



**National Productivity Council**

## **Training Programme on**

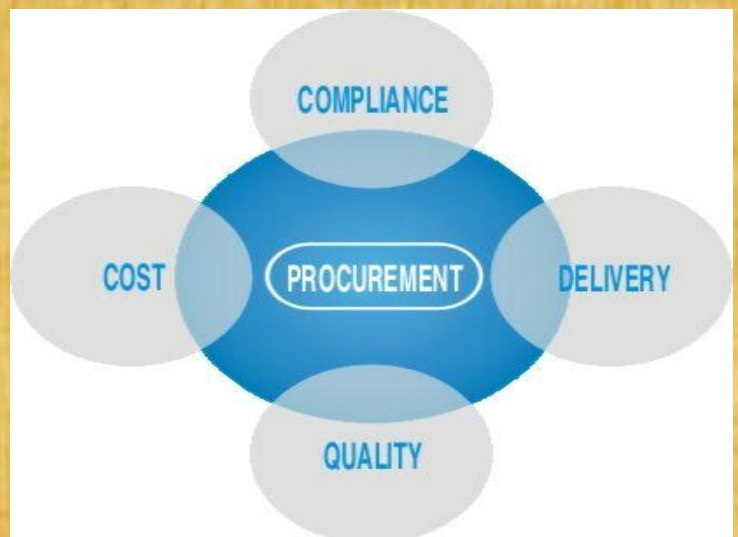
# **Procurement Management through GEM (E-Procurement)**

**PROGRAMME CODE: TP/22-23/93**

**12-16 December 2022  
( Kochi )**



**GeM**  
Government  
e Marketplace



## 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

Public procurement refers to the purchase by governments and state-owned enterprises of goods, services and works. As public procurement accounts for a substantial portion of the taxpayers' money, governments are expected to carry it out efficiently and with high standards of conduct in order to ensure high quality of service delivery and safeguard the public interest. Transparency, integrity, economy, openness, fairness, competition, and accountability are some of the fundamental principles of public procurement and need to be followed throughout the entire procurement process. GeM (Government e-Marketplace) is an online platform for public procurement in India. The initiative was launched on by the Ministry of Commerce and Industry, Government of India with the objective to create an open and transparent procurement platform for government buyers.

## 3. LEARNING OBJECTIVES

At the end of the training, Participants shall be able to:

- Gain insight into procurement of Goods and Work with Government Fund which includes the fundamental principles of public procurement and Public Procurement Cycle
- Contract Management – its distinct stages, objectives, importance, benefits.
- Government e Marketplace – An Overview, how it works, key Features and benefits
- Step by step to register, create and publish a tender.
- Guideline on Government e-Marketplace
- Public Procurement and Competitive Law

## 4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

1. Fundamental Principle of Public Procurement	2. Objectives, importance and benefits of Contract Management
3. Registration Procedure for GeM	4. Log-In to GeM
5. Create Basic Details	6. Creating Tender Work / Item Details
7. Modification in Commercial Pre-Qualification Criteria.	8. Payment Procedure for GeM
9. Standard Procedure for Procurement below Rs. 50,000	10. Case Studies

## 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, 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

<b>Programme Code</b>	TP/22-23/93	
<b>Program Venue</b>	<b>KOCHI</b>	
<b>Programme Fee</b>	<b>Residential Participants</b> ₹ 55000 /- + 18% GST (Rupees Fifty Five Thousand plus 18% GST) per participant	<b>Non Residential Participants</b> ₹ 30500 /- + 18% GST (Rupees Thirty Thousand Five Hundred plus 18% GST) per participant
<b>For Residential Participants</b>	Check-in at hotel - <b>12-12-2022, Monday afternoon</b> Check-out from Hotel – <b>16-12-2022, Friday, 12 Noon</b>	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none"><li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li><li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 29AAATN0402F1Z2</li></ul>

*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.*

- NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.

## 10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to any of the 2 addresses detailed below:

**The Regional Director  
National Productivity Council  
II Floor, KSDB Building, 55, Risaldar Street,  
Seshadripuram,  
Bengaluru  
Karnataka – 560020  
Email Id: [bangalore@npcindia.gov.in](mailto:bangalore@npcindia.gov.in), [swarupan.das@npcindia.gov.in](mailto:swarupan.das@npcindia.gov.in)  
Tel: 080 – 23467294**

**The Training Coordinator  
National Productivity Council  
5-6 Institutional Area  
Lodhi Road, New Delhi – 110003  
Email Id: [npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)  
Tel: 011-24607319 / 9163864196**

- **Last date for Receiving of nominations: 25-11-2022**

## 11. 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..
- ❖ 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.



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**  
**[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme:

Programme Code:

Programme Duration:

Location:

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

**Payment Particulars**

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at BANGALORE
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 29AAATN0402F1Z2

