



NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online Training Program on **“Tendering Process & Contract Management”**

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers' organisations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Tendering Process & Contract Management”** on **11.11.2021 and 12.11.2021**.

Tendering in the public sector entails streamlining processes, reducing the prices and costs of raw material and finding better supply sources. Sizeable amount of budget of public authorities is spent on public procurement. It needs officers & executives with high level of proficiency and knowledge of various Acts, rules & guidelines along with technical knowledge of goods, services and works being procured. Also, tangible contract management function assists in managing obligations in an effective manner; this saves the two parties significant time/effort and provides benefits in terms of business strategies and procedures. Contracts dictate every aspect of key business strategies and relationships. Many contractual parties spend a considerable amount of time and resources concluding contracts to their liking. Sound contract management is therefore crucial to the success of any business relationship & partnership. Failure to adequately manage the project will inevitably erode its Value for Money and may ultimately undermine its objectives.

National Productivity Council is organising this online training to cover the various aspects **“Tendering Process & Contract Management”** for central, state government & PSUs officials.

Programme Objectives: The basic objective of this program is to enhance skill and knowledge of the personnel dealing with various aspects of **“Tendering Process & Contract Management”**.

Programme Coverage:

- Relevance of General Financial Rules
- Elements of public procurement
- Tendering process
- Bidding system
- Important Features & Clauses of Contract Management

Participant Profile: The program has been designed to provide comprehensive input to all level of staff/ officers dealing with Tendering Process & Contract Mangement various organisations.

Methodology: The programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

Faculty: NPC faculty and experts from the field would conduct the programme

Date & Timings: 11th November 2021 (Thursday) – 02.00 pm to 05.00 pm

12th November 2021 (Friday) – 02.00 pm to 05.00 pm

Participation Fee: Rs 5900/- + GST(18%) **Participation Fee (MSME):** Rs 3900/- + GST(18%)

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries; however, participants can also send their specific questions in advance for optimum utilization of available time.

Nominations may be sent through:

1. Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

For making payment through NEFT, details are as under: ECS Details (For Fee payment):

Bank Name: Indian Overseas Bank,
Branch: 70 Golf Link, New Delhi,
Bank Account No: 026501000009207,
IFCS/RTGS/NEFT Code: IOB-A0000265,
PAN No: AAATN0402F
TAN NO: JPRN00099B
GST No: 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpage> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. **Last date of accepting nominations is 12.07.2021.** You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

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