

**Annual Procurement Plan 2025-26**

Ministry/ Division : Chief Adviser's Office  
 Agency : National Skills Development Authority (NSDA)  
 Procuring Entity Name : Member (Admin & Finance)

Budget: Revenue  
 Package: Goods & Related Service

| Package No. | Description of Procurement Package<br>GOODS  | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds | Estd Cost in Lakh Tk | Time Code for Process | Invite/Advrtise Tender | Tender Opening | Tender Evaluation | Approval to Award | Notification of Award | Signing of Contract | Total Time to Contract Signature | Time for Completion of Contract |
|-------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------|-----------------------|------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| NSDA/GR-1   | Procurement of Fuser Unit & DV Unit for TASKalfa-5004i and Transfer Belt Unit for TASKalfa-5003i Photocopy Machine       | Nos  | 3        | RFQ                       | HOPE                         | GOB             | 2.5 L                | Planned Dates         | 28-Jul-25              | 30-Jul-25      | 31-Jul-25         | 3-Aug-25          | 3-Aug-25              | 4-Aug-25            |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 2              | 1                 | 3                 | 0                     | 1                   | 7                                | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          | 28-Jul-25              | 30-Jul-25      | 6-Aug-25          | -                 | -                     | -                   | -                                | Rejected                        |
| NSDA/GR-2   | Procurement for Parts of KYOCERA Brand Photocopy Machine   | Nos  | 3        | DPM                       | HOPE                         | GOB             | 2.50L                | Planned Dates         | 12-Aug-25              | 14-Aug-25      | 17-Aug-25         | 17-Aug-25         | 17-Aug-25             | 17-Aug-25           | -                                | 21-Aug-25                       |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 2              | 3                 | 1                 | 0                     | 0                   | 4                                | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                        |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-3   | Procurement of 05(Five) PC Monitor & 02 (Two) Projector  | Nos  | 7        | RFQ                       | HOPE                         | GOB             | 2.00L                | Planned Dates         | 17-Aug-25              | 21-Aug-25      | 24-Aug-25         | 25-Aug-25         | 25-Aug-25             | 25-Aug-25           |                                  | 31-Aug-25                       |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 4              | 3                 | 1                 | 0                     | 0                   | 8                                | 6                               |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                        |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-4   | Purchase of two (02) heavy duty Photocopy Machine  | Nos  | 2        | OTM                       | HOPE                         | GOB             | 13.00 L              | Planned Dates         | 24-Aug-25              | 7-Sep-25       | 21-Sep-25         | 28-Sep-25         | 5-Oct-25              | 30-Nov-25           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                        |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-5   | Purchase of 05 (Five) Computer, 03 (Three) Laptop, 14 (Fourteen) B&W Laser Printer, 5(Five) Scanner, 06 (Six) PC Monitor | Nos  | 33       | OTM                       | HOPE                         | GOB             | 14.00L               | Planned Dates         | 24-Aug-25              | 7-Sep-25       | 21-Sep-25         | 28-Sep-25         | 5-Oct-25              | 30-Nov-25           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                        |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-6   | Purchase of Terminal Pack for Assessment Tools Packaging   | Nos  | 15000    | OTM                       | HOPE                         | GOB             | 5.00L                | Planned Dates         | 24-Aug-25              | 7-Sep-25       | 21-Sep-25         | 28-Sep-25         | 5-Oct-25              | 2-Nov-25            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                      | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                        |                |                   |                   |                       |                     |                                  |                                 |

*Md. Kamrul Hasan*  
 18.08.2025  
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*Md. Rajbul Alam*  
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*P.K. Menamul Karim*  
 18/08/2025  
**P.K. Menamul Karim**  
 Director (Admin), Deputy Secretary  
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*আলিক রুদাভা*  
 28/08/2025  
**আলিক রুদাভা**  
 সদস্য (নিবন্ধন ও সনদায়ন), অতিরিক্ত সচিব  
 জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ  
 প্রধান উপদেষ্টার কার্যালয়

*Rehana Perveen*  
 25/8/2025  
**Rehana Perveen**  
 Executive Chairman (Secretary)  
 National Skills Development Authority  
 Chief Adviser's Office, Dhaka

| Package 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 to Award | Notification of Award | Signing of Contract | Total Time to Contract Signature | Time for Completion of Contract |
|-------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------|-----------------------|-------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| NSDA/GR-7   | Purchase of 02 (Two) RO Filter, 02 (Two) Microwave Oven, 01 (One) Coffee Maker & 02 (Two) Food Serving Trolley | Nos  | 7        | RFQ                       | HOPE                         | GOB             | 3.00L                | Planned Dates         | 31-Aug-25               | 14-Sep-25      | 28-Sep-25         | 5-Oct-25          | 12-Oct-25             | 9-Nov-25            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-8   | Design & Printing of Publication (Annual Report, NSDA Booklet, Leaflet, Brochure etc)                          | Nos  | LS       | OTM                       | HOPE                         | GOB             | 10.00L               | Planned Dates         | 31-Aug-25               | 14-Sep-25      | 28-Sep-25         | 5-Oct-25          | 12-Oct-25             | 9-Nov-25            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-9   | Purchase of Workshop, Seminar & Training Materials   | Nos  | LS       | OTM                       | HOPE                         | GOB             | 5.00L                | Planned Dates         | 31-Aug-25               | 14-Sep-25      | 28-Sep-25         | 5-Oct-25          | 12-Oct-25             | 9-Nov-25            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-10  | Purchase of Souvenir item for NSDA Branding  | Nos  | LS       | OTM                       | HOPE                         | GOB             | 5.00L                | Planned Dates         | 31-Aug-25               | 14-Sep-25      | 28-Sep-25         | 5-Oct-25          | 12-Oct-25             | 9-Nov-25            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-11  | Purchase of Furniture Item   | Nos  | LS       | OTM                       | HOPE                         | GOB             | 12.00L               | Planned Dates         | 7-Sep-25                | 21-Sep-25      | 5-Oct-25          | 12-Oct-25         | 19-Oct-25             | 16-Nov-25           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-12  | Purchase of different items for Recruitment exam   | Nos  | LS       | OTM /DPM                  | HOPE                         | GOB             | 10.00 L              | Planned Dates         | 7-Sep-25                | 21-Sep-25      | 5-Oct-25          | 12-Oct-25         | 19-Oct-25             | 16-Nov-25           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-13  | Procurement of Computer Hardware item  | Nos  | LS       | RFQ                       | HOPE                         | GOB             | 3.00L                | Planned Dates         | 14-Sep-25               | 21-Sep-25      | 28-Sep-25         | 30-Sep-25         | 30-Sep-25             | 30-Sep-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 7              | 7                 | 2                 | 0                     | 0                   | 16                               | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |

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কেন্দ্রীয় কার্যালয়


Rehana Perveen  
Executive Chairman (Secretary)  
National Skills Development Authority  
Chief Adviser's Office, Dhaka

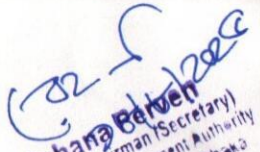
| Package No. | Description of Procurement Package GOODS           | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds | Estd Cost in Lakh Tk | Time Code for Process | Invite/Advertise Tender | Tender Opening | Tender Evaluation | Approval to Award | Notification of Award | Signing of Contract | Total Time to Contract Signature | Time for Completion of Contract |
|-------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------|-----------------------|-------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| NSDA/GR-14  | Purchase of Books and Periodics                    | Nos  | LS       | OTM                       | HOPE                         | GOB             | 5.00 L               | Planned Dates         | 14-Sep-25               | 28-Sep-25      | 12-Oct-25         | 19-Oct-25         | 26-Oct-25             | 23-Nov-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-15  | Purchase of Crockeries item                        | Nos  | LS       | OTM                       | HOPE                         | GOB             | 5.00L                | Planned Dates         | 14-Sep-25               | 28-Sep-25      | 12-Oct-25         | 19-Oct-25         | 26-Oct-25             | 23-Nov-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-16  | Purchase of Different Items for Skills Competition | Nos  | LS       | OTM                       | HOPE                         | GOB             | 10.00L               | Planned Dates         | 14-Sep-25               | 28-Sep-25      | 12-Oct-25         | 19-Oct-25         | 26-Oct-25             | 23-Nov-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-17  | Purchase of Desk Calendar & Wall Calendar          | Nos  | LS       | OTM                       | HOPE                         | GOB             | 5.00L                | Planned Dates         | 14-Sep-25               | 28-Sep-25      | 12-Oct-25         | 19-Oct-25         | 26-Oct-25             | 23-Nov-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-18  | Procurement of Parts for Car                       | Nos  | 1        | RFQ                       | HOPE                         | GOB             | 0.75 L               | Planned Dates         | 7-Dec-25                | 14-Dec-25      | 21-Dec-25         | 24-Dec-25         | 24-Dec-25             | 28-Dec-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 7              | 7                 | 3                 | 0                     | 4                   | 21                               | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/GR-19  | Procurement of Parts for Photocopy Machine         | Nos  | 4        | RFQ                       | HOPE                         | GOB             | 3.00L                | Planned Dates         | 7-Dec-25                | 14-Dec-25      | 21-Dec-25         | 24-Dec-25         | 24-Dec-25             | 28-Dec-25           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 7              | 7                 | 3                 | 0                     | 4                   | 21                               | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |

  
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**Rehana Begum**  
Executive Chairman (Secretary)  
National Skills Development Authority  
Chief Adviser's Office, Dhaka

Ministry/ Division : Chief Adviser's Office  
 Agency : National Skills Development Authority (NSDA)  
 Procuring Entity Name : Member (Admin & Finance)


Budget: Revenue  
 Package Type: Physical Service

| Package No. | Description of Procurement Package<br>Physical Service               | 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 to Award | Notification of Award | Signing of Contract | Total Time to Contract Signature | Time for Completion of Contract |
|-------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------|-----------------------|-------------------------|----------------|-------------------|-------------------|-----------------------|---------------------|----------------------------------|---------------------------------|
| NSDA/PS-1   | Hiring a Digital Marketing Agency to Enhance NSDA's Digital Presence | Nos  | LS       | OTM                       | HOPE                         | GOB             | 20.00 L              | Planned Dates         | 24-Aug-25               | 7-Sep-25       | 21-Sep-25         | 28-Sep-25         | 5-Oct-25              | 30-Nov-25           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 30                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/PS-3   | Event Management for Seminar/Workshop                                | Nos  | LS       | OTM                       | HOPE                         | GOB             | 10.00L               | Planned Dates         | 23-Nov-25               | 7-Dec-25       | 21-Dec-25         | 28-Dec-25         | 4-Jan-26              | 1-Feb-26            | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/PS-4   | Event Management for Seminar/Workshop                                | Nos  | LS       | OTM                       | HOPE                         | GOB             | 10.00L               | Planned Dates         | 8-Feb-26                | 22-Feb-26      | 8-Mar-26          | 15-Mar-26         | 22-Mar-26             | 19-Apr-26           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 10                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |
| NSDA/PS-5   | Event Management for World Youth Skills Day,2026                     | Nos  | LS       | OTM                       | HOPE                         | GOB             | 15.00 L              | Planned Dates         | 19-Apr-26               | 3-May-26       | 17-May-26         | 24-May-26         | 31-May-26             | 28-Jun-26           | -                                | -                               |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0                       | 14             | 14                | 7                 | 7                     | 28                  | 70                               | 20                              |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |                         |                |                   |                   |                       |                     |                                  |                                 |

  
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 26/8/2025  
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 সভাপতি (নির্বাহন ও সনদায়ন), অতিরিক্ত সচিব  
 জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ  
 প্রধান উপদেষ্টার কার্যালয়

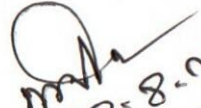
  
 26/8/2025  
**Rehana Perveen**  
 Executive Chief Adviser  
 National Skills Development Authority  
 Dhaka

Ministry/ Division: Chief Adviser's Office  
 Agency : National Skills Development Authority (NSDA)  
 Procuring Entity: Member (Admin & Finance)


Budget: Revenue  
 Package Type: **Service**


| Package No. | Description of Procurement Package Service         | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds | Estd Cost in Lakh Tk | Time Code for Process | Advertise Eol | Issue RFP | Proposal Opening | Proposal Evaluation | Opening Financial Proposal | Negotiation | Approval  | Signing of Contract | Total Time to Contract Signature | Time for Completion of Contract |
|-------------|--|------|----------|---------------------------|------------------------------|-----------------|----------------------|-----------------------|---------------|-----------|------------------|---------------------|----------------------------|-------------|-----------|---------------------|----------------------------------|---------------------------------|
| NSDA/SD-1   | Hiring a Firm for Developing Audio-Visual Material | Nos  | LS       | QCBS                      | HOPE                         | GOB             | 30.00L               | Planned Dates         | 14-Sep-25     | 12-Oct-25 | 9-Nov-25         | 7-Dec-25            | 21-Dec-25                  | 28-Dec-25   | 11-Jan-26 | 25-Jan-26           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0             | 28        | 28               | 28                  | 14                         | 7           | 14        | 14                  | 119                              | 180                             |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |               |           |                  |                     |                            |             |           |                     |                                  |                                 |
| NSDA/SD-2   | Software for Assessment Management                 | Nos  | 1        | QCBS                      | HOPE                         | GOB             | 20.00L               | Planned Dates         | 14-Sep-25     | 12-Oct-25 | 9-Nov-25         | 7-Dec-25            | 21-Dec-25                  | 28-Dec-25   | 11-Jan-26 | 25-Jan-26           |                                  |                                 |
|             |  |      |          |                           |                              |                 |                      | Planned Days          | 0             | 28        | 28               | 28                  | 14                         | 7           | 14        | 14                  | 119                              | 180                             |
|             |  |      |          |                           |                              |                 |                      | Actual Dates          |               |           |                  |                     |                            |             |           |                     |                                  |                                 |

  
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**Rehana Perven**  
 Executive Chairman (Secretary)  
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