

COUNTRIES THAT SENT OFFICIALS TO PREVIOUS PROGRAMMES

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

OPERATIONS AREA PROGRAMMES

Name of the Programme	Duration	Programme Director
Inventory Management	08-Jun-09 to 10-Jun-09	B V N Sachendra
Project and Contract Management	15-Jun-09 to 19-Jun-09	B V N Sachendra
Procurement Procedures for World Bank Aided Projects	06-Jul-09 to 17-Jul-09	B S Chetty Vilas Shah
Materials and Supply Chain Management	24-Aug-09 to 28-Aug-09	B V N Sachendra
Procurement Procedures for World Bank Aided Projects	02-Nov-09 to 13-Nov-09	B S Chetty
Project and Contract Management	25-Jan-10 to 29-Jan-10	Vilas Shah
Procurement Procedures for World Bank Aided Projects	08-Feb-10 to 19-Feb-10	B S Chetty Vilas Shah

For further details, please contact :

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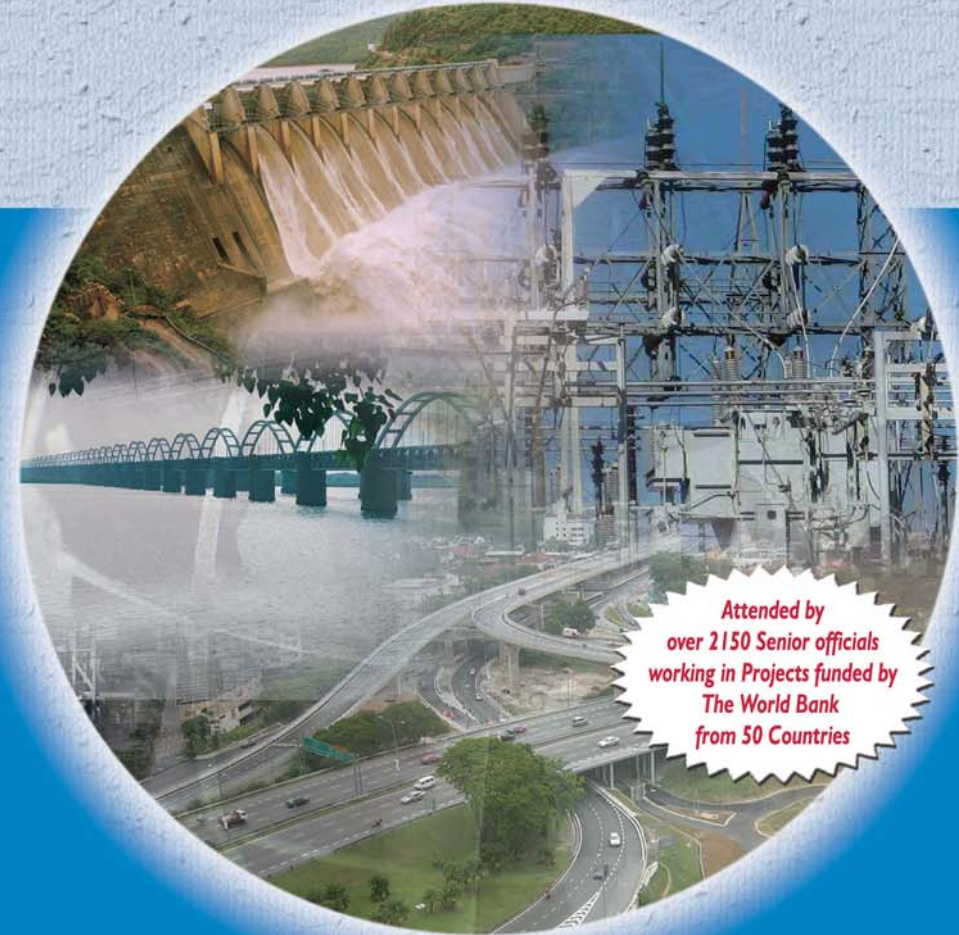
Website : <http://www.asci.org.in>



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)

July 6 – 17, 2009



Attended by
over 2150 Senior officials
working in Projects funded by
The World Bank
from 50 Countries

INTRODUCTION

The procurement functions refer to the process of engaging contractors, suppliers and consultants for the construction of various works, facilities or supply of goods or providing consulting 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. The Programme provides an explanation and clarity of The World Bank guidelines with emphasis on current procurement procedures that were harmonized with procedures of other multi-lateral development institutions in May 2004 and fine tuned thereafter.

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

- ▶ Identification of unique procurement needs
- ▶ Project appraisal and approval, and preparation of bid documents
- ▶ Bid opening, evaluation and award of contract
- ▶ Contract administration, payments, claims and disputes
- ▶ Contract closing and evaluation.

The World Bank and the multi-lateral/bilateral agencies have been providing loans and grants for various developmental projects in countries all over the world. The implementation 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 up 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 and consequential time and cost overruns of projects in many projects all over the World.

In order to assist borrowers to improve and speed up procurement operations, the 'Administrative Staff College of

India' has been conducting this Programme on *self-sustaining basis*, in association with The World Bank and the Department of Economic Affairs, Ministry of Finance, Government of India, over the last fourteen years. The aim of the Programme is to alleviate procurement bottlenecks through better understanding of the underlying principles of the World Bank's procurement guidelines 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 Guidelines of the World Bank and opportunities to listen to hands-on, operative experiences of practitioners.

The Programme addresses the main types of contracts 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 the same.

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 and procedures of The World Bank.

PARTICIPANTS

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

METHODOLOGY

The Programme is conducted by the Ex-Principal Procurement Specialists of the World Bank, along with the Project and Procurement Heads of various government departments and agencies, which are implementing projects with the financial support of The World Bank. 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 confronted by their projects, which can be discussed and analyzed during the Programme. Also requested to bring copies of the project appraisal document, loan agreement(s) and other manuals for reference.

PROGRAMME CONTENTS

- I. Procurement in The World Bank Financed Projects
 - ▶ Project cycle, PAD and loan/credit agreements
 - ▶ Procurement policy of The World Bank
 - ▶ Guidelines for procurement under IBRD loans and IDA credits
 - ▶ The Procurement process and planning, purchases/contractor relationship.
- II. Qualification Criteria and salient features of Standard Bid Documents (SBDs)
 - ▶ SBDs for procurement of large works
 - ▶ SBDs for procurement of small works
 - ▶ SBDs for procurement of goods/drugs
 - ▶ SBDs for procurement of consulting services
- III. Bid Opening and Bid Evaluation
 - ▶ Bid opening
 - ▶ Bid examination/responsiveness
 - ▶ Bid evaluation (Domestic preferences, Taxes, etc.).
- IV. Contract Implementation and Management
 - ▶ Award of Contract
 - ▶ Contract Implementation
 - ▶ Pre and Post Reviews
- V. Legal Aspects in Procurement
 - ▶ Legal issues in procurement
 - ▶ INCO terms
 - ▶ Arbitration and Conciliation
- VI. E-Procurement
 - ▶ Principles and Application in Government

PROGRAMME VENUE

The Programme will be conducted at Bella Vista Campus of ASCI, Hyderabad. The Programme is residential and participants are required to stay on the College premises. Rooms (air-conditioned) in the Executive Hostel are for single occupancy only and the College does not provide family accommodation.

PROGRAMME DURATION

The Programme will be conducted from **July 6-17, 2009.**

FEE

Rs. 60,000/- per participating official of the Central and State Governments in India will be charged to cover tuition, board, residence, routine medical care in ASCI dispensary, courseware and the use of other facilities of the College including local transport between Airport/Railway Station and Campus. **The fee for participants coming from outside India (expatriates included) is US \$ 2570/- per participant plus service tax of 10.30% of the fee.** In case overseas participants want to make their own stay arrangements, then the fee is US \$ 2070/- per participant plus service tax of 10.30% of the fee. Details of tariff for standard room in nearby hotels will be provided on request.

Since the College enjoys exemption from the Income tax in India, the **sponsoring organizations need not deduct tax.**

LAST DATE FOR NOMINATION

Nomination forms duly filled in together with a Demand Draft / Bankers Cheque towards the Programme fee plus service tax in favour of 'Administrative Staff College of India' payable at any bank in Hyderabad city, India, must reach the **Programmes Officer ten days before** the starting day of the programme.

LAST DATE FOR WITHDRAWAL

One week before commencement date of the programme. Any withdrawal after this date will entail forfeiture of the fee.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

PROGRAMME COORDINATORS :

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