

**Dear Sir/Madam,**

**Subject: Two Days Online Training Program on “E Procurement Procedures & E-Tendering in Public Procurement: Complexities & Govts Provision for MII & MSMEs” scheduled on Oct 28th & 29th 2021 - 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 pleased to announce Two Days Online Training on **“E Procurement Procedures & E-Tendering in Public Procurement: Complexities & Govts Provision for MII & MSMEs”** on **Oct 28th & 29th 2021** (Timing 1.45 pm to 5.45 pm both days).

### **BRIEF ABOUT TRAINING**

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 process enabling the organisation to be cost effective focussed. As such supply chain management of any organization needs to become one of its core activities. Studies over the years have consistently shown that the reduction in production cost depends on effective costing account supply chain management.

It is important to recognize that purchase and supply chain management is an investment to achieve and minimize the risk over the period it runs. Proper ordering with appropriate terms and conditions and timely fill rate of demand is the crux of any business organisation. The accuracy in finalising the contract is need of the hour to drive results and mitigate risks. A contract only provides recourse in the event of breach- the document itself can't manage the deliverables, the relationship, the financials and benefit realization.

Supply chain management represents a different way of managing. Managers have to learn to manage outputs rather than inputs, use negotiations and relationship management in place of direct control and rely on periodic planning and reviews to take the place of day-to-day oversight. It is about controlling key aspects, managing interactions between people, adapting to changing conditions and being future focused through continuous planning. Supply chain management specifically procurement and especially in public procurement it is a serious task for going with the govt statutory guidelines and provisions published by GOI from time to time with updation of guidelines circulated by CVC.

Supply chain management business cannot be left unmanaged. Only a professionally managed contract in a digitalised environment can ensure transparency in the system, ontime delivery, ensure performance parameters and also can avoid cost and time overrun and the nevertheless supported by a perfect MIS. To manage this serious task efficiently and effectively, a knowledge and understanding about the deficiencies in existing materials management systems and practices on a digital platform being the need of the hour is imperative so that such deficiencies can be eliminated.

### **COURSE OBJECTIVE**

- To understand the kind of system and practices existing in e-procurement management and to evolve better methods.
- To understand and appreciate the basic principles of procurement of right materials of right quality at right time at right price.
- To understand the complexities in selection of contractors of substance.
- To keep abreast of statutory guidelines, Govt orders circulars in respect of public procurement
- To improve transparency in tendering system especially in public procurement with more of digitalisation and higher level of data security.
- To understand the importance of change management and managing it efficiently.
- To understand the risk management principles.
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal with them.
- To understand the supply chain and need of vendor/source development and their management with respect to competition there by bringing cost effectiveness and supplier relations.
- To understand the role of MSME as participant in public procurement and gov't's support in this respect and how to encash the opportunities.

### **➤ PROGRAMME SCHEDULE**

<b>DAY 1 (28<sup>th</sup> Oct)</b>	<b>Timings</b>	<b>Session Topic</b>
<b>Session 1</b>	01:45 - 03:00	Materials Management Process-An Overview
<b>Session 2</b>	03:00 – 04:00	Various Modes of Procurement Module
	<b>04:00 - 04:15</b>	<b>TEA BREAK</b>
<b>Session 3</b>	04:15 – 5:45	Supply Chain Management and Optimizations
<b>DAY 2 (29<sup>th</sup> Oct)</b>		<b>Session Topic</b>
<b>Session 4</b>	01:45 - 03:00	Provisions of Make in India in Public Procurement
<b>Session 5</b>	03:00 – 04:00	Competition In Tendering and Source Development
	<b>04:00 - 04:15</b>	<b>TEA BREAK</b>
<b>Session 6</b>	04:15 – 5:45	Supplier Management Strategy/ Vendor Management Practices

## **MODULE WISE COVERAGE**

### **MODULE 1: MATERIALS MANAGEMENT PROCESS-AN OVERVIEW**

- Indenting, Material Budget, Procurement
- Storage Process and its Objectives
- Manual Tendering Vs E Procurement and E Tendering
- Typical E Procurement Process
- A Case Study

### **MODULE 2: VARIOUS MODES OF PROCUREMENT MODULE**

- Category Management
- Cost Analysis, Bench Marking, RFX, Reverse Auction
- Various Types of Contracts for CAPEX/OPEX
- Rate Contracts/Running Contracts for OPEX
- Bulk Contract for OPEX
- Contract for CAPEX

### **MODULE 3: SUPPLY CHAIN MANAGEMENT AND OPTIMIZATIONS**

- Transfer of Risks by Contract Conditions
- EMD/SD, Performance Security, Payment Terms, Insurance, Risk Purchase followed by A Case Study
- Measurement of Performance of your Contract followed by A Case Study
- Improvise Contracting with changed conditions/ time extension/disputes resolution

### **MODULE 4: PROVISIONS OF MAKE IN INDIA IN PUBLIC PROCUREMENT**

- Provisions of Preference to MSES and Start-ups in Public Procurement including TReEDS
- Future of Micro Small Enterprises and Start Ups in Public Procurement

### **MODULE 5: COMPETITION IN TENDERING AND SOURCE DEVELOPMENT**

- Negotiation Skill with Suppliers
- Contracting, Delivery and Analysing Results
- Strategy for Negotiation based on various parameters viz. Value Engineering, International Trend, Demand Supply, Cross Currency Equations, etc
- Significant Reduction in Procurement Price Through Effective Negotiations, Market Intelligence, Reverse Auctions, etc
- Followed by A Case Study

## **MODULE 6: SUPPLIER MANAGEMENT STRATEGY/ VENDOR MANAGEMENT PRACTICES**

- Supplier Segmentation, Supplier Integration, Potential Supplier Development & Supplier Performance Monitoring to Secure Cost-Effective Sourcing of Products in Terms of Quality, Price, Terms, Deliveries and Services with Suppliers).
- Govt Guidelines in Public Procurement
- CVC Guidelines in Public Procurement
- Integrity Pact in Public Procurement

### **TARGET GROUP**

The Online Training is Designed for Govt/Public/Private Sector Procurement Officers and Stores Incharges of any Sector. Supplier/Bidders Participating in Public Procurement Process for any sector. Micro Small and Medium Enterprisers and Startups of any Area/States for Understanding Public Procurement and their role and Benefits, PSUs, Academic Institutions, State and Central Governments Officials from Government Departments, etc.

### **REGISTRATION FEES**

➤ **Rs 2790/- all inclusive per participant**



**ONLINE REGISTRATION:** Please click: <https://bit.ly/3Bz8kgW>

Fee may be remitted either through RTGS or NEFT.  
**National Productivity Council Bank Details**  
**Indian Overseas Bank, Golf Links, New Delhi -110003**  
**SB A/c No. 02650100009207 IFS Code: IOBA0000265**  
**MICR Code of Bank: 110020007**  
**GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F**

**Last date of  
Registration**  
**October**  
**27<sup>th</sup> 2021**

**E-Certificate will be given**  
**after successfully completion of the Program**

Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receive nominations.

Yours faithfully,

**Rajesh Sund**  
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