

TRAINING PROGRAM ON PROCUREMENT AND CONTRACT MANAGEMENT

8TH to 12TH December 2025

GOA

PROGRAM CODE: T2526GUW05



1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations 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 funds is utilized towards such procurement. In this context, in order to promote transparency, e-procurement system has been mandated in all Government Departments and Public Sector Units, 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.

Contract Management refers to enable to manage the creation, implementation, and evaluation of contracts in an organization effectively managing the challenges like poor communication between teams, lack of clarity, suppliers not fulfilling their obligations, level of involvement, being unaware of hidden risks and more. Effective implementation helps in minimizing risk, financial optimization, improving transparency, productivity/operational effectiveness etc.

National Productivity Council (NPC) Training programme has been designed to inculcate the importance of Procurement and Contract Management by updating skills, knowledge on best practices. The Training emphasize on various aspects of procuring good & services and highlights the basic concepts of Contract Management, such as fundamental principles and benefits of the contract management system in improving managerial effectiveness and performance.

3. LEARNING OBJECTIVES

NPC has designed the training program to help participants to understand the concept of government procurement procedure of Goods and Services, role related to GeM & GFR Rules and Contract Management to improve managerial effectiveness and performance.

4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects:

- Fundamental principles in Procurement.
- Key objectives of public Procurement
- Steps in the Procurement Process.
- Role of Procurement Team in Procurement of Goods and Services.
- Principles and Benefits of the Contract Management System
- Ways & Selection of Vendor, Negotiation Management

5. METHODOLOGY

The 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

All employees including middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training programme may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations.

8. PROGRAMME FEE & VENUE

Programme Code	T2526GUW05	
Programme Fee	<u>Residential Participants</u> ₹ 70,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 55,000/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 8 th December 2025 Check-out from Hotel: Before 11 am on 12 th December 2025	

9. PAYMENT DETAILS

Program fee inclusive of GST to be paid in advance and proof of payment to be attached along with the application form:

- **ECS Payment Details:** State Bank of India, New Guwahati Branch; A/c No. 39754600161, IFSC: SBIN0000221
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GUWAHATI
- PAN No: AAATN0402F, GSTIN: 18AAATN0402F1Z5

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 are 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. fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

Please apply in the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator

National Productivity Council

49, Bye Lane 12, Rajgarh , Guwahati 781007

Email Id: Subhra.seal@npcindia.gov.in ; guwahati@npcindia.gov.in

Tel: 0361-3512043, 8486017697

Last date for Receiving nominations: 17th November 2025

11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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.
- ❖ The Non-Residential programme fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants.
- ❖ 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 arrangements 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 the 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the 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
2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati 781007
guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme : **Procurement & Contract Management**

Program Code : **T2526GUW05**

Program Duration : 8th to 12th December 2025

Location: **GOA**

Select Participation on

Residential Basis

☐

OR Non-Residential Basis

☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

* Select, if Organization is GST

Exempted

☐

OR Select, if Organization is Not GST Exempted

☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

*I certify that the above information is correct

Signature: _____

Date: _____

and Place: _____

For Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory):

(PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)

Organization PAN No. (Optional) _____

Organization TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____

Date: _____

and Place: _____



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

Tel: +91-11-24607319

npctraining@npcindia.gov.in