

Dear Sir/Madam,

Subject: Two Days Online Training on “Public Procurement through GeM Portal” from 26th to 27th May, 2022 at 11:00 AM –4:00 PM (Indian Time). - Request for Nominations.

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing a **Two-Days Online Training on “Public Procurement through GeM Portal” from 26th to 27th May, 2022 at 11:00 AM –4:00 PM (Indian Time).**

About Online Training:

GeM portal (Government e-Market) is an online portal launched by the Government of India for procurement of Goods and Services by various Ministries / Departments of Central & State Government organizations, public sector undertaking etc. Govt. of India has made necessary amendments in the GFR 2017 vide rule 149 for mandatory procurement through GeM.

The main aim of introducing GeM portal is to enhance transparency, efficiency speed and effectiveness in public procurement.

Therefore, the two-day online training program has been designed to provide important practical aspects while dealing with procurement through GeM portal (Government e-Market).

COURSE OBJECTIVE:

The Two-Day program will enable the participants to:

- **Gain an overall understanding of the Government e-Marketplace (GeM)**
- **Understanding the impact of GeM on functioning in the procurement process and changes required for compliance.**
- **Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.**

REGISTER TO LEARN (KEY LEARNINGS):

- **Understanding the functionality of GeM Portal**
- **Understand the GeM Marketplace concept, identify and select the right product and initiate Procurement.**
- **Understand the fine distinction of navigating GeM Portal.**
- **Understand the process to be followed in manual procurement vs procurement through GeM Portal.**
- **Various Types of BIDs and participating in BID/RA transactions**
- **CRAC Generation and Payment Processing**
- **Escalation matrix and query handling**

Online Training Day Wise Course Coverage:

Day/Date	Session - I (11:00 AM to 1:00 PM)	Session - II (2:00 PM to 4:00 PM)
Day - 1 (26.05.2022)	1. Overview and objectives of GeM 2. GFRs 2017, Rule 149 for GeM 3. Workflow and Timeline of GeM 4. Authorisation of Primary user and Secondary users	5. Registration of Organization 6. Creation and activation of User Accounts on GeM portal 7. Transfer of users Accounts to new users 8. Important Terms and Conditions for GeM Q & A
Day - 2 (27.05.2022)	9. Placement of Order for Goods 10. Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal 11. Procedure for Payment and Payment initiation in GeM 12. Creation and finalization of Bid and Reverse Auction on GeM portal	13. Important Terms and Conditions for Bid and Reverse Auction on GeM 14. Placement of Order for Services with terms and conditions 15. Special questions/ query of participants and sharing of experience Q & A

TARGET GROUP

The online training is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private, Financial Institutions and/or Academic and/or Research Institutions.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the Online Training. Nomination must indicate the name(s) of the participants, designation, e-mail id, and phone/mobile number etc. along with a crossed cheque/demand draft of participation fees is **Rs 5100/- (Rupees Five Thousand One Hundred Only) inclusive of GST Per Participant.**

PAYMENT DETAILS:

- Participation Fees per Participant per Programme to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
- **In case of ECS Payment, the payment details should be intimated accordingly along with UTR number**

Duration: 26th to 27th May, 2022

Time: 11:00 AM – 4:00 PM (Indian Time)

Fee Per Participant: Rs 5100/- (All Inclusive)

Registration Link:

https://npcindia.gov.in/NPC/User/webinar_registration?course_select_id=MTYzMQ==

The attendees will be provided e-Certificate towards participation.

For any other query, kindly contact Sh. Rajeev Gupta, Dy. Director (IT) on Mobile: +91-7390802060, Phone:- 011-24607335 and email- rajeev.gupta@npcindia.gov.in & Ms. Ashmita on Mobile: +91-9711554021, Phone:- 011-24607345 and email- ashmita.rathi@npcindia.gov.in

Thanks & Best Regards,

Nikhil Panchbhai

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(Under Ministry of Commerce & Industry, Govt. of India)

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