



FOCUS Mizoram

Community Procurement Guidelines (in Mizo)

**Developed by Society for Climate Resilient Agriculture in
Mizoram (SCRAM) based on template provided by IFAD**

Community participation Procurement Guidelines

Community Organization hi enge ni?

Community Organization chu sawrkar dan ang thlap a in ziak lut (Registered) emaw sawrkar hriatpui kher lo pawha intelkhawm ani a, thingtlang khua (Village Level) in sawrkar atanga sumleh pai a hmuh/dawn te ruahmanna fel tak siam a, thawk a, ti hlawhtling ngei tura hmalatu tur a ni.

Community Organization chi hrang hrangte

Community Organization chi hrang hrang te chu:- Village Development Committees, Gram Sabha Project Execution Committees, Farmer Interest Groups (FIG), Activity Groups, Livelihood Collectives, Farmer Producer Organizations (FPO) etc.

Sawrkar atang leh project atanga sum hmuh/dawn reng reng, chungkaw tin te eizawna lama hmasawna tur in community organization chuan hma a la tur ani.



Community Procurement hi enge ni?

Community procurement tih awmzia chu community atanga thil lei, entirnan-bungrua leh hmanrua chi hrang hrang (Goods, Works leh Service) lei na a ni mai a, project mahni khaw chung ami dan mumal taka zawm chung a lei tihna ani. Vantlang inkhawm ah mamawh te sawiho a, a lei na tur hmun te ngaihtuah a rorel ho te a huam vek a, mumal taka ziak a kawl (record) thlengin a huam ani.

Hrilhfiahna:

Goods- Thlai chi, hmanrua, lekhabu, etc.

Works- In sak, Kawng siam, Tuikhur siam, etc.

Service- Thiamna nei bik rawihna (engineer, architect, Trainer, etc.)



Participatory planning

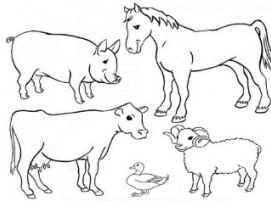


Steps



1. Hnathawh/hmalak tur sawiho.
2. Mamawh zat ngaihtuah.
3. Budget hi FIG ah dah (transferred) ani em tih en fel?
4. Hnathawh zawh/tih hlawhtlin hun chung tur.
5. Mi engzat in nge hlawkpui dawn.
6. Hnathawh tih hlawhtlin nan engte nge mamawh.
7. A chhawr tangkai tu tur tute nge ni?
8. Project atang eng ang tanpuinate nge tul/mamawh.

Community level ah eng ang procurement nge hmalak ngaite?



Mamawh hrang hrangte chhut lawkna (Need Assessment template)

For agricultural inputs requirements

Hnathawh tur:

Eng thlai chi nge-

Quantity (kg)-

Total area (cover zat tur)-

Chhungkua zat (hlakna tel tu tur)-

Supply lak na hmun tur:

- i) Progressive farmer
- ii) Govt. nursery/seed
- iii) Private nursery/seed

Budget (chhungkua khat zelah)-

Beneficiary contribution awm thei apiang?

Beneficiary contribution a neihsa a awm em?

Engtik a mamawh tur nge?

For Livestock

Hnathawh tur:

Breed varieties (eng ran nge)

Quantity (Nos)

Total area

No. of households

Source of supply:

- i. Progressive farmer
- ii. Govt. farm
- iii. Private farm
- iv. Village market

Budget (chhungkua khat zelah)-

Beneficiary contribution awm thei apiang?

Beneficiary contribution a neihsa a awm em?

Engtik a mamawh tur nge?

Purchase Committee din

Community tin ten Purchase Committee an din tur a ni a, a tlem berah mi pathum(3) leh a tam berah mi panga(5) an ruat tur a ni. FIG a President leh Secretary te hi member an ni tur a nilo.

FOCUS Project hnuai Community ten sum an hmantheih zat

Project in dan a neih angin Community/FIG ten project pawisa hi tiang ang hian an hmang tur a ni.

Goods

Currency	INR
Threshold/Bithliah zat	Up to 13,60,000/-
Direct Contracting	Up to 1,36,000/-
Local Shopping	1,36,000/- to 1,36,000/-

Civil works (construction/renovation)

Currency	INR
Threshold/Bithliah zat	Up to 13,60,000/-
Direct Contracting	Up to 1,36,000/-
Local Shopping	1,36,000/- to 13,60,000/-

Hrilhfiahna:

Direct Contracting (DC): Supplier pakhat atanga lei tawp theih tihna a ni.

Local Shopping (LS): Sum hlawm a tamzawk avangin community ten quotation (Request for Quotation, phek- 13) an siam a ngai dawn a, a tlem berah supplier pathum (3) atangin a man zat an hre tur a ni a, chu chu comparative statement (a man zat tehkhinna/comparative statement, phek- 9) siam in a supply hniam thei ber hnenah supply order an pe-chhuak tur a ni.

Agriculture mamawh- (Thlai chi, thlai tiak, a phunna tur hmanrua, lei chi leh rannung thahna hlo)

Supply emaw works lian tham anih chuan PMU in (Govt Agency emaw, private Supplier) hriatchian sa atangin rate contract a issue ang. Hemi chungchangah hian community organization in a ram zau zawng (cover area) dik tak leh a hlawkna teltu (beneficiary) tur zat an thehltur tur a ni. PMU in tih tur tul apiang a tihfel hnu-ah thurawn pe in Farmer te mamawh zat leh supply pek tur zat thupek (order) an siam ang.

Mamawh tur chi hrang hrang PMU in emaw supplier atanga supply a nih chuan:

Steps



- 1) Chhungkaw zat (beneficiary) hriatchian hmasak. (an hming leh an hnathawhna hmun tur cover area nen)
- 2) Beneficiary contriburion te lakhawm in PMU emaw supplier hnehah an chhunglut ang.
- 3) Hriattirna pek an nih in a lak chhuahna hmun ngeiah kalin bungrua/hmanruate la khawmin Receipt ah hming an ziahhnan (sign) ang.
- 4) Thlai chin a nih hnuah thlai tiak zat(quality report) PMU/DMU hnenah an hriattir ang.
- 5) Leichi leh rannung thahna hlo te chu recommend zat chauh hman tur ani.

Mamawh chi hrang hrang supply tu Farmer emaw FIG anih chuan

Steps



- 1) Activity neihna tur chhungkua/household zat hriat hmasak.
- 2) Hnathawh tur ruahman a budget siam.
- 3) Beneficiary contribution lakkhawm.
- 4) Mamawh chi hrang hrang lakhawm a community organization notice board leh khawlai lunlai hmun a tar chhuah.
- 5) Procurement committee din a; office bearer 1-2 leh beneficiary aiawh an tel tur a ni.
- 6) Procurement Committtee hian khawchung leh khaw thenawm atanga supply thei te tlawh kual in, a that dan(quality), a man zat leh a tam lam(quantity) an zir hmasa thin ang.
- 7) Procurement Committee hian DPMU kaihhruaina hnuai hmalak dan tur an rel ang.

- 8) Procurement Committee hian Farmer/FIG tin atanga an mamawh leh a bungrua man zat te an chhinchhiah (record) thlap zel ang.
- 9) Procurement Committee (PC) hian Farmer/FIG te thil mamawh ang quality, man tlawm si a chhang thei tu an recommend anga, PC member zawng zawng in Register ah an sign ang.
- 10) President leh Secretary in thutlukna an pawm rualin register ah an sign bawk ang.
- 11) Farmer/FIG zinga (eg: thlai chi) supply thei tur thlanchhuah te hnenah an mamawh tur zat an hriattir ang.
- 12) Supply dawnte a that leh that loh sample la in an enfiah tur a ni a, a thalo chu a tha a thleng turin pek let leh tur ani.
- 13) In remsiamna mumal tak siamin Farmer/FIG (Thlai chi supply tu) te hnenah pawisa an pekchhuak tur a ni. Cheque hmanga pek thin hi tihdan tha ber ani.
- 14) Community Organization inhmukhawm(meeting) hunah an thil lei te-tam zawng, a that leh that loh, a man pek zat te leh Farmer/FIG (supplier) hming an hriattir tur ani.

Comparative Statement (Template):

Activity:

Type of input:

No of household benefiting from the activity:

Sl. No.	Agricultural input/materials			Farmer/FIG	Lowest Amount (INR)	Any other criteria	Remarks
	Name (Rate quoted)	Name (Rate quoted)	Name (Rate quoted)				
1							
2							
3							
4							
5							

Farmers/FIG te kan tlawh vek a, thlai chi quality, a man zat leh a awm thei zat tur kan en vek hnuah a hnuah farmer/FIG hi man tlawm ber niin an hnen atanga lei turin kan rawn recommend e. President leh Secretary _____ in min pawmsak turin kan rawn dil e.

Community Procurement Member-te:		
Sl. No.	Hming	Signature
1		
2		
3		
4		

Ar leh ran dangte Local level a lei dan tur

Planning process

PMU in supplier (Govt Agencies, Govt Animal Farm/Private Supplier) te a thlan fel hnuah mamawh zat tur ruahmanna siamin, a pekna hmun (delivery point) tur thlenga senso zat tur a chhut fel anga, lei theihna thu (purchase order) a pe chhuak ang. Community organization te hian Ar note leh ran vulh tur dangte Govt Animal Farm/Private Supplier atanga lak tur anih chuan a hnuai mi ang hian thil mamawh leh tul turte a ti chiang hmasa ang:

Steps



- 1) A phurhna tur motor lian tha tawk tak.
- 2) Phurhsawn an nih chhunga chaw eh tui an mamawh tlangpui chhut chhuah.
- 3) Ar note leh ran dangte an hrisel tha em, damlohna leh natna hrik an kai em tih te enfiah tur.
- 4) Rante hi damdawi (vaccination) pek an ni tawh em tih te an hrechiang (confirm) tur a ni.
- 5) A dawngtuten Ar leh ran dangte hriselna dinhmun report an pe tur a ni.

Ran vulh tur thingtlang bazar (Haats) atanga lei an nih chuan

Steps



1. A dawngtu turte(beneficiaries) hriatchian hmasak.
2. Thingtlang bazaar chu ran vulh tu te nen a tlawh hmasak (survey) phawt tur a ni.
3. Ran vulhna hmun tlawh a, a man zat te hriatchian hnuah midang supply ve thei (chi in ang leh an upat dan inang) te hralhna rate enkawp hmasak tur.
4. VLW/VFA te nen tangkawp in ran hriselna dinhmun te endik hmasak phawt tur a ni.
5. A zuartu te hnen atangin damdawi (vaccination) pek tawh dan zawh fel hmasak.
6. Supplier hrang hrang te comparative statement siam a, lei theihna zat tur endik hmasak.
7. A zuar tute (sundawng/farmer) hnen atangin leina lehkha (sale's receipt) lak a, market committee/thuneitu te hnen atangin phursawn phalna permit lak bawh tur ani.

8. A phurhsawna/transportation tur motor a lian/zau tha tawk em tih enfiah tur.
9. Phurhsawn an nih chungga chawl eh tui an mamawh tlangpui ruahman sak tur.
10. Ar note leh ran dangte an hrisel tha em, damlohna leh natna hrik an kai em tih te enfiah tur.
11. A dawngtute/beneficiary hnen atangin Ar leh ran dangte hriselna dinhmun report an pe la tur a ni.

Works tenau- small infrastructure, tui lakna(tuikuang) leh lei laihna tur hmanruate lei/thawh dan tur

Steps



- 1) Mipui (Community) in hnathawh tur an thlang fel hmasa tur a ni a, DPMU/SPMU hnenah an hriattir ang.
- 2) DPMU in community organisation tanpuina emaw, an mahni Technical staff-te hmangin hnathawh tur estimate siamin senso tur zat pawh an chhut chhuak vek phawt ang. Senso zat tur hian hmanrua/bungrua (materials) leh hnathawktute (Labours) rawih man a huam tel vek tur ani. Mimal/beneficiary in an thawh thei (entirnan tuichhunchhuah siamna atan) emaw pawl(group) (entirnan tui luan kawrh siam) a thawh ngai te pawh a awm thei ang. Heng ruahmanna te hi siam a nih hnuah AWPB ah approve tir a, procurement plan ah dah tir bawk tur a ni.
- 3) Hnathawh hmian budget pekchhuah tur zat hi endik(check) hmasak tur a ni.
- 4) DPMU atang Technical estimates lakhawmin hmanrua leh hlawhfa man tur zawng zawng MNREGS emaw Project kaltlanga pek tur ani.
- 5) Beneficiary contribution pawh a tul dan a zirin lakkhawm theih tur ani.
- 6) Sum dawn tur a then a zar hi chu DPMU atangin FIG Bank Account a dah(transfer) tur ani.
- 7) Hna hi mahni tha a thawh tur a nih chuan, a thawh dan tur leh bungrua/hmanrua mamawh zat turte DPMU/FNGO nen inrawn tawn in a phase ang zawngin ruahmanna siam tur ani. Supply hna hi contractor in a thawk dawn anih chuan hmanrua(material) man zat tur (Bill of Materials) hi chhut chhuah hmasak phawt tur a ni a. Heng ruahmanna zawng zawng te hi khawchhung lunlai leh community organization notice board ah te tarlan tur a ni.
- 8) A thawk thei tur emaw supply thei tur te hnehah chauh Request for Proposals (RFQ) hi pekchhuah tur a ni.

- 9) Procurement Committee din tur a ni a- office bearer 1-2 leh beneficiary aiawh tur mi pakhat tal an tel tur ani.
- 10) Procurement Committtee hian khawchhung leh khaw thenawm atanga supply thei te tlawh kual in, a quality, a man zat leh a stock awm thei zat(quantity) an enfiah hmasa ang.
- 11) Procurement Committee hian DPMU kaltlangin, quality pawm theih chin tur te a rawn thei ang.
- 12) Procurement committee hian bid an hawng tur a ni a, contractor tin te chhana zat theuh a chhinchhiah (record) thlap ang.
- 13) Procurement committee hian supplier/chhangtu (rate) hniam ber, quality mamawh dan ang ni si thlangchuak in a recommend ang. Procurement Committee zawng zawng in hming an ziak hnan vek bawk ang.
- 14) President leh Secretary in thuthlukna pawm rualin Register ah hming an sign hnan ang.
- 15) Contractor te hnathawh dan an enzui tur a ni a, in remna angin hnathawh an kalpui leh pui loh an enfel vek tur ani.
- 16) An hna thawh dan quality(Quality of work) leh hmakak dan zawng zawng an chhana/tender nen a inmil em tithe an endik vek ang.
- 17) Inremna siam ang chauhin Contractor hnenah sum an pe ang. Cheque hmanga pek hi tih dan tha ber ani.
- 18) Community organization inhmuhkhawm hmasa ber ah member te hnenah hnathawh tawh chin te, pawisa pekchhuah tawh leh la pek tur leh contractor hming chen in an hriattir ang.
- 19) Hnathawh hi community organisation in anmahni resource hmangin an thawk anih chuan Muster roll record (labour register) siam in CRP, Secretary/President leh JE ten endik in hming an sign hnan ang.
- 20) District Unit office a Junior Engineer ten hnathawh dan tur kalmang (Technical guidance) a khat tawkin a pe thin bawk ang.

DOCUMENT MAMAWH TE

Community Organisation emaw FIG ten heng a hnuai document te hi an kawl ngei ngei tur a ni:

1. Community Organisation emaw FIG ten record tha tak an nei ngei ngei tur a ni a, thil leina ziakna bu (record book) leh an thilh lei ho list a huam ang.
2. Bungrua/thlai chi leina Invoice/Receipt/Bills/Vouchers, a dawng tu in a check vek hnuah a sign thlap tur a ni.
3. Agreements (a awm chuan)

Heng document zawng zawng hi audit leh nakin zela en theih tura kawthat tlat tur a ni.

Template

Request for Quotation (RFQ)

Date: _____

To,

Kapu/Kapi,

Sub: Request for Quotation for supply/work of _____

1. _____ supply thei turin/hna thawk thei turin i quotation (supply/thawh theihna hniam ber) kan rawn dil e.

Sl. No.	Supply tur/ Hnathawh tur	Specificatio ns	Tehfawng (kg/unit/ litre, etc)	Supply/ Bungrua mamawh zat (estimate)	Supply theih hun tur/ Thawh zawh theih hun tur	Supply na tur hmun/ Hnathawhna tur hmun	Mamawh dangte
1							
2							
3							
4							

2. Contract hi a chung a tarlan dan ang a ni tur a ni.
3. A man zat pumpui hian transportation, tax leh GST a huam vek tur a ni.
4. Quotation a rate chhan na zat hi fixed a ni dawn a, contract hun chhungin thlak danglam phal a nilo ang.
5. Pawisa hi advance a pek phal a nilo a. Bungrua dawn ni/ hnathawh zawh ni atangin ni _____ chungin payment pek tur a ni ang. A dawngtu FIG emaw engineer ten endik in an certify vek phawt tur a ni.
5. Quotation theihluh theih ni hnunung ber (last date) _____, 4.00 PM a ni a, last date atangin quotation hi ni (date) _____ chung a dam (valid) tur a ni.
6. Quotation ah hian a chhang-tu letterhead- dawr hming leh Income Tax Act, 1961 hnuai GST number emaw PAN number a chuang ngei tur a ni a, a hnuai RFQ form hmangin theihluh tur a ni.
7. A chung a tarlan zawng zawng ti hlawhtling chung a chhang hniam thei ber hnenah chauh contract award a ni ang. Price hian tax leh transport charge zawng zawng a huam tel vek bawk tur a ni.

Project min tui pui avangin kan lawm e. I quotation hmuh ngei kanlo in beisei e.

Signature of the Secretary/President
Address _____

Date _____

Template for Bid form

(Bidder in a thehluh tur- Letterhead, seal leh signature a chuang tur a ni)

To,
The President
(FIG/Organisation hming)

Sub: _____ supply dilna / hnathawh dilna.

Dear Sirs,

Date _____ a _____ (supply tur/ hnathawh tur)
request I chhuah angin, a hnuai mi ang hian ka rawn chhang e-

Sl. No.	Supply tur/ Hnathawh tur	Specifications	Tehfawng (kg/unit/ litre, etc)	Supply/ Bungrua mamawh zat (estimate)	Supply theih hun tur/ Thawh zawh theih hun tur	Supply na tur hmun/ Hnathawh hna tur hmun	Tehfawng (kg/unit/ litre, etc)	Total amount

1. I RFQ a terms and conditions kan pawm vek a, I specification tarlan ang khian supply/ hnathawh pawh kan in huam vek e.
2. Any other charges -
3. Payment terms-

Signature of bidder

Name of the firm _____

GST registration No. _____

PAN No. _____

Stamp _____

Template for Purchase Order

(FIG/ Community Organization hming)

Address

TO: *(Supplier hming leh address kimchang)*

Date: _____

SUBJECT: *Purchase Order for the Supply of _____*

Dear Sir/Madam,

I quotation rawn thehluh kan lo pawm thu kan lo hriattir che a, a hnuai tarlan ang hian I quotation number _____ date _____ Rs. _____ hi supply / thawk thei turin kan hriattir a che.

Item No	Description of Goods	Quantity	Unit of Measure	Unit Price	Total Price
	GST				
	Transport costs				
	Total				

1. Delivery conditions: Bungrua hi date _____ hma in address tarlan ah thlen tur a ni ang.
2. GST Invoice thil tel tur a ni. Hmun dang a in register a nih chuan I thai lang dawn nia.
3. Terms of Payment:
 1. Advance pek ngai zat (a awm chuan) _____
 2. Balance (bungrua dawn huna pek tur zat) _____
4. Bungrua/ thlai chi thalo leh chhia a awm chuan thleng leh tur a ni ang.

Signature with stamp

Accepted for supply (Signature and stamp of the Supplier)