

No.42/03/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 14th July, 2023.

To

All the Administrative Secretaries of Haryana State.

**Subject: - NPC Jaipur Launches Residential Training Program on
"Tendering Process & Contract Management: Insight to Public
Procurement" during 25-29 September, 2023 at Jaipur,
Rajasthan.**

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith an e-mail dated 12.07.2023 received from Ms. Aditi Mishra, Deputy Director, National Productivity Council SB-96, JLN Marg, Bapu Nagar, Jaipur-302015, for necessary action at your end. The duration/schedule of under reference training programme is 25-29 September, 2023.

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022

Yours faithfully,

Bhis Ram 18/07/2023

Deputy Superintendent, Training
for the Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 14th July, 2023

A copy of the above is forwarded to, **Ms. Aditi Mishra, Deputy Director, National Productivity Council SB-96, JLN Marg, Bapu Nagar, Jaipur-302015 w.r.t her email letter dated 12.07.2023.**

Bhis Ram 18/07/2023

Deputy Superintendent, Training
for the Chief Secretary to Govt., Haryana.

Fwd: Npc Jaipur Launches Residential Training Program on "Tendering Process & Contract Management: Insight to Public Procurement" during 19-23 September 2023 at Jaipur, Rajasthan

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 96392

Date 13/07/2023

12 July 2023 at 13:49

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

To: "Prabhjot Singh" <ssps@hry.nic.in>

Sent: Wednesday, July 12, 2023 1:07:13 AM

Subject: Fwd: Npc Jaipur Launches Residential Training Program on "Tendering Process & Contract Management: Insight to Public Procurement" during 19-23 September 2023 at Jaipur, Rajasthan

From: "aditi mishra" <aditi.mishra@npcindia.gov.in>

To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

Sent: Wednesday, July 12, 2023 1:04:15 PM

Subject: Npc Jaipur Launches Residential Training Program on "Tendering Process & Contract Management: Insight to Public Procurement" during 19-23 September 2023 at Jaipur, Rajasthan

Chief Secretary**Govt. of Haryana****Govt. of Haryana****Haryana**

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programmes. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing a Residential Training Program during **25-29 September, 2023 at Jaipur, Rajasthan** on the topic **"Tendering Process & Contract Management: Insight to Public Procurement"**. We are sure that you would take advantage of the programme and nominate a few officials from your organization. **For further information or clarification kindly contact the undersigned.**

Appended is the detailed program brochure.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**Residential Training Program**

"Tendering Process & Contract Management: Insight to Public Procurement"

25th – 29th September 2023 at Jaipur

INTRODUCTION

Procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today the world class organizations talk about the dedicated suppliers and emphasize on need of an efficient, transparent and effective supply chain management. Besides, value for money, procedures are to be transparent, ensure equity and objectivity.

Tendering in the public sector entails streamlining processes, reducing the prices and costs of raw material and finding better supply sources. A sizeable amount of budget of public authorities is spent on public procurement. It needs officers & executives with a 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; this saves the two parties significant time/effort and provides benefits in terms of business strategies and procedures. 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.

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

Programme Coverage:

- Relevance of General Financial Rules
- Elements of public procurement
- Tendering process
- Bidding system
- Important Features & Clauses of Contract Management

Participant Profile: The program has been designed to provide comprehensive input to all level of staff/ officers dealing with Tendering Process & Contract Management various organisations. CEOs & CFOs/Decision Makers, Heads of Procurement, Purchasing & Supply Managers, Finance & Accounts Managers, Contract Managers, Procurement Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Auditors & Supply Controllers, Administrative Officers, All Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction and other Central & State Govt. Departments., Managers/Department/Division Heads of Finance, Stores & Purchase from Municipalities, Hospitals, School Boards & Academic Institutions. Government Officials from various Government of India agencies, Ministerial Departments including audit and vigilance agencies, State transport authorities, international financial institutions, unilateral agencies, Embassies officials etc.

Methodology: The programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

Faculty: NPC faculty and experts from the field would conduct the programme

PARTICIPANT FEE: The programme fees on residential basis is Rs. 55,500 /- + 18% plus GST Per Participant. The Non- residential participation fees will be Rs. 30,500/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & nonresidential can be opted as per choice.

SCHEDULE

Programme Dates	September 25-29, 2023
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	September 25, 2023, AN
Departure day (Check out time from forenoon onwards at Hotel/Resort)	September 29, 2023, FN
Programme Starts at	September 25, 2023, at 4 PM
Programme Closes at	September 29, 2023, at 11 AM

****Early Check-In and Late Check-out is subject to availability of room at hotel and charges thus incurred will have to be settled by the participant directly to the hotel.**

REGISTRATION:

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or non-residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by **22-September, 2023** respectively to Programme Director, National Productivity Council, Regional Directorate –Jaipur, SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

Bank Name: State Bank of India,

Branch: Bhawani Sing Road, Bapu Nagar, Jaipur 302004

Bank Account No: 40084592614, **Branch Code:** 031477

IFCS/RTGS/NEFT Code: SBIN0031477,

MICR Code: 302002118

PAN No: AAATN0402F

TAN NO: JPRN00099B **GST No:** 08AAATN0402F1Z6

In the case of ECS Payment, the payment details should be intimated accordingly.

GENERAL INSTRUCTIONS: - GST as per GOI Rules (presently @ 18%) **GST No. of the organization must be provided.** Due to the limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.

****Overstay if any must be settled by participants directly.**

FOR FURTHER DETAILS PLEASE CONTACT:

Ms. Aditi Mishra

Dy. Director

National Productivity Council SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

Mobile No: 09928226777 ✓

E-Mail: aditi.mishra@npcindia.gov.in, **website:** www.npcindia.gov.in