



National Productivity Council

Training Programme
on
PUBLIC PROCUREMENT & CONTRACTS MANAGEMENT
PROGRAMME CODE: (T2425BBR04)

04-08 November 2024
(Puri)

**PUBLIC
PROCUREMENT &
CONTRACT
MANAGEMENT**



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

An immense number of studies demonstrate that effective procurement system and methodology followed by a well fabricated systematic inventory management system takes the organisation to meet its macro-objective of its effective production and cost-effective process. Public Procurement is now recognized as a strategic tool for achieving developmental, social and environmental objectives of governments, rather than using it as a tool for mere compliance with rules and regulation. Since public funds are being spent on public procurement for which specific rules and procedures have been framed therefore, the executives, officers and staff engaged in public procurement have thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

Contracts serve as the backbone of government operations, influencing the efficient allocation of public funds and resources. Effective contracts management within government organizations is paramount to ensuring transparency, accountability, and the responsible use of taxpayer assets.

National Productivity Council (NPC) Training programme has been designed to inculcate the importance of Public Procurement & Contracts Management by updating skills, knowledge on best practices needed to effectively manage procurements and contracts in the public sector environment within the organization and shall emphasize on various aspects of managing financial resources more productively in improving managerial effectiveness and performance..

3. LEARNING OBJECTIVES

This training program prepares participants to understand:

- Procurement Principles
- Legal and Regulatory Compliance
- General Financial Rules in Public Procurement
- Supplier / Vendor Selection and Evaluation:
- Contract Management
- Risk Management
- Ethics and Compliance

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Introduction to Public Procurement and Contracts Management
- Supplier Selection and Evaluation
- Contract Management and Administration
- Public Procurement Policy for Micro and Small Enterprises (MSEs) with preference to Make in India Order 2017
- E-procurement & GeM
- Risk Management in Procurement and Contracts
- Ethics and Compliance in Procurement
- Negotiation and Conflict Resolution
- Case Studies and Practical Application
- International Procurement and Global Best Practices

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations..

7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

| | | |
|-------------------------------------|--|--|
| Programme Code | T2425BBR04 | |
| Program Venue | Puri | |
| Programme Fee | Residential Participants ₹60,000 /- + 18% GST | Non-Residential Participants ₹44,000 /- + 18% GST |
| For Residential Participants | Programme starts on 4 th Nov 2023 at 1500 hrs. Programme closes on 8 th Nov at 1800 hrs. Check in for Residential Participants: 4th Nov 2023 (AN) Check out for Residential Participants 08th Nov 2023 (FN) | |

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** State Bank of India, OUAT Branch, Bhubaneswar; A/c No. 40020636385, IFSC Code. SBIN0003341
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at BHUBANESWAR
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 21AAATN0402F3ZG

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.



HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Shri Shyama Prasad ,
 Dy. Director (IE) & Programme Coordinator: ,
 NPC Bhubaneswar
 9439494141 (Mob)/ 0674 2397380/81
 Email: shyama.prasad1@npcindia.gov.in
 ,bhubaneshwar@npcindia.gov.in



NATIONAL PRODUCTIVITY COUNCIL
A/7 Surya Nagar , Bhubaneswar-751003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Public Procurement and Contracts Management**

Programme Code: **T2425BBR04**

Programme Duration: **04-08 November 2024**

Venue/ Location: **Puri**

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

| S. No | Name of Delegate | Designation | Mobile No. | Email ID | Participant Organisation Address (kindly provide full address of correspondence) |
|-------|------------------|-------------|------------|----------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Details of Nominating Authority:

| S. No | Name of Nominating Authority | Designation | Mobile No. | Email ID | Nominating Authority Organization Address (kindly provide full address of correspondence) |
|-------|------------------------------|-------------|------------|----------|---|
| 1 | | | | | |

Select, if Organization is GST Exempted **OR** Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

10. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.