

ANNUAL PROCUREMENT PLAN (For Goods)

Year: 2025-2026

Ministry/Division : Ministry of LGRD & Co-Operatives
 Agency : National Institute of Local Government (NILG)
 Procuring Entity Name & Code : National Institute of Local Government (NILG)
 Procuring Entity : Director (Administration and Coordination), NILG

Budget: Revenue

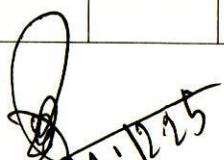
Package No	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Not Used in Goods	Invite/Adv ertise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signature of Contract	Total 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-01	Procurement of Training Materials: Bag and Pendrive	No.	LS	OTM (Framework Contract)	HOPE	GOB	40.00	Planned Dates		11.08.25	27.08.25	31.08.25	10.09.25	11.09.25	14.09.25		14.09.26	
								Planned Days		-	16 Days	04 Days	10 Days	01 Day	03 Days	33 Days		
								Actual Dates										
GR-02	Procurement of Stationary	No.	LS	OTM (Framework contract)	HOPE	GOB	15.00	Planned Dates		11.08.25	27.08.25	31.08.25	10.09.25	11.09.25	14.09.25		14.09.26	
								Planned Days		-	16 Days	04 Days	10 Days	01 Day	03 Days	33 Days		
								Actual Dates										
GR-03	Procurement of Computer Accesories	No.	According to need	DPM/RFQ (Cash purchases)	HOPE	GOB	7.00	Planned Dates		17.08.25	24.08.25	28.08.25	02.09.25	08.09.25		22 Days	20.06.26	
								Planned Days			07 Days	04 Days	05 Days	06 Days				
								Actual Dates										
GR-04	Procurement of Refreshment	No.	According to need	OTM/DPM/RFQ	HOPE	GOB	7.00	Planned Dates		18.08.25	25.08.25	28.08.25	03.09.25	10.09.25		23 Days	20.06.26	
								Planned Days			07 Days	03 Days	06 Days	07 Days				
								Actual Dates										
GR-05	Procurement of Printing Materials (Hand Book & Others)	No.	LS	OTM (Framework Contract)	HOPE	GOB	150.00	Planned Dates		14.12.25	31.12.25	07.01.26	14.01.26	21.01.26	20.02.26		68 Days	19.02.27
								Planned Days			17 Days	07 Days	07 Days	07 Days	30 Days			
								Actual Dates										
GR-06	Procurement of Instrument by PWD (Substation and Others)	No.	According to need	DPM/OTM (Delegated Procurement)	HOPE	GOB	420.00	Planned Dates		30.12.25							10.06.26	
								Planned Days										
								Actual Dates										
GR-07	Procurement of TV	No.	5	OTM/RFQ	HOPE	GOB	4.50	Planned Dates		05.01.26	12.01.26	15.01.26	19.01.26	27.01.26		22 Days	30.01.26	
								Planned Days			07 Days	03 Days	04 Days	08 Days				
								Actual Dates										

[Handwritten signatures and marks]

Package No	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Not Used in Goods	Invite/Advrtise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signature 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-08	Procurement of Books	No.	LS	OTM/RFQ	HOPE	GOB	4.00	Planned Dates		05.01.26	12.01.26	15.01.26	19.01.26	27.01.26			30.01.26
								Planned Days			07 Days	03 Days	04 Days	08 Days		22 Days	
								Actual Dates									
GR-09	Procurement of Computer	No.	LS	OTM	HOPE	GOB	12.00	Planned Dates		19.01.26	03.02.26	10.02.26	17.02.26	24.02.26	15.03.26		15.03.26
								Planned Days		-	15 Days	07 Days	07 Days	07 Days	21 Days	57 Days	
								Actual Dates									
GR-10	Procurement of Furniture	No.	LS	OTM	HOPE	GOB	6.00	Planned Dates		19.01.26	03.02.26	10.02.26	17.02.26	24.02.26	15.03.26		15.03.26
								Planned Days		-	15 Days	07 Days	07 Days	07 Days	21 Days	57 Days	
								Actual Dates									
GR-11	Procurement of Bed Sheet and Others	No.	100	OTM/RFQ	HOPE	GOB	4.00	Planned Dates		22.01.26	29.01.26	02.02.26	08.02.26	11.02.26			15.02.26
								Planned Days			07 Days	03 Days	06 Days	03 Days		20 Days	
								Actual Dates									
GR-12	Procurement of Furniture for Documentation Center	No.	LS	OTM/RFQ	HOPE	GOB	3.50	Planned Dates		01.02.26	17.02.26	25.02.26	05.03.26	12.03.26	11.04.26		10.06.26
								Planned Days			16 Days	08 Days	08 Days	07 Days	30 Days	69 Days	
								Actual Dates									
GR-13	Procurement of Training Equipment	No.	LS	OTM	HOPE	GOB	340.00	Planned Dates		01.02.26	17.02.26	25.02.26	05.03.26	12.03.26	11.04.26		10.06.26
								Planned Days			16 Days	08 Days	08 Days	07 Days	30 Days	69 Days	
								Actual Dates									
								Planned Dates		01.03.26	17.03.26	25.03.26	05.04.26	12.04.26	12.05.26		10.06.26
								Planned Days			16 Days	08 Days	08 Days	07 Days	30 Days	70 Days	
								Actual Dates									


 (Avizit Basak)
 Senior Assistant Secretary
 Deputy Director (Admin. & Coordination)


 (M. M. Emrul Kayas)
 Deputy Secretary
 Joint Director (Admin. & Coordination)


 (Md. Hafizur Rahman Chowdhury)
 Joint Secretary
 Director (Admin. & Coordination)


 (Md. Abdul Quaiyum)
 Director General (Grade-1)

ANNUAL PROCUREMENT PLAN (For Works)

Year: 2025-2026

Ministry/Division : Ministry of LGRD & Co-Operatives
 Agency : National Institute of Local Government (NILG)
 Procuring Entity Name & Code : National Institute of Local Government (NILG)
 Procuring Entity : Director (Administration and Coordination), NILG

Budget: Revenue

Package No	Description of Procurement Package Works	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Advertise Prequel (If applic abls)	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signature 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-01	Procurement of Repair and Renovation of Infrastructure	Sq.m.	As per requirement	DPM/OTM (National) (Delegated Procurement)	HOPE	GoB	200.00	Planned Dates		20.08.25							10.06.26
								Planned Days									
								Actual Dates									

21/12/25
 (Avizit Basak)
 Senior Assistant Secretary
 Deputy Director (Admin. & Coordination)

21.12.25
 (M. M. Emrul Kayas)
 Deputy Secretary
 Joint Director (Admin. & Coordination)

21/12/25
 (Md. Hafizur Rahman Chowdhury)
 Joint Secretary
 Director (Admin. & Coordination)

21/12/2025
 (Md. Abdul Quaiyum)
 Director General (Grade-1)

ANNUAL PROCUREMENT PLAN (For Services)

Year: 2025-2026

Ministry/Division : Ministry of LGRD & Co-Operatives
 Agency : National Institute of Local Government (NILG)
 Procuring Entity Name & Code : National Institute of Local Government (NILG)
 Procuring Entity : Director (Administration and Coordination), NILG

Budget: Revenue

Package No	Description of Procurement Package Services	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Advertisement 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-01	Procurement of Intellectual and Professional Services (Research)	No	04	OTM (National)	HOPE	GoB	58.00	Planned Dates	16.07.25	11.08.25	10.9.25	08.10.25	23.10.25	28.10.25	06.11.25	10.11.25		30.06.26
								Planned Days		26 Days	30 Days	29 Days	15 Days	05 Days	09 Days	04 Days	118	
								Actual Dates	16.07.25	11.08.25	4.09.25	4.09.25	4.09.25	10.09.25	28.09.25	26.10.25	102	
SR-02	Do	No	08	G2G (Faculty Members of NILG)	HOPE	GoB		15.07.25	11.08.25	3.09.25	3.09.25	3.09.25	9.09.25	28.09.25	-			

Avizit Basak
 (Avizit Basak)
 Senior Assistant Secretary
 Deputy Director (Admin. & Coordination)

M. M. Emrul Kayas
 (M. M. Emrul Kayas)
 Deputy Secretary
 Joint Director (Admin. & Coordination)

Md. Hafizur Rahman Chowdhury
 (Md. Hafizur Rahman Chowdhury)
 Joint Secretary
 Director (Admin. & Coordination)

Md. Abdul Quaiyum
 (Md. Abdul Quaiyum)
 Director General (Grade-1)