



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

**Project Coordination Unit (PCU) of the World Bank financed
Assam Agri-business & Rural Transformation Project (APART)**

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No. ARIASS/APART/MISC./169/2017/16

Dated Guwahati the 8th October, 2018

OFFICE MEMORANDUM

On Delegated Procurements under APART

Pursuant to the Project Appraisal Document (PAD) of the World Bank financed Assam Agribusiness & Rural Transformation Project (APART), certain procurements under the project are to be delegated to the implementing agencies. Accordingly, the following norms for Delegated Procurements are hereby notified, which shall come into force with immediate effect and shall prevail until further orders:

(A) Applicable Regulations: Procurements shall be carried out in accordance with the provisions in the "World Bank Procurement Regulations for Borrowers under Investment Project Financing", dated July 1, 2016¹ published by the World Bank (hereinafter also called as 'Procurement Regulations')².

(B) Threshold value of delegated procurements, applicable procurement methods etc.:

Sl	Procurement Category	Delegated to	Delegated Value per Contract ³	Method of Procurement	Details at Annex-...	Standard Procurement Document ⁴	Remarks	
1.	Goods	OPIUs ⁵ & ATMA	Up to Rs.32.50 lakh	RFQ / GeM/ Framework Agreement⁶	Annex-1	Request for Quotation (RFQ)	Bid Evaluation Reports (BERs) for Contracts above Rs.32.50 lakh shall be prior reviewed by PCU before award of contract	
2.	Non-Consulting Service⁷							Travel /vehicle rental agency, office security/ cleaning agency/ catering, etc
3.	Small Works							Repair/renovation of CPIU/ OPIU, DICC offices, ATMA Offices, FIAC/ BRC, etc.
4.	Major Works	PWRD in association with respective agencies	Up to Rs.200.00 lakh (* See remarks)	RFQ up to Rs.65 lakh per contract and NCB-RFB for contracts above Rs.65 lakh per contract	Annex-2	Request for Bidding (RFB) Document	<ul style="list-style-type: none"> • BERs for contracts of value more than Rs.200.00 lakh per contract will be prior reviewed by PCU • E-procurement for contracts \geq Rs.20 lakh 	
5.	Consulting Service (Firms)	OPIUs	Up to Rs.32.50 lakh (* See remarks)	REOl –QCBS/ QBS/ LCS/ FBS/ CQS and DS ⁸	Annex-3	Request for Proposal (RFP) Document	* Every Procurement step will be prior reviewed by PCU as given at Annex-3.	
6.	Consulting Service (Individual)	OPIUs	Up to Rs.10.80 lakh/ year/ consultant	Advt. REols / Limited Competitive Selection / DS	Annex-4	Request for Expression of Interest (REOl)	PCU's representative shall be a member of the Interview Board	
7.	Supporting Staff under operating expenses	OPIUs	Up to Rs.4.20 lakh/ year/ staff	Advt. REols / Competitive Selection/ Walk-in interview	Annex-4	Request for Expression of Interest (REOl)	PCU's representative shall be a member of the Interview Board	
8.	Office Consumables under operating expenses	OPIUs, Dist. Offices, & ATMA	-	RFQ / Framework Agreement/ GEM	Annex-4	Framework Agreement		

¹ This Procurement Regulations was Revised in Aug.2018;

² Ref. to World Bank's website- <https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005&ver=current>

³ Inclusive of all taxes/GST

⁴ The Bid Documents may be downloaded from the website of ARIAS Society .

⁵ OPIU: Operational Project Implementation Unit of APART

⁶ In case of Framework Agreements, PCU will take the lead in the procurement process and sign the contract agreement;

⁷ Non-consulting Services: Services which are not Consulting Services. Non-consulting Services are normally bid and contracted on the basis of performance of measurable outputs, and for which performance standards can be clearly identified and consistently applied. Examples include: drilling, aerial photography, satellite imagery, mapping, and similar operations;

⁸ Quality Cost Based Selection [QCBS]; Quality Based Selection [QBS]; Fixed Budget-based Selection [FBS]; Least Cost-based Selection [LCS]; Consultants Qualifications-based Selection [CQS]; Direct Selection [DS].

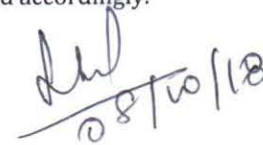
[Handwritten Signature]

(C) Miscellaneous:

- 1) Wherever, the word 'purchaser' is used in this document, it implies the authority that will issue supply order and/or sign contract with the supplier/ contractor.
- 2) No procurement shall split-up merely to bring it under the threshold values of delegated procurements.
- 3) Procurement through **GeM** (Govt. eMarketplace) **shall be mandatory** for the Goods & Services available in GeM. In case, procurement through GeM is not possible, comments & reason shall be recorded by the purchaser in writing.
- 4) Proprietary Items required for **Demonstration programs** upto **Rs.50,000/-** per contract may be procured under Direct Contracting process **after obtaining prior specific approval of the SPD, ARIAS Society**. For any Direct Contracting proposal above that threshold, the PCU-ARIAS Society shall take approval of the World Bank before clearing the same. The PCU (*through a sub-committee consisting of DPD, Proc. Specialist and concerned Sr.Consultant assigned for the Implementing Agency*) shall apply due diligence/market research before approving or proposing procurements under Direct Contracting.
- 5) A separate Office Memorandum relating to procurement of community managed civil works and goods/ equipment relating to Common Service Center (CSC) of FPOs, Common Facility/ Common Facilities Center (CFC) of Industries Associations, slaughter house, hatcheries, Community Jali House, Cocoon Storage House, Cocoon Drying Chamber, Fish processing unit, etc. will be issued by the PCU of ARIAS Society.
- 6) **Method of obtaining quotation:** For procurements with an estimated value of **Rs.50,000/-** (including GST) **or more per contract**, cost effective advertisement shall be published in local newspapers and website of the project Implementing Agency. **E-Procurement:** As per Procurement Plan agreed with the World Bank and the DEA (Govt. of India), procurements with an estimated value of **Rs.20.0 lakh & more** per contract (including GST), the e-Procurement System of the Govt. of Assam (<https://assamtenders.gov.in/nicgep/app>) shall be followed or else GeM may be used.
- 7) **Complaints** on procurement matters shall be accepted at any time. Complaints received before bids/quotations are submitted, should be addressed before bid opening. Complaints received after bids/quotations are received should be taken into account but the response should be announced only after award is recommended. Copies of all complaints/ protests received should be forwarded to the PCU. Complaints/ protests should not be reviewed by the Procurement committees but by an independent protest mechanism. When Complaints are submitted before award Procurement, committees may revisit the decisions for fairness
- 8) The State Project Director, ARIAS Society reserves the right to withdraw the applicability of this OM for Specific procurement(s) under the project, irrespective of the contract value, so as to facilitate efficient management of the procurement directly by the PCU, ARIAS Society. Moreover, SPD reserves the right to call for all the documents relating any procurement at any point of time for special verification/audit.
- 9) The guidelines provided in this OM shall be mandatorily followed by all the officials associated with the APART, (unless specifically exempted by the SPD, ARIAS Society), and noncompliance shall be reported to appropriate authority for necessary disciplinary action. In case of any exception to the above regulations, for whatsoever reason, SPD's prior concurrence / no-objection shall be obtained.
- 10) As on the date of issue of this OM, the procurements which have been initiated by PCU, ARIAS Society and the award of contract/ signing is pending, will be completed by PCU, ARIAS Society.
- 11) The OM shall be updated from time to time and all concerned will be intimated accordingly.

Attachments:

Appendix-A, and Annex-1 to Annex-4



(Vinod Seshan, IAS)

State Project Director, ARIAS Society and
Secretary to the Govt. of Assam

Copy for favour of information and needful to the:

1. APC and Chairman, ARIAS Society, Dispur
2. Additional Chief Secretary, to the Govt. of Assam – Finance/ Transformation & Development / PWRD/ Agriculture/ Industries & Commerce/ Fisheries/Animal Husbandry & Veterinary / Cooperation
3. Commissioner & Secretary, Agriculture/ Handloom, Textiles and Sericulture/ Industries & Commerce/ Commissioner & Spl. Secretary, PWRD
4. Directors of Agriculture/ Horticulture & FP/ Fisheries/ Sericulture/ Handloom & Textiles/ AH & Veterinary/ Dairy Development and the Director of Research, Assam Agricultural University
5. Chief Executive Officer, ASAMB
6. Managing Director, ASWC/WAMUL/ALPCo
7. Chief Engineer, PWRD (ARIASP & RIDF)
8. All PD, ATMAs of APART districts/ District level officers of the implementing directorates/agencies of APART
9. Internal: All concerned by email

Appendix-A

To the Office Memorandum on Delegated Procurement Common Procedures applicable for all the Delegated Procurements

1. **Procurement process shall be Transparent.** Transparency in public procurement is best achieved through: (a) cost-effective open advertising, (b) public bid opening, (c) objective bid evaluation criteria, (d) independent unbiased evaluation, (e) contract award to the lowest evaluated bidder, (f) publication of awards, (g) fair & speedy protest handling process, and (h) disclosure of signed contracts.
2. **Administrative Approval (AA) to the concerned Annual Work Plan (AWP) for the procurement:** Before initiating action on procurement, the purchaser must ensure that the AWP of the project Implementing Agency includes the item(s)/activity related to the procurement & AA to the AWP has been issued by the ARIAS Society.
However, in case of time-bound activities, procurement actions may be initiated by the purchaser, *ahead of the issuance of AA to the AWP by the ARIAS Society*, with prior in-principle concurrence of the SPD, ARIAS Society, provided (a) the activity is as per provision in the Project Implementation Plan (PIP)/Project Appraisal Document (PAD) of APART; and (b) incorporated in the AWP to be placed before GB/PGC by the line Deptt./agency. Nevertheless, before issuing Supply Order/ Award of the Contract for the procurement for such time bound activities, the purchaser shall confirm that either AA for the AWP has been issued by the ARIAS Society, or a specific in-principle go-ahead is issued by the SPD, ARIAS Society.
3. **Procurement Committee at OPIUs and ATMAs in the project districts (undivided as on 1.4.2016):** All OPIUs, and ATMA Societies associated with APART shall constitute a Procurement Committee, with Head of the Office as Chairman, and having 2/3 technical officers as members, one procurement staff⁹ familiar with World Bank procurement norms and the senior most officer of the Accounts Branch as a mandatory member. The Committee shall be notified by the respective Head of Office, with intimation to all concerned including PCU, ARIAS Society.
4. Whenever there is a substantial difference (say by more than 10%) between the estimated cost provided in the AWP approved by ARIAS Society and the rate quoted by the lowest evaluated responsive bidder, the purchaser shall refer the matter to the PCU and award the contract only after obtaining prior specific approval of PCU.
5. As per PAD (page 56) - ASAMB and ASWC will only manage small value contracts and they will not have Accounting Center/Child Account for the project. Only imprest advance for operating cost, workshop and training will be provided to them under APART. They shall report expenditure (with original bills) based on which the expenditure will be booked by PCU and the advance will be adjusted. Further imprest shall be given based on the projected expenditure.
6. All the OPIUs/ District level offices/ ATMAs shall submit monthly procurement progress report by the 6th of every month (report for the preceding month) to the PCU ARIAS Society through email as well as through a hard copy, as per following format (soft copy in MS Excel shall be submitted to the PCU):

Assam Agribusiness & Rural Transformation Project (APART)														
Name of the OPIU/ Implementing Directorate/ Agency/ATMA district :														
MONTHLY PROCUREMENT PROGRESS REPORT (Month/Year:)														
Sl.	Item Sl. Reference of approved AWP (year)	Name/Brief Description of the item with Quantity (Unit)	PCU's AA / the Financial Sanction No. with date	Category : Goods/ Works/ NCS/ Consultancy	Date of issue of RFQ/ RFB	Opening date Of Quotations / Bids	No. of Quotations/Bids received	Date of Finalization of Award (date of Proc. Committee meeting)	Supply Order/ Contract No. with Date	Name of Contractor/ Supplier	Contract Price (Rs.)	Physical progress (%)	Payment made (Rs.)	Financial progress (%)
..
Signature of the Accounts Officer/Sr. most Accounts personal								Signature of the Head of Office/Purchaser						

7. **Audit of Procurements and Maintenance of Records:** Procurements will be audited by the PCU/ Chartered Accountant (CA) engaged by PCU/ World Bank officials or consultants engaged by the World Bank¹⁰/ Accountant General as per standard norms. Therefore, full documentation¹¹ relating to procurements shall be retained safely by the respective purchaser for review/audit, as & when needed.
8. Concerned purchaser implementing directorate/agency shall be responsible for entering all the information relating to the procurement in the World Bank's online procurement management system STEP i.e. Systematic Tracking of Exchanges in Procurement (url link: <https://step.worldbank.org/>).

⁹ The Procurement staff to be engaged should be either already trained at ASCI/NIFM or trained by PCU or and official (if available) who have handled procurement during World Bank financed AACP or an officer who has been identified for training by PCU or at ASCI under APART.

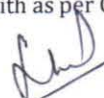
¹⁰ The World Bank conducts 'Post Procurement Audit' every year.

¹¹ All the original quotations/ bids, other documents leading to the award decision and its rationale, invoices, payment details, etc.

Annex-1
To the Office Memorandum on Delegated Procurement
Procurement of Goods, Non-Consulting Service and Small Civil Works
Through Request for Quotation (RFQ) method

1. **Procurement of routine goods, non-consulting services (firms) and small & simple civil works (except Roads, Markets and Warehouses) up to Rs.32.50 lakh per contract** (inclusive of all taxes) are delegated to the OPIUs of the implementing directorates/ agencies and ATMA Societies in the 16 project districts (undivided as on 1st April'2016), and may be done through Request for Quotations (RFQ) method.
2. An RFQ is a competitive method that is based on comparing price quotations from firms. This method is efficient for procuring limited quantities of readily available off-the-shelf Goods /standard specification commodities, or Non-consulting Services, or simple civil Works of small value.
3. **Preparation of estimate:** The estimated cost is a vital element in the procurement processes, including establishing reasonableness of the quoted prices at the time of evaluation of the bids and also during contract approval. Therefore, **estimated cost should be worked out in a realistic and objective manner.**
 - a. **Estimate for Goods/ standard specification commodities:** The prevailing market price ascertained through a market survey or budgetary quotations from one or more prospective suppliers or published catalogues/Maximum Retail Price (MRP) printed on the item are normally the main source for establishing the estimated cost of items for which no historic data is available with the purchaser. It may be noted that MRPs usually include significant margins for distributors, wholesalers and retailers.
 - b. **Estimate for Non-consulting Services (NCS)¹²:** The approach for preparing cost estimate for NCS would depend on the services required. However, in general the cost estimate shall be based on the assessment of the resources & equipment needed to carry out the assignment: staff time, logistical support, and physical inputs. Costs shall be divided into two broad categories: (a) remuneration for the personnel and (b) reimbursable costs. The cost shall be estimated on a realistic basis, as applicable, by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.
 - c. **Civil Works:** The concerned purchaser should get in touch with the local PWRD Division (State/Rural Road/AACP) for preparation of the estimate for the civil work as per the latest Schedule of Rate (SoR) of the State PWD (Building). Alternately, the local PWRD Division (State/Rural Road/AACP) may examine and vet the estimate that has been prepared by the purchaser. Further, before initiating procurement action, the purchaser shall obtain Technical Sanction for the estimate from the competent authority of PWRD/PWD or from any other competent authority of the State Govt.
4. **Mode of Obtaining Quotations:**
 - a. **For procurements, where the individual estimated contract value is Rs.50,000/- (Rupees fifty thousand) or more, advertisement seeking Quotations shall be invariably be published in newspapers and website of the project Implementing Agency.** In such cases, an abridged version of the advertisement (*sample given in the website of ARIAS Society*) shall be published in one edition of two widely circulated local newspaper and also in two widely circulated local English newspaper and the Detailed Advertisement & the RFQ document shall be uploaded in the website of the implementing agency;
 - b. **For procurements, where the individual estimated contract value is below Rs.50,000/- (Rupees fifty thousand), Quotations may be obtained by sending the RFQ document to a limited number of firms or suppliers dealing with the item/contractors, without newspaper advertisement.** In such case, in order to ensure competition, the purchaser should request quotations atleast from three (3) **genuine** firms having individual GST Registration number.
 - c. **E-Procurement:** As per Procurement Plan agreed with the World Bank, all procurements with estimated of **Rs.20.0 lakh** and above per contract (including GST), the e-Procurement System of the Govt. of Assam (<https://assamtenders.gov.in/nicgep/app>) shall be followed or else the GeM may be used (para-14).

¹² Examples of NCS are: (a) Housekeeping Services / upkeep of premises including buildings and other assets; (b) Printing/Copying Services; (c) Electrical services for attending to the Electrical faults, Preventive & breakdown maintenance of electrical power distribution systems & electrical equipment and Operation & maintenance of sub-station equipments etc.; (d) Operation and maintenance services for air-conditioning units, water treatment plant, diesel generators etc.; (e) Maintenance of elevators, photocopiers, telecommunication systems, other electrical / electro-mechanical equipments etc.; (f) Plumbing & sanitary services for attending to faults, preventive & breakdown maintenance in water supply & sewerage systems etc.; (g) Maintenance of lawns and gardens; (h) Shifting / Transport of goods like furniture, fittings etc and arranging records at Departments, etc.. While some of these services may be carried out on annual contract basis, some other services may be carried out as task based, as per the requirement. **Note:** If the intellectual and advisory part of services dominates (*and the physical part is incidental*), the service is Consulting Service and hence the selection needs to be dealt with as per Consultancy mode.



5. **RFQ Document:** The Standard RFQ document may be downloaded from the website of the ARIAS Society viz. <http://www.arias.in/procurements.html>. In case of any difficulty in drafting the RFQ document, based on the Standard RFQ document, PCU-ARIAS Society may be consulted for guidance.
6. Firms shall be given sufficient time (normally not less than **14** working days) to prepare and submit quotations.
7. **Manufacturer's authorization certificate:** When requesting quotations from firms for an item manufactured by some other company, the firm should be required to attach, along with its quotation, the manufacturer's authorization certificate and manufacturer's confirmation of the required warranty for that product as per format given in the RFQ document. This is necessary to ensure receipt of quotation from a responsible firm offering genuine product, also backed by a warranty obligation from the concerned manufacturer.
8. RFQs shall include description of the goods with required quantity, details of non-consulting services and description of civil works with BOQ, delivery/completion period, location, etc.¹³ including any installation requirements, as appropriate. The RFQ shall also indicate the deadline for submission of quotations and specify that **quotations may be submitted by letter or by email.**
9. **Opening of Quotations/ Bids:** Quotations shall be opened in public, at the date and time indicated in the RFQ document, and in presence of the quotationers / bidders who choose to remain present.
10. The evaluation of the quotations and contract award¹⁴ shall be carried out according to the criteria specified in the RFQ and adhering to the DFP Rules of the Govt. of Assam. The reasonability of the quoted rates shall be compared with the Estimated cost and the prevailing market rates and a statement shall be included in the BER/Comparative Statement saying that **"The rates of the lowest evaluated responsive bidder is reasonable, not substantially different from the estimated cost and commensurate to prevailing market price"**
11. The terms of the accepted quotation shall be incorporated in the supply order/contractually binding document. The purchaser shall keep records of all proceedings regarding RFQs.
12. No prior concurrence of the PCU, ARIAS society is needed for contract award decision under this category of procurement. **However, in case the decision of the respective procurement committee is to award the contract to a bidder who is not lowest evaluated responsive bidder, the 'Abstract of the BER/CS' along with a detailed justifications note for its decision and also attaching a copy of the minutes of the procurement committee meeting, shall be forwarded to the PCU by the purchaser/Head of the Office for concurrence by PCU before award of contract.**

¹³ The following shall be clearly mentioned in the RFQ –(i) Description of the goods or works or NCS with technical specifications; (ii) Delivery period in days, location, consignee; (iii) Payment terms and period within which payment will be made (e.g. 100% upon delivery & installation or 90% against delivery & installation and balance 10% after the hand holding period of say 45 days); (iv) Warranty terms (e.g. as per Standard Warranty terms of the Manufacturer); (v) Requirement of dealership certificate of the manufacturer or authorization for goods; (vi) Bill of Quantities for civil works; (vii) Required validity of the quotation.

Packaging of items for evaluation as one group shall be done with proper application of mind. e.g. 'Computer' shall not be grouped with 'Computer Table' or 'Curtain'. Because an authorized 'computer' dealer of a reputed manufacturer normally does not deal in computer furniture and in all probability the dealer will not quote for the furniture though he may offer rates for the computer. Rejection of quotations due to improper packaging, and then citing reason that a bidder has not quoted all the items would not be acceptable.

In order to maintain transparency, the scheduled date of submission of quotation shall be indicated in the RFQ/Advertisement in the newspapers and the quotations shall be opened in public i.e. in the presence of bidders or representatives who choose to attend. Late Bids should be rejected. Signature of all the bidders who attended the meeting along with officials present shall be obtained in the Minutes of the Bid/ Quotation Opening Meeting including in the sheet where announced prices are recorded.

No quotations shall be rejected due to lack of documents which are 'historical' in nature. In cases the same are not available in the offer, these may be obtained through a clarification. Similarly, Quotations shall not be rejected on hyper technical ground, such as non-availability of Court Fee Stamp, ITCC/ STCC etc. These may be obtained through a clarification.

¹⁴ The lowest priced quotations shall be selected, provided the laid down technical specifications and terms & conditions are in conformity to those stipulated in the RFQ, quoted rates are reasonable and commensurate to prevailing market price

During evaluation of quotations, the laid down technical specifications or terms & conditions as per the RFQ shall not be relaxed/modified. e.g. [a] RFQ asking for supply of 'Pen', should not be interpreted as 'ink Pen' or 'Ball Pen' at the time of evaluation, i.e. a bidder may quote 'Ball Pen' with less price and another bidder may quote for 'Ink Pen' with higher price. During evaluation, as long it is a 'pen', a bidder is deemed to have offered the required item. If the requirement is 'Ink Pen' it should be so indicated in the RFQ and the advertisement; [b] Similarly, RFQ asking for supply of 'Ink Pen', should not be interpreted as 'Ball Pen' or 'Pen' at the time of evaluation, i.e. a bidder may quote 'Ball Pen' with less price and another bidder may quote 'Ink Pen' with higher price. Just because the 'Ball Pen' offer is cheap, it should not be selected as its technical specification does not meet requirements.

No Splitting of contracts or the required quantity; i.e. Contract shall be awarded only to the lowest evaluated responsive bidder (LERB) at his own quoted cost and not to any other bidder at the LERB's quoted rate; The quantity for which RFQ is issued, shall not be subsequently split/ segregated into two or more, with the intention of award of contract to other bidders at the rate of the LERB.

After bid opening and until contract award, all information about bids and their evaluation should be confidential.

13. No deviations from approved drawings, specifications and conditions of contract are permitted without the prior approval of the PCU, ARIAS Society.

14. Procurement through Government e-Marketplace (GeM):

- a. Procurement through **GeM** (Govt. eMarketplace) **shall be mandatory** for the Goods & Services available in GeM. In case, procurement through GeM is not possible, comments & reason shall be recorded by the purchaser in writing.
- b. For common Goods & Services, the Purchaser(s) may source the required items through GeM as per norms given below:

#	Contract Value	Method of Procurement through GeM
i)	Upto Rs.50,000/- per contract (inclusive of taxes)	Through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period
ii)	Above Rs.50,000/- per contract and up to Rs. 30,00,000/- per contract (inclusive of taxes)	Through the supplier having lowest price amongst the available Sellers on the GeM of at least three different manufacturers (on GeM) meeting requisite quality, specifications and delivery period. The tools for online bidding and online reverse auction available on GeM may be used by the Purchaser
iii)	Above Rs.30,00,000/- and upto Rs.32,50,000/- per contract (inclusive of taxes),	Through the supplier having the lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM

- c. As per the registration requirements of GeM portal, users of the portal must mandatorily have (i) **AADHAR No.**, (ii) **Govt. email Id** and (iii) AADHAR linked Mobile No. Further, the buyer organization needs to notify the Competent Authority, the Verifying Authority, the Primary User and the Secondary Users for GeM portal. Purchasers shall take urgent necessary action accordingly (PCU may be consulted for any difficulty).
- d. Before initiating procurement/issue of Supply Order/ Award of the Contract through GeM Portal, the purchaser shall ensure that the Fund Release Order (FLO) for the procurement has been issued by the ARIAS Society (so that payments can be made promptly after receipt of Goods).
15. Payment to the suppliers for purchases through GeM shall have to be made in accordance to the Govt. of India's OM No. F.26/4/2016.PPD dated 26.09.2016, and within 10 (ten) days of generation of Consignee Receipt & Acceptance Certificate (CRAC). After generation of CRAC, the Buyer shall prepare Payment advice indicating any contractual deductions such as penalties for violation of Service Level Agreement (as applicable)/ Liquidated Damages for delayed supplies and also suitable deductions including TDS as applicable and generate claims for payments. The payment shall be made through RTGS.



Annex-2
To the Office Memorandum on Delegated Procurement
Procurement of Major Civil Works

1. **Procurement of Civil Works relating to Rehabilitation of access road, Infrastructure development of Agricultural Wholesale Markets/Rural Haats, Renovation/Upgradation of Warehouses, Milk Processing Plants, etc. costing** above Rs.32.50 lakh per contract shall be managed by the OPIU (PWRD) headed by the Chief Engineer, PWRD (ARIASP & RIDF) [CE] in consultation with concerned HOD of the project implementing Directorate/Agency (ASAMB, ASWC and WAMUL) as the case may be, adhering to the following norms.
2. The OPIU (PWRD) shall prepare the DPR/Estimates either through in-house staff (contractual or regular) or through consultants engaged for purpose, hired as per World Bank's procurement norms applicable for APART and in consultation with concerned HOD of the implementing Deptt./Agency (ASAMB, ASWC and WAMUL) and after obtaining approval of the PCU, ARIAS Society.
3. The CE will submit the DPR/ detailed design-drawing/ cost estimate, Social and Environmental checklists, RFB & Bidding Document, etc. for according approval by the ARIAS Society.
4. **Mode of Obtaining Bids:** CE will initiate the procurement process and publish a **truncated version of the RFB (Request for Bid) atleast in one leading national newspaper and in one leading local newspaper and on the website of the PWRD, concerned agency associated with ARIAS Society** (e.g. ASAMB or ASWC) **and the ARIAS Society**, giving sufficient time (atleast 30 days) for prospective bidders to apply.
5. **E-Procurement:** As per Procurement Plan agreed with the World Bank, all procurements with estimated of **Rs.20.0 lakh and above per contract** (including GST and all taxes), the e-Procurement System of the Govt. of Assam (<https://assamtenders.gov.in/nicgep/app>) shall be mandatorily followed.
6. The OPIU (PWRD) shall ensure that a copy of the minutes of the bid opening is sent to the ARIAS Society immediately after opening of bids by email to the SPD, ARIAS society at spd@arias.in , followed by hard copy though a cover letter.
7. **Bid Evaluation Committee (BEC):** The CE (A&R), PWRD shall constitute and notify a Bid Evaluation Committee (BEC) at the OPIU (PWRD) level as shown below, including one representative from each of the concerned line directorate/agency of APART:

➤ Chief Engineer, PWRD (ARIASP & RIDF)	: Chairman
➤ Superintending Engineer cum Nodal Officer-APART, PWRD (OPIU)	: Member Secretary
➤ Nodal Officer-APART [ASWC/ ASAMB / WAMUL (as applicable)]	: Member
➤ Executive Engineer/Asstt. Ex. Engineer (OPIU)	: Member
➤ Procurement Expert (OPIU)	: Member
➤ Accounts Officer/Manager (OPIU)	: Member
➤ Any other Technical expert, as deemed fit by the CE	: Member
8. The BEC shall evaluate the Bids strictly as per the provisions of the Bidding Document and retain all the relevant documents for scrutiny by PCU/World Bank/ Auditors/ AG etc. as per norms applicable for World Bank projects.
9. **Finalization of Bid Evaluation Report (BER) for contracts below ₹200.00 lakh:** The BEC at the OPIU (PWRD) shall approve the Bid Evaluation Report (BER) prepared by the OPIU (PWRD) for contracts valued up to Rs.200.00 lakh (Rupees two hundred lakh) per contract (inclusive of all taxes) and the CE PWRD (A&R) shall award the respective contracts, with intimation to the SPD, ARIAS Society.
10. **Finalization of Bid Evaluation Report (BER) for contracts above ₹200.00 lakh:** The CE shall submit the Bid Evaluation Reports (BERs) for contracts above ₹200.00 lakh (Rupees two hundred lakh) per contract (inclusive of all taxes) to the PCU, ARIAS Society for approval by the ARIAS society. The PCU of ARIAS Society shall have two committees for approval of such category of contracts as mentioned below.



11. **The Empowered Committees for Contract Finalizing (ECCF)-1 at PCU, ARIAS Society for finalizing contracts above Rs. 200.00 lakhs and upto Rs.500.00 lakhs, shall comprise of the following officials:**

- State Project Director (SPD), ARIAS Society : Chairman
- Representative of concerned Admin Deptt. (Jt Secy/Deputy. Secy level) : Member
- Head of the Concerned Directorate (as applicable) : Member
- CEO-ASAMB/MD- ASWC/ MD- WAMUL (as applicable) : Member
- Chief Finance Manager (CFM), PCU * : Member
- Procurement Specialist (PCU), APART ** : Member Secretary
- Nodal Officer, APART of the concerned Deptt. (as applicable) : Member

12. **The Empowered Committees for Contract Finalizing (ECCF)-2 at PCU for finalizing contracts above Rs.500.00 lakhs, shall comprise of the following officials:**

- Agriculture Production Commissioner and Chairman ARIAS Society : Chairman
- State Project Director (SPD), ARIAS Society : Member Secretary
- Commissioner & Secy./ Secretary/ Jt Secy. of Concerned Admin. Deptt : Member
- Head of the Concerned Directorate (as applicable) : Member
- CEO-ASAMB/MD- ASWC/ MD- WAMUL (as applicable) : Member
- Chief Finance Manager (CFM), PCU * : Member
- Procurement Specialist (PCU), APART ** : Member

Note:

- a) * Till CFM (PCU) is recruited, the Chief Financial Controller (CFC), PCU shall be the member.
- b) **Till the Procurement & Contract Management Specialist (PCU) for APART is recruited, the OSD-cum-Senior Procurement Specialist, PCU shall be the Member Secy. of the ECCF-1 and a Member for ECCF-2
- c) After the Procurement & Contract Management Specialist (PCU) for APART is recruited, the OSD-cum-Senior Procurement Specialist, PCU shall always be an Invitee to the ECCF meeting to assist the ECCF in taking decisions and for reference relating to the World Bank guidelines.
- d) The Executive Engineer (PCU) shall attend the meeting as an Invitee to assist the ECCF in technical/ civil engineering related matters.
- e) Concerned Departmental Coordinator at PCU shall attend the meeting as an Invitee to assist the ECCF with records, etc.
- f) PCU, ARIAS Society shall accord approval to the BER or furnish its observations on the BER in a timely manner, preferably within **20** days of receipt of the BER.

13. **Notification of Intention to Award & Standstill Period, Award of Contract and publication of contract award, Debriefing** etc. shall be as per the RFP document

14. CE will award the contract after the **Standstill Period** and publish the notification through STEP/website of ARIAS Society & PWRD.

15. CE shall ensure that the Bank Guarantee received as performance security is cross-verified with the concerned commercial Bank, before signing of the contract agreement.

16. CE shall submit one hard copy of every signed contract to the PCU of ARIAS Society for record.



Annex-3**To the Office Memorandum on Delegated Procurement
Procurement of Consulting Service (Firms)**

1. **Procurement of consulting services (firms) up to Rs.32.50 lakh per contract** are delegated to the OPIUs of the implementing directorates/agencies and shall be done by the respective OPIU of the implementing directorate/agency (except ASAMB & ASWC) as per the applicable process given in the "The World Bank Procurement Regulations for Borrowers-2016" (Revised in November 2017) in consultation and under the direct supervision of the PCU, ARIAS Society.
2. The Terms of Reference (ToR) for the consultancy assignment shall be submitted to the PCU, ARIAS Society for prior review and approval (PCU in turn shall take technical approval of the W. Bank).
3. Along with the ToR, the draft Request for Expression of Interest (REoI), detailed estimated cost for the assignment and the draft Request for Proposal (RFP) document shall also be submitted to the PCU, ARIAS Society for prior review and approval. (RFP shall indicate the procurement method proposed to be followed). Standard RFP document, as appropriate, available in the World Bank's website shall be used.
4. Depending on the value of procurement and the complexity of the assignment, the following approved selection methods may be used for hiring Consulting firm: (i) Quality and Cost Based Selection (QCBS); (ii) Fixed Budget Based Selection (FBS); (iii) Least Cost Based Selection (LCS); (iv) Quality Based Selection (QBS); and (v) Consultant's Qualifications Based Selection (CQS). In case of Direct Selection method the entire procurement process will be prior reviewed by the PCU of ARIAS Society/World Bank.
 - i) **QCBS** method takes into account the quality of the Proposal and the cost of the services. The RFP document shall specify the minimum score for the technical Proposals, and the relative weight to be given to the quality and cost. Among the Proposals that are responsive to the requirements of the RFP document and are technically qualified, the Proposal with the highest combined (quality and cost) score is considered as the Most Advantageous Proposal.
 - ii) **FBS** is a competitive process under which the selection of the firm takes into account the quality of the Proposal and the cost of the services. In the RFP document, the budget that shall not be exceeded and the minimum score for the technical Proposals are to be specified. The Proposal with the highest technical score that meets the fixed budget requirement is considered the Most Advantageous Proposal. *FBS is appropriate when: the type of Consulting Service required is simple and can be precisely defined; the budget is reasonably estimated & set; and the budget is sufficient for the firm to perform the assignment.*
 - iii) **LCS** is a competitive process under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services. In the RFP document the minimum score for the technical Proposals are to be specified. Among the Proposals that score higher than the minimum technical score, the Proposal with the lowest evaluated cost is considered the Most Advantageous Proposal. *LCS is generally appropriate for assignments of a standard or routine nature (such as engineering designs of non-complex Works), for which well-established practices and standards exist.*
 - iv) **QBS** is a competitive process where the Proposal quality is evaluated without using cost as an evaluation criterion. The financial Proposal of only the highest technically qualified firm is opened and evaluated to determine the Most Advantageous Proposal. *QBS is appropriate for - complex or highly specialized assignments for which it is difficult to define precise TOR and the input required from the firm, and for which the firm is expected to demonstrate innovation in its Proposals; assignments that have a high downstream impact; and assignments that can be carried out in substantially different ways, so that Proposals will not be comparable.*
 - v) **CQS** is a process under which at least three qualified firms shall be requested through an REoI (by attaching the TOR to the REOI) to provide information about their relevant experience and qualifications. From the firms that have submitted an EoI, the firm with the best qualifications and relevant experience is to be selected and to be invited to submit its technical and financial Proposals for negotiations. Advertisement of REoIs is not mandatory. *CQS is appropriate for small assignments or Emergency Situations in which preparing and evaluating competitive Proposals is not justified. (In case of CQS, the entire procurement process will be prior reviewed by the PCU).*



5. Steps in brief for hiring of consultancy firms (for details, please refer to the Procurement Guidelines)
- a) **Terms of reference (ToR)** shall define clearly the objectives, goals, and scope of the assignment, provide background information to facilitate preparation of Proposals, and shall be compatible with the available budget for the assignment; (**Guideline for drafting ToR may be downloaded from the website of ARIAS Society viz. <http://www.arias.in/procurements.html>**).
 - b) **Request for Expressions of Interest (REoI)** shall be prepared as per the template provided on the World Bank's external website. The REoI shall include the complete draft TOR (as attachment to be provided in the website of the department/purchaser/implementing agency);
 - c) **Publication of an abridged version of the REoI** shall be done atleast in widely circulated one National and one local Newspaper, and the detailed REoI shall be published in the website of the concerned department/purchaser/implementing agency and also in the ARIAS society; Clarifications and addenda to the REoI shall be in writing; Firms shall be given sufficient time to respond to the REoI, normally no less than **14** Working Days;
 - d) **Shortlisting** criteria to be used should include core business and years in business, relevant experience, technical and managerial capability of the firm. Key personnel are not to be evaluated at this stage. The final Shortlist is to be communicated to all firms that expressed interest.
 - e) **RFP Document** to be prepared using the World Bank's applicable Standard RFP document; The firms shall be allowed sufficient time (atleast **30** days) to prepare their Proposals; The letter of invitation to submit Proposals shall be sent along with RFP document to all the Shortlisted firms; Clarifications and addenda on the RFP document shall be in writing; **Note: The World Bank's Standard Procurement Documents applicable for APART (published after 1st July 2016) may be downloaded from the website of ARIAS Society .**
 - f) **Proposal Submission and Technical Proposal Opening:** The technical and financial Proposals shall be submitted at the same time in two (2) separate and sealed envelopes. Only the technical Proposals received by the deadline for the submission of Proposals shall be opened.
 - g) **Evaluation of Technical Proposals** shall be done strictly in accordance with the evaluation criteria specified in the RFP document. Once evaluation of technical Proposals is complete, all firms that submitted Proposal shall be informed of their score and whether they met the minimum qualifying technical score specified in the RFP document. Simultaneously the firms that have met the minimum technical Score specified in the RFP document shall be informed that they have met the requirements and the date when the financial Proposals shall be opened, and request them to be present during Opening of Financial proposals.
 - h) **Financial Proposals Opening:** Financial Proposals shall be opened not earlier than seven (7) Working Days from the communication of technical evaluation results to the Consultants. Financial Proposals shall be opened in presence of the representatives of the firms who choose to attend. Evaluation of the Financial Proposals shall meet the requirements indicated in the RFP. document. The Combined Quality and Cost Evaluation (where applicable) shall be as per the RFP document;
 - i) **Negotiations** with the selected firm shall include discussions of the TOR, the methodology, Client's inputs, and special conditions of the contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract;
 - j) **Notification of Intention to Award & Standstill Period, Award of Contract and publication of contract award, Debriefing** etc. shall be as per the RFP document;



Annex-4
To the Office Memorandum on Delegated Procurement
Procurement of Consulting Service (Individual Consultants)

1. **Procurement of consulting services (individual)** with **monthly fixed remuneration up to Rs.90,000/- per contract** are delegated to the OPIUs of the Project Implementing directorates/agencies associated with APART, accordingly shall be managed adhering to the following norms
2. The Terms of Reference (ToR) along with the REOI for hiring the Individual consultant shall be submitted to the PCU, ARIAS Society for prior review and approval.
3. A short REOI shall be published in two leading local newspapers (one English and one Assamese) and the detailed REOI along with the ToR shall be published in the website of the ARIAS Society and the Department/ Purchaser/Implementing Agency , providing sufficient time (atleast 21 days) for the candidates to apply. The recruitment process, i.e. receipt of application and scrutiny of the same shall be preferably done through an online system.
4. HODs shall prepare the long list and a shortlist of candidates (along with reasons for screening out candidates) called for interviews/test. The list of candidates selected for interview and the candidates not selected shall be published in the website of the Department/ Purchaser/ Implementing/Agency.
5. The Interview Panel shall consist of atleast one independent technical expert and a representative from PCU.

Recruitment of Supporting Staff under Operating Expenses

1. **Recruitment of Supporting Staff under Operating Expenses** with **monthly fixed remuneration up to Rs.35,000/- per contract** are delegated to the OPIUs of the Project Implementing directorates/agencies associated with APART, accordingly shall be managed adhering to the following norms.
2. The Job-description along with the REOI for hiring the Contractual Staff shall be submitted to the PCU, ARIAS Society for prior review and approval.
3. REOI shall be published in leading two local newspapers and also on the website of ARIAS Society and Departmental website, providing sufficient time (atleast 21 days) for the candidates to apply. The recruitment process, i.e. receipt of application and scrutiny of the same shall be preferably done through an online system.
4. HODs will prepare the long list and a shortlist of candidates (along with reasons for screening out candidates) called for interviews/test. The list of candidates selected for interview and the candidates not selected shall be published in the website of the directorate/agency.
5. The Interview Panel shall consist of atleast one independent expert and a representative from the PCU.

Procurement of Office Consumables under Operating Expenses

1. **Procurement of Office Consumables under Operating Expenses** are delegated to the OPIUs of the Project Implementing directorates/agencies associated with APART, ATMA Societies associated with APART and all the District level offices notified as Accounting Centers under APART.
2. The procurements shall be managed as per the RFQ method or any other transparent method, adhering to the basic principles of Transparency, Value for Money, Economy and Efficiency.
3. Wherever possible, Office Consumables may be procured through GeM or alternately yearly contracts/ Framework Agreement may be established for procurement of Office Consumables.

