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	Procutement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Not Used in Goods	Invite/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signatute 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 Coumputer Accsesories	No.	Accoding to need	DPM/RFQ (Cash purches)	HOPE	GOB	7.00	Planned Dates		17.08.25	24.08.25	28.08.25	02.09.25	08.09.25			20.06.26
								Planned Days			07 Days	04 Days	05 Days	06 Days		22 Days	
								Actual Dates									
GR-04	Procurement of Refreshment	No.	Accoding 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			20.06.26
								Planned Days			07 Days	03 Days	06 Days	07 Days		23 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		19.02.27
								Planned Days			17 Days	07 Days	07 Days	07 Days	30 Days	68 Days	
								Actual Dates									
GR-06	Procurement of Instrument by PWD (Substation and Others)	No.	According to need	DPM/OTM (Delegated Procuremen t)	HOPE	GOB	515.00	Planned Dates		30.12.25							10.06.26
								Planned Days									
								Actual Dates									
GR-07	Procurement of Liveries	No.	LS	RFQ	HOPE	GOB	3.40	Planned Dates		20.05.26	24.05.26	25.05.26	02.06.26	04.06.26	07.06.26		15.06.26
								Planned Days		-	04 Days	01 Day	07 Days	02 Days	03 Days	14 Days	
								Actual Dates									

Package No	Description of Procurement Package Goods	Unit	Quantity	Procutement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Not Used in Goods	Invite/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signatute 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 Furniture (Sofa)	No.	LS	RFQ	HOPE	GOB	4.00	Planned Dates		20.05.26	24.05.26	25.05.26	02.06.26	04.06.26	07.06.26		15.06.26
								Planned Days		-	04 Days	01 Day	07 Days	02 Days	03 Days	14 Days	
								Actual Dates									
GR-09	Procurement of Books	No.	LS	RFQ	HOPE	GOB	2.50	Planned Dates		08.06.26	14.06.26	15.06.26	16.06.26	16.06.26	17.06.26		18.06.26
								Planned Days		-	06 Days	01 Day	01 Day	01 Day	01 Day	10 Days	
								Actual Dates									
GR-10	Procurement of Podium	No.	01	RFQ	HOPE	GOB	4.98	Planned Dates		08.06.26	14.06.26	15.06.26	16.06.26	16.06.26	17.06.26		18.06.26
								Planned Days		-	06 Days	01 Day	01 Day	01 Day	01 Day	10 Days	
								Actual Dates									
GR-11	Procurement of AC	No.	04	RFQ	HOPE	GOB	4.80	Planned Dates		08.06.26	14.06.26	15.06.26	16.06.26	16.06.26	17.06.26		18.06.26
								Planned Days		-	06 Days	01 Day	01 Day	01 Day	01 Day	10 Days	
								Actual Dates									
GR-12	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 Assistatn Secretary
Deputy Director (Admin. & Coordination)

02.06.26
(M. M. Emrul Kayas)
Deputy Secretary
Joint Director (Admin. & Coordination)

02/06/26
(Md. Hafizur Rahman Chowdhury)
Joint Secretary
Director (Admin. & Coordination)

2.6.26
(Surayya Akhtar Jahan)
Director General
(Additional Secretary)

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	Procutement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Advertise Prequel (If applicabls)	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	NOA	Signatute of Contract	Total Tiem 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, Renovation and Construction of Infrastructure	Sqm.	As per requirement	DPM/OTM (National) (Delegated Procurement)	HOPE	GoB	93.00	Planned Dates		20.08.25							10.06.26
								Planned Days									
								Actual Dates									

(Avizit Basak)
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Deputy Director (Admin. & Coordination)

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

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

(Surayya Akhtar Jahan)
Director General
(Additional Secretary)

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	Procutement Method & Type	Contract Approving Authority	Source of Fund	Estd Cost in Lac Tk.	Time Code for Process	Advertise EOI	Issue RFP	Proposal Openin g	Proposal Evaluation	Opening Financial Proposal	Nwgotiation	Approval	Signing of Contract	Total Tiem 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	-		

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