



National Productivity Council

Two Day Non-Residential (Classroom Basis) Training Programme on

Advance Course on Public Procurement through GeM Portal
PROGRAMME CODE: (NPC/HQ/IT/T/09/2022-23)

March 15th-16th 2023

Non-Residential (Classroom Basis)



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

Generally, in Government (Both State and GOI Departments) and in Public Sector Undertakings not less than one third of the annual budget is spent towards procurement of goods and services. Hence a huge sum of public fund is utilized towards such procurement. In order to introduce transparent administration GOI has introduced E – Procurement system through GeM which paves the way for unbiased decision making by providing equal opportunity to all bidders. At the same time the Department / Organization can obtain value for the money spent in a just manner. Therefore, this webinar topic has been designed to cover important subjects to be considered while dealing with E- Procurement through GeM

3. LEARNING OBJECTIVES

GeM portal (Government e-Marketplace) 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.

4. BROAD PROGRAMME COVERAGE

The broad topics/ sessions coverage has been listed below: -

- Overview and objectives of GeM
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Authorisation of Primary user and Secondary users
- Registration of Organization
- Creation and activation of User Accounts on GeM portal
- Transfer of users Accounts to new users
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal Important Terms and Conditions for Bid and Reverse Auction on GeM
- Placement of Order for Services with terms and conditions

- Special questions/ query of participants and sharing of experience.

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

Employees and Employers (HR Professionals) of Corporate Sector, Public Sector Undertakings, Government, Students, Sportspersons, etc. Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

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	NPC/HQ/IT/T/09/2022-23
Program Venue (Non-Residential Classroom Basis)	National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India) 5-6 Institutional Area, Lodi Road, New Delhi – 110003
Programme Fee	Rs.11,800/- (Rs. Eleven thousand eight hundred only) per participant including GST@18%.

9. 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.*

10. INFORMATION AND CONTACT

For more information, please contact: -

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***Training Programme Schedule
(Tentative)***

<i>Day-One</i>	<i>Session Topics</i>	<i>Session Time & Duration</i>
Forenoon Sessions	<ul style="list-style-type: none"> • Overview and objectives of GeM • GFRs 2017, Rule 149 for GeM • Workflow and Timeline of GeM • Authorisation of Primary user and Secondary users 	11:00am - 1:00pm
Afternoon Sessions	<ul style="list-style-type: none"> • Registration of Organization • Creation and activation of User Accounts on GeM portal • Transfer of users Accounts to new users • Important Terms and Conditions for GeM 	2:00pm - 4:00pm
<i>Day-Two</i>	<i>Session Topics</i>	<i>Session Time & Duration</i>
Forenoon Sessions	<ul style="list-style-type: none"> • Placement of Order for Goods • Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal • Procedure for Payment and Payment initiation in GeM • Creation and finalization of Bid and Reverse Auction on GeM portal 	11:00am – 1:00pm
Afternoon Sessions	<ul style="list-style-type: none"> • Important Terms and Conditions for Bid and Reverse Auction on GeM • Placement of Order for Services with terms and conditions • Special questions/ query of participants and sharing of experience 	2:00pm – 4:00pm