



Procurement of Goods- Tendering and Contract Management



Dear Sir/Madam,

Subject: On Line Training on “Procurement of Goods- Tendering and contract Management” 30th - 31st August, 2021 at 2:00 PM –5:00 PM (Indian Time). - Request for Nominations.

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. It 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 organizing a **2 Day Online Training on “Procurement of Goods- Tendering and contract Management” 30th -31st August 2021 at 2:00 PM –5:00 PM (Indian Time)**

About Training:

Tendering in the public sector entails streamlining processes, reducing the prices and costs of raw material and finding better supply sources. Sizeable amount of budget of public authorities is spent on public procurement. It needs officers & executives with high level of proficiency and knowledge of various Acts, rules & guidelines along with technical knowledge of goods, services and works being procured. Also, tangible contract management function assists in managing obligations in an effective manner. Contracts dictate every aspect of key business strategies and relationships. Many contractual parties spend a considerable amount of time and resources concluding contracts to their liking. Sound contract management is therefore crucial to the success of any business relationship & partnership. Failure to adequately manage the project will inevitably erode its Value for Money and may ultimately undermine its objectives.

National Productivity Council is organising this online training to cover the various aspects “Tendering Process & Contract Management” for central, state government & PSUs officials.

Programme Objectives: The basic objective of this program is to enhance skill and knowledge of the personnel dealing with various aspects of “**Tendering Process & Contract Management**”.

Course Coverage:

A. Tendering

1. What is Public Procurement?
2. Scope & Goal of Public Procurement
3. Glimpse of Public Procurement Process
4. Direct Purchase With & Without Quotation
5. Eligibility Criteria of Bids
6. Contents of Bid Documents & NIT
7. Information to Tenders
8. Preparation of Bid Documents
9. Pre-Bid Conference
10. Submission, Receipt & Custody of Bids
11. Withdrawal/Modification of Bids
12. Procedure of Bid Opening
13. Single Stage & Two Stage Bidding
14. Evaluation of Technical & Financial Bids

15. Negotiation

16. Award of Contract

B. Contract Management

1. Promise, Agreement & Contract
2. What is Contract Management (CM)?
3. Purpose of CM
4. Issues handled in CM
5. Parties to Contract
6. Discharge of Contract
7. Consequences of Breach of Contract
8. Principles of Contract
9. Types of Contract (Service, Sales, Purchase, BOT etc)
11. Amendment to Contract
12. Option Clause
13. Terms of Delivery
14. Entire & Severable Delivery Contracts

15. Extension of Delivery date
 16. Liquidated Damages
 17. Delay for which supplier not responsible
 18. Denial Clause
 19. Franking Clause
 20. Force Majeure Clause
 21. Termination of Contract
 22. Dispatch of Goods
 23. Receipt of Consignments
 24. Quality Assurances & Inspection
 25. Bill Payment
 26. Arbitration
 27. Closure of Contracts
- ❖ **Question & Answer**

TARGET GROUP

The online training is designed for officials from State and Central Governments Departments/Ministries, Public Sector Units, Private, Financial Institutions and/or Academic and/or Research Institutions involved in procurement of goods, tendering process and contract management.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the Online Training. Nomination indicating the name(s) of the participants, designation, e-mail id, and phone/mobile number etc. along with a crossed cheque/demand draft of participation fees is **Rs 5310/-** (Rupees Five Thousand Three Hundred ten only) **inclusive of GST** Per Participant.

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: AAATNO402F, 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, payment details should be intimated accordingly along with UTR number.

Duration: 30th -31st August, 2021; Time: 2:00 PM – 5:00 PM (Indian Time)

Participation fee: Rs 5310/- (All Inclusive) per participant

Registration Link:

https://www.npcindia.gov.in/NPC/User/webinar_registration?course_select_id=MTQzMw==

The attendees will be provided e-Certificate towards participation.

For any other query, kindly contact **Mr. J K Singh** on Mobile: +91-6202565271, and email- jk.singh@npcindia.gov.in

Thanks & Best Regards,

P R Upadhyay, Regional Director

National Productivity Council,

(Under Ministry of Commerce & Industry, Govt. of India)

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