM                         | DoFP                         | GoB             | 0.10                  |                       |                           |                |                   |                   |                       |                     |                                | 31 May 2022                     | Need Based, Running |
| Total Tk in Lakh |                                                                                                                                                                                                                                                       |      |          |                             |                              |                 | 0.45                  |                       |                           |                |                   |                   |                       |                     |                                |                                 |                     |

Note: RFQ's achivement is subject to approval of 3-member Quotation Committee of Sylhet Regional Office, UDD.

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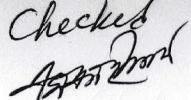
(মোহাম্মদ নূরুল ইসলাম)  
 সহকারী প্রকৌশলী  
 নগর উন্নয়ন অধিদপ্তর  
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

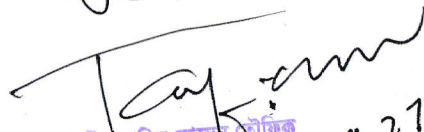


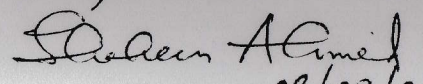


| Sl. No.          | Description of Procurement Package Services | Unit | Quantity | Procurement Method & (Type) | Contract Approving Authority | Source of Funds | Estd Cost in lakh Tk. | Time code for Process | Invite (advertise) Tender | Tender Opening | Tender Evaluation | Approval of Award | Notification of Award | Signing of Contract | Total time Signing of Contract | Time for completion of contract | Remarks                                                        |
|------------------|---------------------------------------------|------|----------|-----------------------------|------------------------------|-----------------|-----------------------|-----------------------|---------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|--------------------------------|---------------------------------|----------------------------------------------------------------|
| 1                | 2                                           | 3    | 4        | 5                           | 6                            | 7               | 8                     | 9                     | 10                        | 11             | 12                | 13                | 14                    | 15                  | 16                             | 17                              | 18                                                             |
| SR1              | Purchase of Training Service etc. (3231301) | mm   | L.S      | DPM                         | DoFP                         | GoB             | 0.20                  |                       |                           |                |                   |                   |                       |                     |                                | 31 Dec 2021                     | Availability of Courses in Bangladesh Computer Council, Sylhet |
| Total Tk in Lakh |                                             |      |          |                             |                              |                 | 0.20                  |                       |                           |                |                   |                   |                       |                     |                                |                                 |                                                                |

Note: RFQ's achievement is subject to approval of 3-member Quotation Committee of Sylhet Regional Office, UDD.

Checked  
  
 ২৩/৯/২০  
 (মোহাম্মদ নূরুল ইসলাম)  
 সহকারী প্রকৌশলী  
 নগর উন্নয়ন অধিদপ্তর  
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অনুমোদিত -  
  
 ২৩.৯.২১  
 ড. খুরশীদ জাবিন হোসেন চৌধুরী  
 পরিচালক (চলতি দায়িত্ব)  
 নগর উন্নয়ন অধিদপ্তর, নকশা

  
 ০৪/০৭/২০২১  
 (শাহীন আহমেদ)  
 সিনিয়র প্র্যানার  
 নগর উন্নয়ন অধিদপ্তর  
 সিলেট আঞ্চলিক অফিস, সিলেট  
 গৃহায়ন ও গণপূর্ত মন্ত্রণালয়  
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
  
 ০৪.০৭.২০২১