



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NATIONAL AGRICULTURAL HIGHER EDUCATION PROJECT
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PROCUREMENT CIRCULAR No. 01

This is to bring into the knowledge of Project partners of NAHEP that it has been agreed in the Loan Agreement signed between Government of India and World Bank that procurement in NAHEP will be in accordance with the World Bank procurement guidelines. These guidelines are:

- (a) Procurement of Goods, Works and Non-consulting services under IBRD Loans and IDA Credits & Grants, January 2011 revised July 2014
- (b) Guidelines – Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants, January 2011 revised July 2014

For ease of understanding of the project implementing units, a Procurement Manual is prepared based on these guidelines, and the same is available on NAHEP website. A two-day training programme was conducted on 30-31st July 2018 at New Delhi to acquaint the Procurement Point Persons of the sub-projects about these guidelines.

Following points must be considered while making procurement in the project:

1. User IDs of all Point Persons procurement are being created by the World Bank for operating the online module i.e., Systematic Tracking of Exchanges in Procurement (STEP) set up by the World Bank.
2. Procurement Plan shall be prepared and uploaded on STEP module first. The following items, if approved in the sub-projects, must be entered in STEP :
 - (i) All equipment (Plants & machinery, Laboratory equipment, Farm Implements, Furniture & fixtures, Computers & peripherals)

- (ii) Civil works, repair & renovation
 - (iii) Library Books & Journals
 - (iv) Hardware & software
 - (v) Consultancy
3. Procurement process shall start only after the Procurement Plan is uploaded on STEP module and cleared by the World Bank. Thereafter action updates shall be uploaded on STEP as a mandatory practice.
 4. The World Bank has mandated use of their Standard Bidding Documents (SBDs). Procurement shall be carried out by using the SBDs. Formats prescribed by the University shall not be used in any case. These SBDs are provided to all Point Persons Procurement during the training session and are available on NAHEP website as well.
 5. The sub-projects must confirm that they are using only 'NIC ' platform for e-procurement module. Please note that for use of any platform other than NIC will require Bank prior clearance.
 6. Agreed methods of procurement detailed in the Procurement Manual shall be followed. If procurement method is not followed properly, the Bank would declare the contract as 'mis-procurement', and would cancel that portion of the loan allocated to the services that have been misprocured. Liability of any such mis-procurement will be with the purchaser.
 7. Sub-projects are encouraged to take advice and guidance of the Procurement Unit at PIU NAHEP to avoid any mistakes.


(Kumar Rajesh)
Under Secretary, NAHEP

Distribution :

1. PIs of all sub-projects of NAHEP, through their National Coordinators
2. All Point Person Procurement (by email)
3. All National Coordinators, NAHEP for information please.
4. NAHEP website
5. Guard File.