



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Dr. B. S. Chetty and Prof Vilas Shah

Programme Coordinators

July 11, 2017

International Programme on

PROCUREMENT PROCEDURES FOR THE WORLD BANK AIDED PROJECTS

(November 06 – 17, 2017)

The World Bank along with other regional multilateral funding agencies is funding around 140 billion dollars per annum for undertaking various developmental projects. The procurement function plays an important role in completing the project on time, within the budgeted cost and to a desired level of quality to accomplish 'Best value for the Money'.

The Administrative Staff College of India (ASCI), in association with the World Bank and the Department of Economic Affairs, Ministry of Finance, Government of India, **since 1995**, has conducted 64 Programmes on Procurement Management according to the guidelines of the World Bank. A total of 3693 senior officials from over 53 countries have already attended the programme. Further projects funded by the World Bank and its affiliates have repeatedly sent their officials along with the Bank Staff to these programmes.

The World Bank has introduced its New Procurement Policy and Regulations effective from July 1, 2016 for all projects that are financed by the Bank after July 2016. The major revision has been done after a gap of almost 20 years and the core principles of the procurement in Bank funded have been expanded to include the principles of ***Value for Money, Integrity and Fit for Purpose*** in addition to Economy, Efficiency, Transparency and Fairness. This training will cover the Procurement and Consultant Guidelines of January 2011 (Revised in July 2014) and associated bidding documents, and also introduce salient features of new procurement policy, regulations and various options available to borrowers.

The World Bank has a policy to encourage the dissemination of its relevant guidelines and usage of revised standard bid / procurement documents in its funded projects. ***It is possible to get funding for attending this programme under the technical assistance or the capacity building component of the projects.*** Interested officials or their project heads are encouraged to contact their funding organization for further details. To enhance the learning value of the programme, the design of the programme has been made interactive through a good mix of case studies and experience sharing. Highly well known accredited trainers and specialists of The World Bank with over 30 years of experience will conduct sessions, case studies and exercises.

We suggest that you nominate ***four to six officials*** from your project or organization for this programme to form a core team of officials to implement the new procurement policy and regulations. Please find herein brochure of the programme for your kind information and perusal. You may like to use copies of the nomination form to nominate multiple officials from your project or organization. Should you require any clarification, please do not hesitate to contact us. We look forward to receiving nominations of your officers for this programme at the earliest.

Please note that all nominees are requested to carry with them the proof of Medical Insurance. Further, the Sponsoring Agency is advised to endorse the nominees' medical coverage in the event of hospitalization.

Yours sincerely,

(B.S. Chetty)

(Vilas Shah)

Encl : a/a



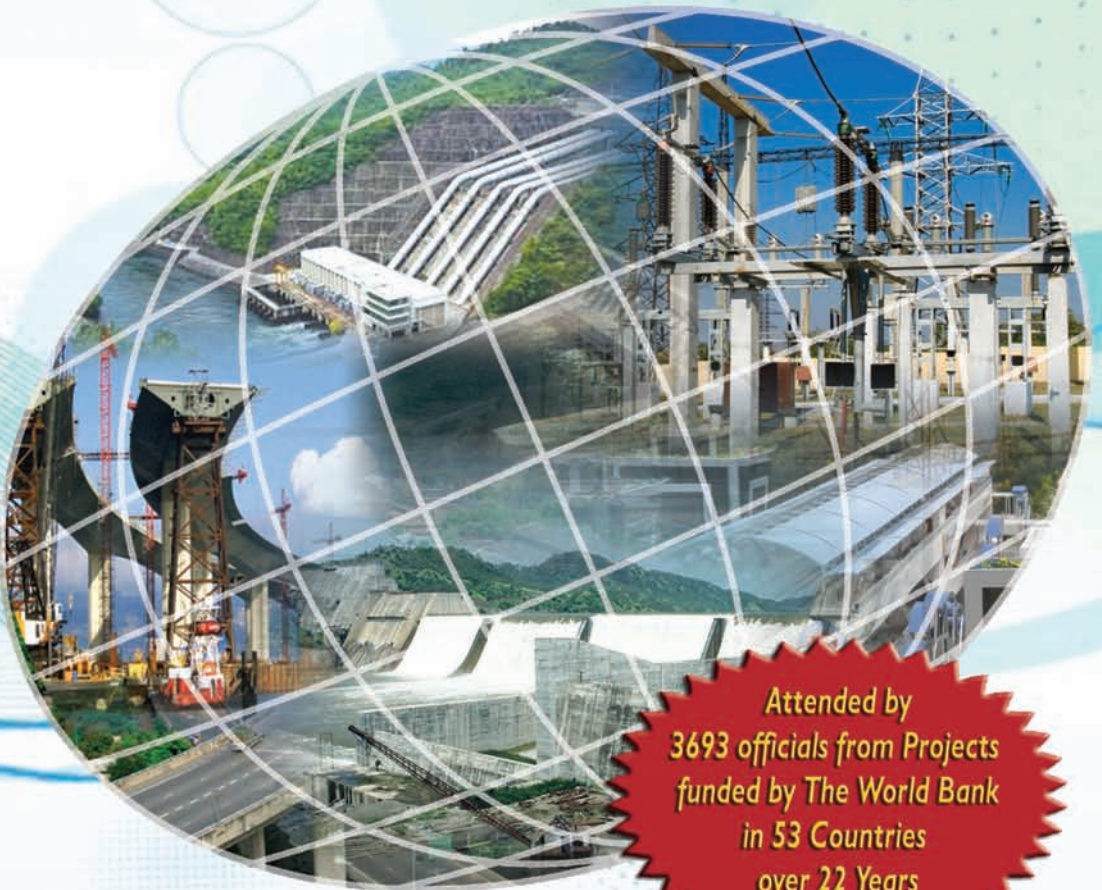
सत्यमेव जयते



International Programme on
**Procurement Procedures
for The World Bank Aided Projects**

(In association with the World Bank and the Department of Economic Affairs, Ministry of Finance,
Government of India and Global Procurement Consultants Limited, Mumbai)

November 6 – 17, 2017



*Attended by
3693 officials from Projects
funded by The World Bank
in 53 Countries
over 22 Years*

Administrative Staff College of India

INTRODUCTION

'Procurement' refers to the process of engaging contractors, suppliers and consultants for the construction of various works, facilities or supply of goods or providing related services for development projects. The procurement function involves substantial investments that are often funded from loans or credits provided by International Financial Institutions (IFIs) such as the World Bank, Asian Development Bank, African Development Bank, etc. this Programme explores, explains and clarifies the World Bank procurement and Consultant Guidelines of January 2011 (Revised July 2014) in detail

According to the International Financial Institutions, the term 'Procurement' is applied broadly to the acquisition or purchase of works, goods, non-consulting services, and consultancy services of a project. Broadly the five stages involved in the procurement process for a project are:

- ▶ Identification of unique procurement needs
- ▶ Procurement plan preparation and approval, and preparation of bid documents
- ▶ Bid opening, evaluation and award of contract
- ▶ Contract administration, payments, claims and disputes
- ▶ Closing of Contracts and project evaluation.

The World Bank and the multi-lateral/bilateral agencies have been providing loans, Credits and grants for various developmental projects in countries all over the world. The deployment plans for procurement functions of implementing agencies are often confronted with problems and delays due to lack of trained personnel. The trained officials, if available, can cope with and perform complex national and international procurement operations at every stage of the project in accordance with the guidelines and procedures of the funding agency. This has been identified as one of the major reasons for the delay in award of contracts, management of contracts and consequential time and cost overruns in many projects all over the world.

In order to assist borrowers to improve and speed up procurement operations, over the last 22 years, the *Administrative Staff College of India* has been conducting this Programme on a self-sustaining basis, in association with The World Bank and the Department of Economic Affairs, Ministry of Finance, Government of India, and with Global Procurement Consultants Limited. The aim of the Programme is to build capacities for better understanding of the underlying the core principles of the World Bank's procurement regulations as applicable to various stages of the project from the planning to final completion and acceptance. The Programme provides principles and procedures to be followed by the World Bank funded projects, based on the Regulations of the Bank and opportunities to learn from experienced professionals.

The Programme addresses the main types of methods of procurement and their application, and describes the relevant procedures for soliciting competitive bids and the subsequent processes for bid evaluation, award of contract and implementation of agreements.

OBJECTIVES

At the end of the Programme, the participants will be able to competently and effectively plan and carry out the procurement function in accordance with the Guidelines, revised July 2014 and associated bidding documents with appreciation of new procurement policy and regulations, July 2016 and various options available to borrowers.

PARTICIPANTS

The Programme is primarily aimed at meeting the knowledge needs of Procurement Officers and other officials working on World Bank funded projects under various Central Ministries, State Governments and Public Sector Undertakings, and NGOs. This Programme extensively deals with the public procurement procedures and hence would be useful for all senior officials working in projects, procurement, contract and implementation functions with goods and equipment suppliers, civil works contractors and consultancy firms. **The Programme will be delivered in English. The Participants are expected to have working knowledge of English.**

METHODOLOGY

The Programme is conducted by the Accredited, Procurement Specialists and ex-Procurement Specialists of the World Bank along with the Project and Procurement Heads of various government departments and agencies which are implementing the World Bank supported projects. The programme is co-directed by Dr. B. S. Chetty who has more than 22 years experience in the Bank procurement training and consultancy as well as worked with the Bank offices in Indonesia, Nepal and India, and also with the Bank funded projects in Iran, Cambodia, Nepal, Kenya, Malawi, Maldives, Zimbabwe and Sri Lanka. Thus, the Programme offers ample opportunities for participants to discuss realistic procurement problems encountered by the implementing organizations. The Programme inputs include lectures, exercises, assignments, and case studies for the practical application of the procurement requirements of the World-Bank aided-projects.

Participants are encouraged to bring a set of problems and issues facing their projects, which can be discussed and analyzed during the Programme. Also the participants are requested to bring copies of the project appraisal document, loan agreement(s) / procurement and other manuals for reference.

PROGRAMME CONTENTS

- I. Procurement in the World Bank Financed Projects
 - ▶ Project cycle, PAD and loan/credit agreements.
- Procurement of Goods, Works and Non-Consulting Services**
- II. Guidelines for procurement of Goods, Works, and Non-consulting Services (January 2011, Revised July 2014) & Procurement plan and introduction to New Procurement Policy and Regulations, July 2016.
- III. Salient Features of Standard Bid Documents (SBDs) for Goods
 - ▶ Features such as ITB, BDS, Evaluation Criteria, Bidding Forms, GCC and SCC, and Contract Forms and how to provide specific package details in BDS, Evaluation Criteria, PQ requirements and SCC, and INCO Terms
 - ▶ Familiarization with conditions of NCB Goods Procurement agreed between Bank and Govt. of India.
- IV. Salient Features of Standard Bid Documents (SBDs) for Civil Works
 - ▶ Small works contracts covering ITB, BDS, Evaluation and Qualification Criteria, Bidding Forms (particularly Appendix to Bid), GCC and PCC.
 - ▶ PQ document with emphasis on Prequalification, Data Sheet, Qualification Criteria and Requirements.

- ▶ Familiarization with conditions of NCB Works Procurement agreed between Bank and Govt. of India
- V. Bid Evaluation for Procurement of Goods and Works
 - ▶ Bid Evaluation using Bank's Standard Bid Evaluation forms.
- VI. Salient Features of Other Methods of Procurement of Goods, Works and Non-Consulting Services
 - ▶ Limited International Bidding (LIB), Shopping, Direct Contracting, Force Account, Procurement from UN Agencies, Community Participation in Procurement in CDD Projects.
- VII. Contract Implementation and Management
 - ▶ Measures to prevent/ combat Fraud & Corruption during preparation & implementation of Projects.
 - ▶ Contracts Management
- Employment and Hiring of Consulting Services**
- VIII. Selection process of Consultants
 - ▶ Salient Features of Guidelines for Selection and Employment of Consultants.
 - ▶ Request for EOI, Preparation of Short List, Development of Terms of Reference (ToR).
 - ▶ Types of Contracts – Lump Sum, Time-Based, etc.
- IX. Selection of Consultants through QCBS.
 - ▶ Request for Proposal (REP) following QCBS method of selection covering ITC, Data Sheet, Forms of Technical and Financial Proposals, Forms of Contracts and Appendices to the Contract, GCC and SCC.
 - ▶ Evaluation of Proposals using Bank's Sample Evaluation Report - Technical Evaluation, Financial and Combined Evaluation.
- X. Other Methods of Selection
 - ▶ QBS, FBS, LCS, CQS and SSS
 - ▶ Selection of NGOs, UN Agencies, and Individual Consultants.
- XI. Contract Implementation and Management
 - ▶ Measures to prevent /Combat fraud and corruption in implementation of contracts
 - ▶ Contracts Management

Other Aspects in Procurement

- XII. Principles and Application of e-procurement.

PROGRAMME VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms (either in Bella Vista Campus or College Park Campus). However, the College does not provide accommodation for the family. Transport pickup between Hyderabad Airport /Railway Station and venue will be arranged by the College. Kindly send an email (transport@asci.org.in) with arrival / travel details. The College is WiFi enabled in a comprehensive way.

DURATION

The Programme duration is from **November 06–17, 2017**. Participants are expected to arrive a day before and may leave after the completion of programme.

PROGRAMME FEE

The Programme fee is **Rs.98,000/-** plus 18% GST for Indian Residents and **US\$ 3200** plus 18% GST for Foreign participants (OR as amended by GoI from time to time on the total fee). The fee will cover tuition, board and lodging, courseware and usage of other facilities in the campus.

A discount of 10% on the Programme fee for three or more participants from the same organization will be given, provided the payment is made in to our Bank account before **Friday, November 03, 2017**. Bank details are given below:

For Foreign Participants:

Receiver's Bank Bank of America, New York (SWIFT: BOFAUS3N)
Correspondent Bank Via Chips ABA 0959 for Account UID 002473
Via Fedwire 026009593

For Credit of State Bank of India,
Treasury Department, Mumbai, India,
SWIFT BIC – SBININBBH04Nostro
A/c No.6550992180.

Ultimate Beneficiary ADMINISTRATIVE STAFF COLLEGE OF INDIA,
Account No.62090698960,
State Bank of India, Bellavista Branch,
Raj Bhavan Road, Hyderabad.

For Indian Participants:

Bank Name State Bank of India
Address line 1 6-3-1092, 1st floor, A Block
Address line 2 Bellavista Branch, Raj Bhavan Road
Address line 3 Hyderabad – 500 082
Beneficiary A/c Name Administrative Staff College of India
Bank Account Number 62090698675
Bank MICR No 500002306
NEFT IFSC Code SBIN0020063

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

ORGANISATIONAL SPONSORSHIP IS ESSENTIAL

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalization.

LAST DATE FOR NOMINATION

The nominations should preferably be received at least 15 days in advance but in no case later than one week before the commencement of the programme. The Nomination Form duly filled in along with the Demand Draft/Wire transfer details in favor of '**Administrative Staff College of India**' payable at Hyderabad should reach the **Programmes Officer by October 23, 2017**. Kindly contact the Programmes Officer for further information (email: poffice@asci.org.in and chettybs@gmail.com).

LAST DATE FOR WITHDRAWAL

October 30, 2017. Any withdrawal after this date will entail forfeiture of the fee paid or adjusted on mutual agreement for future programmes.

ASCI ALUMNI ASSOCIATION

Participants of College Programmes will become ASCI Life Members.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme. Please note that the College may not issue the certificate if the fee is not paid before programme completion. **The attending participant is solely responsible to arrange for the fee payment.**

PROGRAMME COORDINATORS:

Dr. B. S. CHETTY

Chief Executive Officer (Div)
Global Procurement Consultants Limited, Mumbai
E-mail: chettybs@gmail.com/bschetty@asci.org.in

Prof. VILAS SHAH

Professor and Area Chairperson (Operations Management)
Administrative Staff College of India (ASCI), Hyderabad
E-mail: shah.vilas@asci.org.in

COUNTRIES THAT SENT OFFICIALS TO PREVIOUS PROGRAMMES

1. Afghanistan
2. Albania
3. Azerbaijan
4. Bangladesh
5. Bhutan
6. Bosnia and Herzegovina
7. British V.I.
8. Cambodia
9. China
10. Egypt
11. Ethiopia
12. Gambia
13. Georgia
14. Ghana
15. India
16. Iran
17. Indonesia
18. Kazakhstan
19. Kenya
20. Jordan
21. Lao PDR
22. Lesotho
23. Macedonia
24. Malaysia
25. Malawi
26. Maldives
27. Mongolia
28. Mauritius
29. Mozambique
30. Nepal
31. Nigeria
32. Pakistan
33. Palestine
34. Papua New Guinea
35. Philippines
36. Romania
37. Russia
38. Sierra Leone
39. Sri Lanka
40. Sudan
41. Swaziland
42. Tajikistan
43. Tanzania
44. Thailand
45. Turkey
46. Uganda
47. Vanuatu
48. Vietnam
49. West Indies
50. Yemen
51. Zambia
52. Zimbabwe
53. Zanzibar

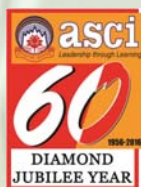
PROGRAMME COORDINATORS:

Dr. B.S. CHETTY

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Prof. VILAS SHAH

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Administrative Staff College of India (ASCI), Hyderabad
E-mail: shah.vilas@asci.org.in



For further details, please contact :

Ms. V. Naga Swapna

Programmes Officer

Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

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Delhi Campus

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New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

Please visit us at :

Website : <http://www.asci.org.in>



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Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, T.S. (India)

Nomination Form

International Programme on

PROCUREMENT PROCEDURES FOR THE WORLD BANK AIDED PROJECTS

(November 06 – 17, 2017)

Affix your
photograph
here

Nominee's Personal Information :

| | | | | | | |
|--------------|---|---------------|---------------|-------|--------------|-------|
| Name | : | _____ | Date of Birth | : | _____ | |
| Designation | : | _____ | | | | |
| Organisation | : | _____ | | | | |
| Address | : | _____ | | | | |
| Phone(s) | : | (Off) : _____ | (Mobile) : | _____ | Home : _____ | |
| e-mail | : | _____ | | Fax | : | _____ |
| Education | : | _____ | | | | |

Training Programmes Attended : _____

Nominee's Career Profile

| Organisation | Position | Responsibility | No. of Years |
|--------------|----------|----------------|--------------|
| | | | |
| | | | |
| | | | |

Expectations from the programme : _____

Medical Insurance

| Name of the Insurance Agency | Policy Number | Validity upto |
|------------------------------|---------------|---------------|
| | | |

Note : Coverage should be available in Hyderabad, India

| | | | |
|-------------------|---|-------------------------|---|
| Amount Payable | : | Mode of Payment (DD/Ch) | : |
| Instrument Number | : | Date of Instrument | : |
| Name of the Bank | : | | |

Signature of the Sponsoring Authority :

Name :

Designation :

Date :

NOTE : ▶ Forward nomination form to : **Ms. V. Naga Swapna, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in, chettybs@gmail.com