



## National Productivity Council

# Training Programme on

E- procurement of Goods and Services, and related GFR  
Rules

PROGRAMME CODE: (T2425ITS11)

17<sup>th</sup> – 21<sup>st</sup> Feb'25 (Goa)



## **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 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..

## **3. LEARNING OBJECTIVES**

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

## **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training

- Fundamental principles in Procurement.
- Key objectives of public Procurement
- Steps in the Procurement Process.
- Role of Procurement Team in Procurement of Goods and Services.
- GOI Financial Rules to be observed while making procurement of Goods and Services.
- GeM Procurement Process

## 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

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

## 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>	T2425ITS11	
<b>Program Venue</b>	Goa	
<b>Programme Fee</b>	Residential Participants ₹ Rs 65,000 + GST /- + 18% GST	Non-Residential Participants ₹ Rs 44000 + GST /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel - 17/February/2025 (Afternoon) (Check in time from afternoon onwards at Hotel/Resort) Check-out from Hotel – 21/February/2025 (Forenoon) (Check out time from forenoon onwards at Hotel/Resort)	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- A/c No. 02650100009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

*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.*



## **HOW TO APPLY**

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Nikhil Panchbhai  
Director & Group Head (IT),  
National Productivity Council,  
5-6 Institutional Area, Lodi Road, New  
Delhi – 110003  
Mobile: 08368398480  
Phone:-011-24607321  
Email: [nikhil.p@npcindia.gov.in](mailto:nikhil.p@npcindia.gov.in)

Sh. Rajeev Gupta,  
Dy. Director (IT)  
Email: [rajeev.gupta@npcindia.gov.in](mailto:rajeev.gupta@npcindia.gov.in)  
Ph: 011-24607335  
Mobile No.: +91-7390802060;



NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: E- procurement of Goods and Services, and related GFR Rules

Programme Code: T2425ITS11

Programme Duration: 17th – 21st Feb'25

Venue/ Location: Goa

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

Table with 6 columns: S. No, Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5.

Details of Nominating Authority:

Table with 6 columns: S. No, Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 1.

Select, if Organization is GST Exempted  Exempted

OR Select, if Organization is Not GST

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 Organisation who are Not Exempted and having GST registration GST No. (Mandatory)

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) \_\_\_\_\_

Organisation TAN No. (Mandatory on TDS deduction) \_\_\_\_\_

DECLARATION

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

## 10. 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.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ 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