Dr. B. S. Chetty and B V N Sachendra  
Program Coordinators

International Program on  
PROCUREMENT PROCEDURES FOR THE WORLD BANK AIDED PROJECTS  
(July 11-22, 2016)

The World Bank along with other regional multilateral funding agencies is funding around 180 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 (ASCII), in association with the World Bank and the Department of Economic Affairs, Ministry of Finance, Government of India, since 1995, has conducted 60 Programs on Procurement Management according to the guidelines of the World Bank. Around 5536 senior officials from over 53 countries have already attended the program. Projects funded by the World Bank and its affiliates have repeatedly sent their officials along with the Bank Staff to these programs. The World Bank has harmonized its Procurement and Consultant Guidelines in consultation with other multilateral development banks such as Asian Development Bank, African Development Bank, EBRD, etc. The new guidelines will be introduced soon that will become effective from July, 2016 onwards.

The World Bank has a policy to encourage the dissemination of its latest guidelines and usage of revised standard bid documents in its funded projects. **It is possible to get funding for attending this program 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 program, the design of the program 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 at least **four officials** from your project or organization for this program. Please find herein brochure of the program for your kind information and perusal. You may like to use copies of the nomination form to nominate the 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 program 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)  
(B V N Sachendra)

Encl : a/a
Nomination Form

International Programme on
PROCUREMENT PROCEDURES FOR THE WORLD BANK AIDED PROJECTS
(July 11-22, 2016)

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:

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<tr>
<th>Organisation</th>
<th>Position</th>
<th>Responsibility</th>
<th>No. of Years</th>
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Expectations from the programme:

Medical Insurance

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Note: Coverage should be available in Hyderabad, India

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Signature of the Sponsoring Authority:

Name: __________________________

Designation: __________________________

Date: __________________________

NOTE: Forward nomination form to: Mrs. P. Mahalaxmi, Programmes Officer, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0991-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0991-040-23324365, Fax: 0991-40-66534358; e-mail: poffice@asci.org.in, chettybs@gmail.com
International Program 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 11–22, 2016

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 Program explores, explains and clarifies the World Bank guidelines with emphasis on current procurement procedures that are harmonized with those of other multi-lateral development institutions, and fine-tuned thereafter.

According to the International Financial Institutions, the term ‘Procurement’ is applied broadly to the acquisition or purchase of works, goods and related 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 21 years, the Administrative Staff College of India has been conducting this Program 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 Program is to build capacities for 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 Program 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 Program 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 Program, 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 Program 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. This Program 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 Program will be delivered in English. The Participants are expected to have working knowledge of English.

METHODOLOGY

The Program 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. Thus, the Program offers ample opportunities for participants to discuss realistic procurement problems encountered by the implementing organizations. The Program 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 Program. Also the participants are requested to bring copies of the project appraisal document, loan agreement(s) / procurement and other manuals for reference.

PROGRAM CONTENTS

I. Procurement in the World Bank Financed Projects
   - Project cycle, PAD and loan/credit agreements

II. Salient Features of Guidelines for procurement of Goods and Works

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.
   - 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 and Works
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 - Lumpsum, 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, QSS 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.

PROGRAM VENUE
The Program is fully residential and the participants will
be accommodated in air-conditioned single rooms (either in
Bellavista 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@ascl.org.in) with arrival/
travel details. The College is WiFi enabled in a
comprehensive way.

DURATION
The Program duration is from Monday, July 11, 2016
to Friday, July 22, 2016. Participants are expected to
arrive a day before and may leave after the completion
of the program.

PROGRAM FEE
The Program fee is Rs. 98,000/- plus 14.5% Service Tax
for Indian Residents and US$ 3200 plus 14.5% Service
Tax 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.
A discount of 10% on the Program fee for three or more
participants from the same organisation will be given,
provided the payment is made in to our Bank account
before Friday, July 08, 2016. Bank details are given below:

For Foreign Participants:
Receiver's Bank of America, New York (SWIFT: BOFAUS3NY)
Correspondent Bank Via Chips ABA 0959 for Account UID 002473
Via Fedwire 026009593
For Credit of State Bank of Hyderabad,
Treasury Department, Mumbai, India,
SWIFT BIC – SBHVINB0002Nostro
A/c No. 6550992180.
Ultimate Beneficiary ADMINISTRATIVE STAFF COLLEGE OF INDIA,
Account No. 52090698940,
State Bank of Hyderabad, Bellavista,
Raj Bhavan Road Branch, Hyderabad.

For Indian Participants:
Bank Name State Bank of Hyderabad
Address line 1 6-3-1892, 1st floor, A Block
Address line 2 Raj Bhavan Road Branch, (Bellavista)
Address line 3 Hyderabad – 500 082
Beneficiary A/c Name Administrative Staff College of India
Bank Account Number 62090698675
Bank MICR No 500004088
NEFT IFSC Code SBHIN10000643
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 hospitalisation.

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 program. 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
Programs Officer by June 27, 2016. Kindly contact Mrs
P Mahalaxmi, Programs Officer for further information
(email: polfice@ascl.org.in).

LAST DATE FOR WITHDRAWAL
July 04, 2016. Any withdrawal after this date will entail
forfeiture of the fee paid. If any

ASCI ALUMNI ASSOCIATION
Participants of College Programs will become ASCI Life
Members.

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

Dr. B.S. CHETTY
Chief Executive Officer (Div)
Global Procurement Consultants Limited, Mumbai
E-mail : bcs@asci.org.in / chettyb@gmail.com

B V N SACHENDRA
Associate Professor
Administrative Staff College of India (ASCI), Hyderabad
E-mail : bvn@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. Kazakstan  
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

### Program Coordinators:

**Dr. B.S. Chetty**  
Chief Executive Officer (Div)  
Global Procurement Consultants Limited, Mumbai  
E-mail: tschetty@asci.org.in / chettys@gmail.com

**B.V.N. Sachendra**  
Associate Professor  
Administrative Staff College of India (ASCI), Hyderabad  
E-mail: bvnas@asci.org.in

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For further details, please contact:

**Mrs. P. Mahalaxmi**  
Programmes Officer

**Administrative Staff College of India**  
Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad - 500 082, India.  
**Telefax (Programmes Office): 0091-40-23324365**  
**Tel: 0091-40-66534247, (M) 9246203535**  
**Fax: 0091-40-66534356**  
E-mail: poffice@asci.org.in; chettys@gmail.com

**Delhi Campus**  
C-24, Institutional Area  
South of IIT, Behind Qutub Hotel  
New Delhi-110 016.  
**Tel: 011-26962204, 26961750, 26961850**

*Please visit us at:*  
**Website:** [http://www.asci.org.in](http://www.asci.org.in)