

Annual Procurement Plan 2025-2026

Budget: Revenue

Ministry/Division: Ministry of Public Administration

Agency: National Academy for Planning and Development (NAPD)

Procuring Entity Name & Code: National Academy for Planning and Development (NAPD) & 131001400

Date: 15.07.2025

Package No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Costs (In lac Tk)	Time code for process	Not used in Goods	Invite/ Advertise Tender	Tender opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of contract	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
GR-1	Procurement of Publications, Printing and Bindings of NAPD Barta (17 th Year 1 st)	Nos	1000	DPM (DCP)	-	GOB	0.25	Planned Date	-					17.08.2025		-	15 Days
GR-2	Procurement of Publications, Printing and Bindings of NAPD Barta (17 th Year 2 nd)	Nos	1000	DPM (DCP)	-	GOB	0.25	Planned Date	-					15.04.2026		-	15 Days
GR-3	Procurement of Publications, Printing and Bindings of Annual Report 2024-25 & Development Review	Nos	500+500	LTM	DG	GOB	8.00	Planned Date	-	24.08.2025	14.09.2025	21.09.2025	23.09.2025	29.09.2025	08.10.2025	60 Days	20 Days
GR-4	Procurement of Printing and Bindings of NAPD Note Book, Paper Folder, A4 Size Kham, Khaki Kham Etc.	Nos	1000+ 1000 5000 3000	LTM	DG	GOB	8.00	Planned Date	-	24.08.2025	14.09.2025	21.09.2025	23.09.2025	29.09.2025	08.10.2025	60 Days	20 Days
GR-5	Procurement of Printing of Training Calendar and Kham 2026-2027	Nos	1000	LTM	DG	GOB	4.00	Planned Date	-	01.03.2026	23.04.2026	30.03.2026	02.04.2026	09.04.2026	19.04.2026	60 Days	20 Days
GR-6	Procurement of Stationery items (Paper 2000 RIM, toiletries, etc)	As Per List	As Per List Attached	OTM	ADG	GOB	40.00	Planned Date	-	03.08.2025	24.08.2025	24.08.2025	03.09.2025	07.09.2025	14.09.2025	90 Days	150 Days
GR-7	Procurement of Books for Library	Nos	As Per List Attached	RFQ	DG	GOB	3.00	Planned Date	-	11.09.2025	21.09.2025	21.09.2025	24.09.2025	29.09.2025	-	-	20 Days
GR-8	Procurement of Office Uniform for Staff	Nos	As Per List Attached	RFQ	ADG	GOB	4.00	Planned Date	-	27.08.2025	03.09.2025	03.09.2025	07.09.2025	07.09.2025	-	-	20 Days
GR-9	Procurement of Gifts (Tie, Card Holder, Diary etc.)	Nos	200	LTM	ADG	GOB	3.50	Planned Date	-	05.10.2025	27.10.2025	04.11.2025	09.11.2025	16.11.2025	16.11.2025	60 Days	20 Days
GR-10	Procurement of Computer Accessories, Laptop, 20 KVA Voltage Stabilizer, 4 KVA UPS, 2 KVA UPS, 650 VA UPS, 15KVA Online UPS for Classroom, Lab etc.	Nos	As Per List Attached	LTM	ADG	GOB	32.00	Planned Date	-	02.11.2025	23.12.2025	24.02.2026	03.03.2026	09.03.2026	12.03.2026	60 Days	20 Days

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Package No.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Costs (In lac Tk)	Time code for process	Not used in Goods	Invite/ Advertise Tender	Tender opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of contract	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
GR-11	Procurement of Photocopy Machine Toner and Printer Toner	Nos	As Per List Attached	LTM	ADG	GOB	22.00	Planned Date	-	24.08.2025	14.09.2025	21.09.2025	23.09.2025	29.09.2025	08.10.2025	60 Days	20 Days
GR-12	Procurement of Supply, Installation and commissioning Air Conditioning System	Nos	20	OTM	ADG	GOB	30.00	Planned Date	-	07.12.2025	28.12.2025	01.01.2026	08.04.2026	12.04.2026	15.04.2026	90 Days	150 Days
GR-13	Procurement of Licensed Software (MS Office, Plagiarism, Antivirus, Zoom etc.)	Nos	15	LTM	ADG	GOB	7.00	Planned Date	-	01.03.2026	15.03.2026	16.03.2026	12.03.2026	26.03.2026	31.03.2026	-	20 Days
GR-14	Procurement of Furniture etc.	Nos	As Per List Attached	LTM	ADG	GOB	20.00	Planned Date	-	01.09.2025	22.09.2025	24.09.2025	30.09.2025	05.10.2025	07.10.2025	60 Days	20 Days
GR-15	Procurement of Medicine from Essential Drugs Company	Nos	As Per List Attached	DPM	DG	GOB	8.50	Planned Date	-	03.08.2025	24.08.2025	24.08.2025	02.09.2025	07.09.2025	-	-	20 Days
GR-16	Procurement of Medicine from Local Market	Nos	As Per List Attached	RFQ	DG	GOB	3.00	Planned Date	-	03.09.2025	10.09.2025	10.09.2025	14.09.2025	18.09.2025	-	-	20 Days
GR-17	Procurement of Electric items	Nos	As per list attached	LTM	ADG	GOB	8.00	Planned Date	-	01.09.2025	15.09.2025	16.09.2025	21.09.2025	28.09.2025	05.10.2025	90 Days	120 Days
GR-18	Procurement of Plumbing items	Nos	As per list attached	LTM	ADG	GOB	4.00	Planned Date	-	01.09.2025	15.09.2025	16.09.2025	21.09.2025	28.09.2025	05.10.2025	90 Days	120 Days
GR-19	Maintenance of Photocopier Toshiba Machines	Nos	4	RFQ	ADG	GOB	3.00	Planned Date	-	03.08.2025	10.08.2025	10.08.2025	14.09.2025	18.09.2025	-	-	20 Days
GR-20	Maintenance of Photocopier Konica & Sharp Machines	Nos	3	RFQ	ADG	GOB	3.00	Planned Date	-	03.08.2025	10.08.2025	10.08.2025	14.09.2025	18.09.2025	-	-	20 Days
GR-21	Procurement of Network accessories & installation	No	1	RFQ	ADG	GOB	3.00	Planned Date	-	05.10.2025	20.10.2025	20.10.2025	26.10.2025	04.11.2025	09.11.2025	-	20 Days
GR-22	Conference Delegate System	No	10	RFQ	ADG	GOB	3.00	Planned Date	-	05.10.2025	20.10.2025	20.10.2025	26.10.2025	04.11.2025	09.11.2025	-	20 Days
GR-23	Procurement of Crockeries	No	As per list attached	RFQ	ADG	GOB	5.00	Planned Date	-	25.08.2025	10.09.2025	10.09.2025	21.09.2025	28.09.2025	-	-	20 Days
GR-24	Procurement of Coffee Maker	No	2	RFQ	ADG	GOB	2.00	Planned Date	-	01.09.2025	15.09.2025	15.09.2025	20.09.2025	25.09.2025	05.10.2025	-	20 Days
Total Value of Goods Procurement							224.50										


 16/07/2025
Dipayan Chakraborty Partha
 Assistant Director
 National Academy for Planning and Development
 Ministry of Public Administration
 Nilkhet, Dhaka.


 16.07.25
Md. Rusjan Ali
 Deputy Director (Admin)
 National Academy for Planning & Development
 Ministry of Public Administration
 Nilkhet, Dhaka-1205


 16/7/25
Dr. Mohammed Hasan Tarik
 Director (Admin & Finance)
 National Academy for Planning & Development
 Ministry of Public Administration
 3/A, Nilkhet, Dhaka-1205

Annual Procurement Plan 2025-2026

Budget: Revenue

Date: 14/07/2025

Ministry/Division: Ministry of Public Administration

Agency: National Academy for Planning and Development (NAPD)

Procuring Entity Name & Code: National Academy for Planning and Development (NAPD) & 131001400

Package No.	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Costs (In lac Tk)	Time code for process	Advertise Prequel (if applicable)	Advertise Tender	Tender opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of contract	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		
WR-1	Civil, Electric and related works	Square Meters	11603 Square Meters	OTM	DG	GOB	65.00	October 2025	All formalities of Tendering Process will be completed by PWD										
WR-2	Urgent Civil work & Renovation	Square Meters	11603 Square Meters	DPM			05.00	-	-	-	-	-	-	-	-	-	-		
	Total Value of Works Procurement						70.00												


16/07/2025

Dipayan Chakraborty Partha
Assistant Director
National Academy for Planning and Development
Ministry of Public Administration
Nikhet, Dhaka.


16/07/2025

Md. Ramjan Ali
Deputy Director (Admin)
National Academy for Planning & Development
Ministry of Public Administration
Nikhet, Dhaka-1205


16/7/25

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Director (Admin & Finance)
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Ministry of Public Administration
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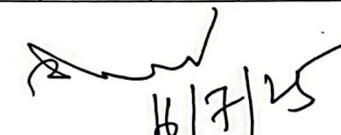
Package No.	Description of Procurement Package SERVICES	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Costs (In lac Tk)	Time code for process	Advertise EOI	Issue RFP	Proposal opening	Proposal Evaluation	Opening Financial Proposal	Negotiation	Approval	Signing of contract	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	19
SR-1	Procurement of CA Firm	No.	1	FBS	DG	GOB	7.00	Planned Date	-	21.09.2025	06.10.2025	12.10.2025	16.10.2025	26.10.2025	02.11.2025	09.11.2025	60 Days	20 Days
SR-2	Procurement of Legal Consultancy (CQBS)	No.	1	FBS	DG	GOB	3.00	Planned Date	-	21.09.2025	06.10.2025	12.10.2025	16.10.2025	26.10.2025	02.11.2025	09.11.2025	60 Days	20 Days
SR-3	Procurement of Audio, video & Film Production	LS	1	FBS	DG	GOB	03.00	Planned Date	26.10.2025	16.11.2025	23.11.2025	25.11.2025	01.01.2026	08.01.2026	15.01.2026	22.01.2026	60 Days	20 Days
SR-4	Software Maintenance and Up graduation	Nos	1	FBS	DG	GOB	08.00	Planned Date	-	-	-	21.09.2025	05.10.2025	16.10.2025	23.10.2025	03.11.2025	10.10.2025	Done
	Total Value of Services Procurement						21.00											

Non Intellectual Service

Package No.	Description of Procurement Package SERVICES	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Costs (In lac Tk)	Time code for process	Advertise EOI	Issue RFP	Proposal opening	Proposal Evaluation	Opening Financial Proposal	Negotiation	Approval	Signing of contract	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	19
SR-5	Security Service (Outsourcing)	Nos	1	OTM	DG	GOB	18.00	Planned Date	26.08.25	09.10.25	14.10.2025	21.10.25	26.10.25	06.11.25	10.11.25	18.11.25	18 Days	20 Days
	Total Value of Services Procurement						18.00											


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