



## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, T.S. (India)  
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**Prof. Vilas Shah & Dr. B. S. Chetty**  
Programme Coordinators

February 22, 2019

### *International Programme on*

## **PROCUREMENT PROCEDURES FOR THE WORLD BANK AIDED PROJECTS**

**(July 15 – 26, 2019)**

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 69 Programmes on Procurement Management according to the guidelines of the World Bank. A total of 3937 senior officials from over 52 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.

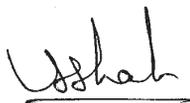
**The World Bank has introduced its New Procurement Policy and Regulations effective from July 1, 2016 for all projects that are financed by the Bank after July 2016.** The major revision has been done after a gap of almost 22 years and the core principles of the procurement in Bank funded have been 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 ***a minimum of four officials to a maximum of fifteen officials from your project*** or organization for this programme to form a core team of officials to implement the 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,

  
(Vilas Shah)

  
(B.S. Chetty)

Encl : a/a



# 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)

July 15 – 26, 2019



Attended by about 3937 officials  
from Projects funded by the  
World Bank in 52 countries  
over 24 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 / equipments or providing related services required for development projects. The procurement function involves substantial investments that are often funded from loans or credits / grants 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 which are harmonized with other regional development banks.*

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 / advisory 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 / RFPs
- ▶ Bid / Proposal opening, evaluation and award of contract
- ▶ Contract administration, payments, claims and disputes resolution
- ▶ Closing of Contracts and project evaluation.

The World Bank and the multi-lateral 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 24 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 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 Guidelines 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 contract 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 Officials working in the 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.**

***Organizational Sponsorship Is Essential***

## 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 directed by Dr. B. S. Chetty who has more than 24 years experience in the World 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 and also worked with Asian Development Bank in India and Lao PDR. 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 (PAD), Legal / 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 Procurement Documents (SPDs) 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 Procurement Documents (SPDs) for Civil Works
  - ▶ Types of Contracts, Small works contracts covering ITB, BDS, Evaluation and Qualification Criteria, Bidding Forms (particularly Appendix to Bid), GCC and PCC. FIDIC conditions of contract for MDB funded projects

- ▶ 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), National Competitive Bidding (NCB), 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 of Civil Works

### 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.
  - ▶ Changes due to New Procurement Frame work & Regulations of Bank
- IX. Selection of Consultants through QCBS.
- ▶ Request for Proposal (RFP) 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, Financial and Combined Evaluation.
- X. Other Methods of Selection of Consultants
- ▶ 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 occupancy 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 with arrival / travel details. The College is WiFi enabled in a comprehensive way.

### DURATION

The Programme duration is from **July 15 – 26, 2019**. Participants are expected to arrive a day before and may leave after the completion of programme.

### PROGRAMME FEE

The Programme fee is **Rs.1,08,000/-** for Indian Residents plus 18% GST and **US\$ 3200** for Foreign participants plus 18% GST (OR as amended by Government of India from time to time on the total fee). This 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 fee is credited in to our Bank account before **Friday, July 12, 2019**.

**Note: Kindly forward us the details of Bank/Wire transfer of fee paid to e-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in) for confirmation.**

### Bank details are given below:

#### For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

#### For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBBH04
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.

Nostro Account (Optional) 6550992180

### 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 favour of 'Administrative Staff College of India' payable at Hyderabad should reach the Programmes Officer by **July 1, 2019**. Kindly contact the Programmes Officer for further information (email: [poffice@asci.org.in](mailto:poffice@asci.org.in) and [chettybs@gmail.com](mailto:chettybs@gmail.com))

### LAST DATE FOR WITHDRAWAL

**July 8, 2019**. 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. **The sponsoring organization / participant is solely responsible to arrange for the fee payment.**

### PROGRAMME COORDINATORS

#### Prof. VILAS SHAH

Advisor (Operations Management)  
Administrative Staff College of India (ASCI), Hyderabad  
**E-mail: [shah.vilas@asci.org.in](mailto:shah.vilas@asci.org.in)**

#### Dr. B.S. CHETTY

Chief Executive Officer (Div.)  
Global Procurement Consultants Limited, Mumbai  
**E-mail: [chettybs@gmail.com](mailto:chettybs@gmail.com)**

## COUNTRIES THAT SENT OFFICIALS TO PREVIOUS PROGRAMMES

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

### PROGRAMME COORDINATORS:

#### **Prof. VILAS SHAH**

Advisor (Operations Management)  
Administrative Staff College of India (ASCI), Hyderabad  
E-mail: [shah.vilas@asci.org.in](mailto:shah.vilas@asci.org.in)

#### **Dr. B.S. CHETTY**

Chief Executive Officer (Div)  
Global Procurement Consultants Limited, Mumbai  
E-mail: [chettybs@gmail.com](mailto:chettybs@gmail.com)



*For further details, please contact :*

#### **Mr. G. Srinivas Yadav**

Programmes Officer

### **Administrative Staff College of India**

Bella Vista, Raj Bhavan Road, Khairatabad,  
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#### **Delhi Campus**

C-24, Institutional Area  
South of IIT, Behind Qutub Hotel  
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



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Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

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

**International Programme on  
PROCUREMENT PROCEDURES FOR  
THE WORLD BANK AIDED PROJECTS  
(July 15 – 26, 2019)**

Affix your  
photograph  
here

**Nominee's Contact Information :**

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
		Passport No. :	_____
e-mail :	_____	Fax :	_____

**Sponsor's Details**

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

**Fee Particulars**

Amount Payable :	_____	Mode of Payment (DD/Chq/NEFT) :	_____
Name of the Bank :	_____	Date of Instrument/Transfer :	_____
Instrument Number :	_____	UTR Number for NEFT :	_____

**Medical Insurance**

Name of the Insurance Agency	Policy Number	Validity upto
<b>Note : Coverage should be available in Hyderabad, India</b>		

Signature and Seal of the Sponsoring Authority:

NOTE : ▶ Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : +91-40-66534247, 66533000, Mobile: +91-9246203535, Telefax: +91-40-23324365, Fax : +91-40-66534356, e-mail: poffice@asci.org.in, shah.vilas@asci.org.in, chettybs@gmail.com