No.**42/11/2024-5Trg.**
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT
Dated, Chandigarh the 21st August,2024.

To

All the Administrative Secretaries of Haryana State.

Subject: - Call for Nominations- Four days Capacity Building Programme on" Advance Procurement (Policy & Procedures based on GFR, Gem & E-Procurement) & Contract management: Navigating solutions to Present & Future Challenges" Scheduled during 24-27 September, 2024 at Goa.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. Nil email dated 13.08.2024 received from Mr. Rajesh Batra, Head- Centre for MSME, Indian Institute of Corporate Affairs. This email has been uploaded on the CS Haryana Website **(http://csharyana.gov.in).**

It is, therefore, requested to take further necessary action in view of Government Instructions issued vide No. 22/38/2010-4Trg, dated 21.12.2022 accordingly.

Yours faithfully,

Superintendent, Training

Endst. No. 42/11/2024-5Trg. Dated Chandigarh, the 21st August,2024.

A copy is forwarded to Mr. Rajesh Batra, Head- Centre for MSME, Indian Institute of Corporate Affairs. w.r.t his letter no. Nil email dated 13.08.2024 for information.

Sd/-

Superintendent, Training

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Gmail

Training Branch <branchtrg@gmail.com>

Fwd: Inviting Nominations - Four Day Capacity Building Program on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement) & Contract Management: Navigating Solutions to Present & Future Challenges" scheduled during 24-27 September, 2024 at Goa

1 message

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

13/8/24

13 August 2024 at 16:55

J Trg.

10/800
14/08/2024

From: "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Tuesday, August 13, 2024 4:49:41 PM
Subject: Fwd: Inviting Nominations - Four Day Capacity Building Program on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement) & Contract Management: Navigating Solutions to Present & Future Challenges" scheduled during 24-27 September, 2024 at Goa

From: "CS Coordination" <cs.coordination@hry.nic.in>
To: "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>
Sent: Tuesday, August 13, 2024 4:40:51 PM
Subject: Fwd: Inviting Nominations - Four Day Capacity Building Program on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement) & Contract Management: Navigating Solutions to Present & Future Challenges" scheduled during 24-27 September, 2024 at Goa

Thanks & Regards,

Superintendent
Monitoring and Coordination Cell (GAD)
for Chief Secretary to Govt. Haryana ,
7th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.

DO NOT TAKE PRINT UNLESS REQUIRED.

SAVE PAPER, SAVE TREES, SAVE EARTH.

From: "batra rajeshiica" <batra.rajeshiica@gmail.com>
Sent: Tuesday, August 13, 2024 4:03:27 PM
Subject: Inviting Nominations - Four Day Capacity Building Program on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement) & Contract Management: Navigating Solutions to Present & Future Challenges" scheduled during 24-27 September, 2024 at Goa

Dear Sir / Ma'am,

Indian Institute of Corporate Affairs *(established by the **Ministry of Corporate Affairs, Govt. of India**)* announces **Four Day Capacity Building Program (36th Edition): "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"** scheduled during **24-27 September, 2024 at Goa.**

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your

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Indian Institute of Corporate Affairs
Partners in Knowledge, Governance, Transformation
(Under Ministry of Corporate Affairs, Govt. of India)

Partners in Knowledge, Governance, Transformation

IICA's Flagship Four Day Capacity Building Program (36th Edition) on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"

24-27 September, 2024 at Goa

ENROL NOW

A step-by-guide to Learn Essential Skills and Build Capacity to:-

- The Program will provide insights and best practices on contract management in procurement.
- The program will equip participants to learn about the key components of successful contract management.
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser.
- Understand, draft and negotiate key aspects (commercial, technical & legal) of Contracts and minimize exposure to risk, reduce costs and the potential for disputes.
- Ensure compliance with the terms and conditions and obligations that have to be performed under the contract.
- Foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- Evaluate Supplier Performance, your Requirements, Market price and competition for informed decision on contract termination/renewal decision.
- Effective risk control measures to minimize risk exposure and avoid disputes

What do our Participants say:-

- Based on various cases discussed, learnt about best practices to be followed towards robust Public Procurement
- Topic covered very well and learned new things with examples
- Will help in dealing with procurement related matters. Gave insights about the vendor management
- Will help in more effective discharge of duties and understanding of procurement
- Both pre & post contract management including dispute resolution mechanism very well explained with experiences & examples.
- Case studies & examples were helpful in getting the topic more clearly.
- Will help in better analysis and examination of procurement proposals
- Will enhance the quality of procurement work in future
- Deeper understanding of practical aspects of public procurement policy & procedures.
- All concept of sourcing procurement very well explained with easy examples.
- Several barriers of MSMEs in procurement & tendering clarified by faculty and very interactive session

PROGRAMME FEE

Venue / Location	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	24-27 September, 2024
Residential Program Fee	INR 61,950/- (INR 52,500 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ ***For Individual Nomination*** *- No Discount is applicable*	
▪ ***For Standard Group of min. 2 & upto 3 nominations from one organization*** *- We will be offering a discount of 5% on Program Fee*	
▪ ***For Prime Group of minimum 4 & above nominations from one organization*** *- We will be offering a discount of 10% for the* ***additional*** *participants. (Example: in case of 6 nominations from one organization, out of 6, 3 nominations will be eligible for 10% discount)*	

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in ,
cmsme.iica@gmail.com
Phone: 9871417394 , 8595690458

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Indian Institute of Corporate Affairs
Partners in Knowledge, Governance, Transformation.
(Under Ministry of Corporate Affairs, Govt. of India)

IICA/MSME/05082024

05 August, 2024

Sir / Ma'am,

IICA's Flagship Four Day Capacity Building Program (36th Edition) - Call for Nominations:

"Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"

(24-27 September, 2024 at Goa)

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Encouraged with the overwhelming response and success of our recent program held at Leh-Ladakh, we are conducting again our next **Four Day Capacity Building Program on "Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"** scheduled during **24-27 September, 2024 at Goa** to give you in-depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management. Training details, schedule and costing is also mentioned in the detailed program outline.

As you are aware that Government 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.

Procurement training is crucial for any business plan. It affects customer satisfaction, product quality, cash flows, and profitability. As supply chains become more intricate and limited, having essential skills is vital to succeeding in today's business environment. Besides, **Risk management is an essential component of procurement training. In today's challenging business environment, Procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal, and safety risks.**

This forthcoming capacity building program will be attended by various professionals at the senior level in public procurement from different Government departments, Central & State PSUs, Public & Private sector organizations to discuss the critical issues & concerns having direct impact in Procurement process.

The aim of this program is to provide a common platform for all stakeholders to identify various factors to improve overall efficiency & effectiveness of public procurement. The capacity building program will discuss major issues like need for policy review, regulatory issues, innovative purchasing partnerships, role of changing technologies, the process accelerator: e-procurement, GeM-Government e-Market Place, environmental aspects and many other related issues.

We have also included a session on Existing Public Procurement Guidelines – The Process Accelerator: E-Procurement challenges & GeM – Government e-Market Place.

Manesar : Plot No. P-6,7,8,Sector-5, IMT Manesar, Distt. Gurugram, Haryana - 122050 Tel. 0124-2640000, 2290500, Fax : 0124-2291036

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In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-

Venue / Location	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	24-27 September, 2024
Residential Program Fee	INR 61,950/- (INR 52,500 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ *For Individual Nomination - No Discount is applicable*	
▪ *For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee*	
▪ *For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, out of 6, 3 nominations will be eligible for 10% discount)*	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch, Dinner on Buffet set up, AM & PM Tea/Coffee with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AM & PM Tea/Coffee with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis. The last date for receiving nominations is 16th September, 2024.

Your participation will prove very helpful to your Professional Development. You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Looking forward to receiving your confirmation.

Yours Sincerely,

(Rajesh Batra)
Head, Centre for MSME
Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

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Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Terms & Conditions

1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
3) The program fee once deposited is non-refundable, however, substitutions are allowed.
4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
5) IICA 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.
6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs	E-mail: rajesh.batra@iica.in , cmsme.iica@gmail.com Phone: 9871417394 , 8595690458

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INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)

REGISTRATION FORM

IICA's Flagship Four Day Capacity Building Program (36th Edition)
on
"Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"

(24-27 September, 2024 at Goa)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Venue / Location	**Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001**
Training Date	24-27 September, 2024
Residential Program Fee	INR 61,950/- (INR 52,500 + 18% GST) per participant
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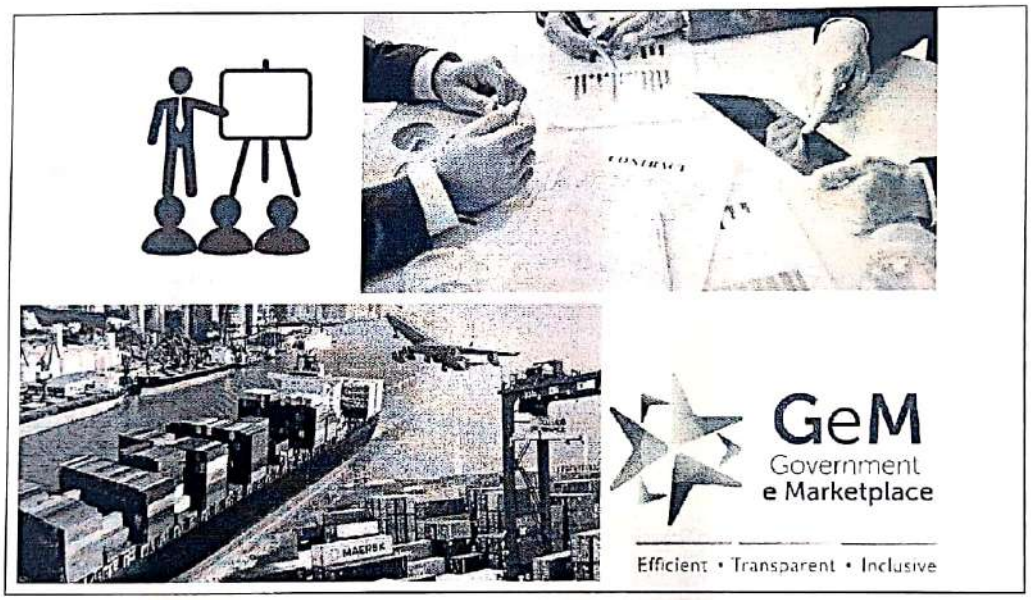
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Indian Institute of Corporate Affairs
Partners in Knowledge Governance Transformation
(Under Ministry of Corporate Affairs, Govt. of India)

Partners in Knowledge, Governance, Transformation

IICA's Flagship
Four Day Capacity Building Program (36th Edition)
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24-27 September, 2024 at Goa



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About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the **Ministry of Corporate Affairs, Government of India.** Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. **The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.**

The **Centre for MSME**, an integral part of **Indian Institute of Corporate Affairs (IICA)**, has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

About the Capacity Building Program

Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State Governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is very vast both in terms of variety & volume. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious. These challenges need to be addressed.

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.

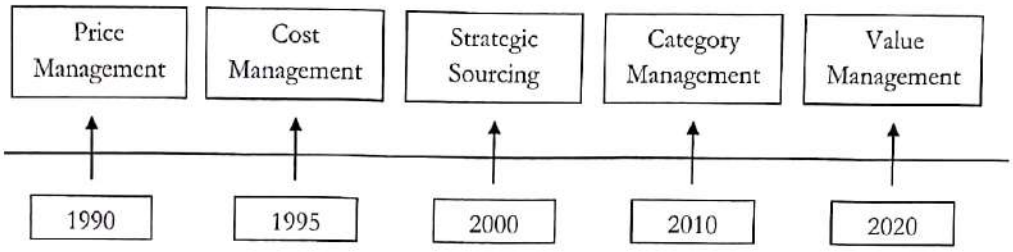
India spends up-to 20% of its GDP on Public Procurement, with some government departments earmarking as much as 50% of their annual budgets for such expenditure. In the manufacturing sector, the cost of material is sometimes up to 65% - 70% of the product cost and the quality of the finished product is heavily dependent upon the quality of material purchased, hence the impact of the procurement functions on cash flow & profitability is very high.

Sound Public Procurement policies and practices are among the essential elements of Good Governance, significantly impact the economy by generating demand and consumption, promote local industry and improve SMEs access to public procurement. Good practices reduce costs and produce timely results, poor practices lead to wastage of public funds and delays and are often the cause for allegations of corruption and inefficiency. The big question is "How to enhance efficiency & accountability becomes even more important.

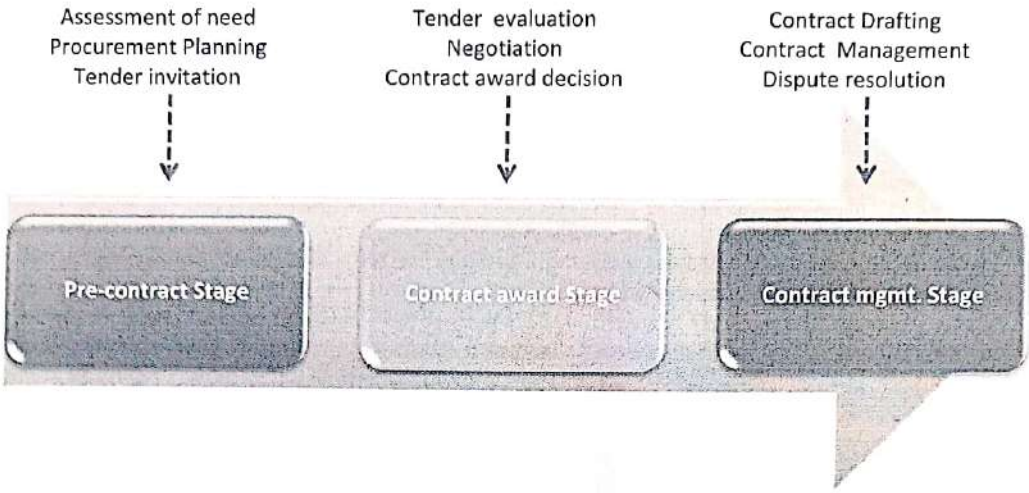
India is a large country and has a very large public institutions / bodies at national & state level besides PSUs and other autonomous organizations. Public bodies are involved in construction of roads, canals, hospitals, bridges, schools, government buildings / offices etc. The procurement of goods varies for Defence, Railways, Health, Paramilitary forces etc. and the range are enormous.

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Key Procurement Trends



Public Procurement & Contract Management



E-procurement – A Fully Digitized Procurement Process

E-procurement increases transparency as well as competition, simplifies and speeds up tendering process, eliminates human error, helps in seamless sharing of information, provides ease of operation and leads to quicker decision. It also facilitates pre and post contract management. A fully digitized Procurement process is imperative for the Government striving to minimize disruptions in delivering the day-to-day necessities to the people. E-Procurement plays the critical role in enabling a digital government. From increasing transparency, value for money, communication and innovation, E-Procurement not only ensures continuity but can drive value.

E-Procurement plays the critical role in enabling Digital Procurement Processes and support the entire procurement value chain

- ✓ Digital requests for quotations
- ✓ Sourcing to contract negotiations
- ✓ E-signatures and verification
- ✓ Supplier risk management
- ✓ Supplier financial analysis
- ✓ Procurement risk analysis
- ✓ Digital procurement network collaboration

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Adoption of Government e-Marketplace (GeM) In Procurement

GeM - Government e-Market place is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

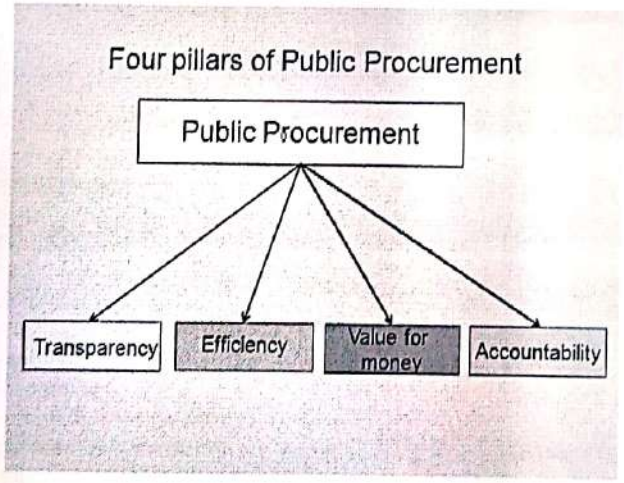
Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

With the Central Government Ministries and undertakings buying goods & services of at least Rs.5 lacs to Rs 7 Lacs crore worth of every year, **the big question is "How to enhance efficiency & accountability of public & private sector** through **"Procurement (Procedures & Contracting), Tenders, Bids & Contract Management"** becomes even more important. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious.

Government Market Is Not As Complex

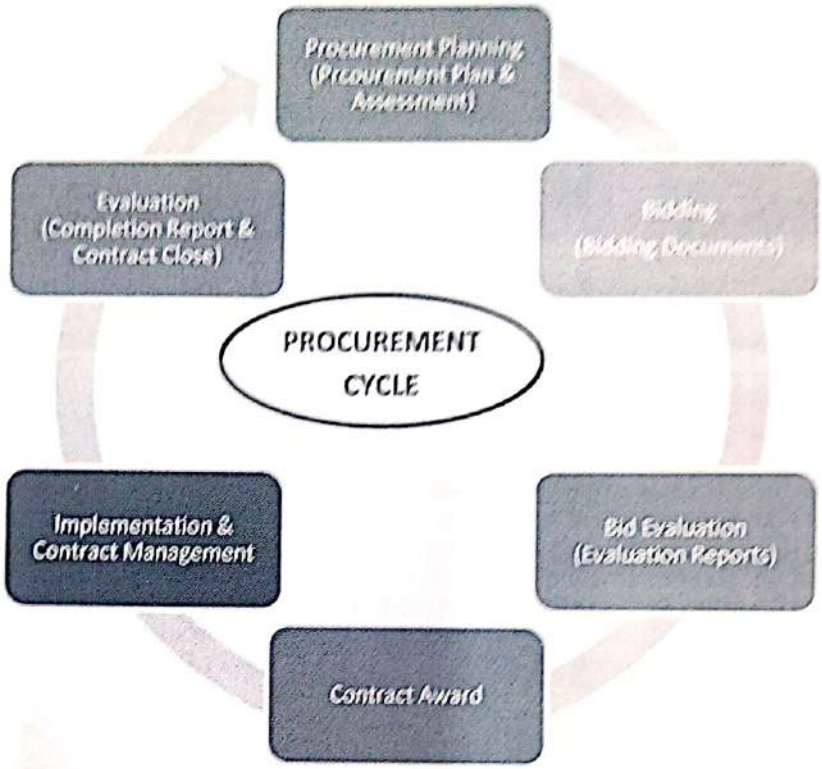
Globally, with $ 10-12 trillion in market opportunity at stake, there are many companies / corporates, high value work / projects within a few weeks and building highly impactful business serving Government customers. **India is therefore an important market for Multi-nationals & Foreign Companies looking to engage in new business and diversify into India's potential roadmap of 5 trillion markets for business.**



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In India, Public buying procedures and policy instructions are based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India. The General Financial Rules have been amended in March 2017 and rule 149 has also been introduced in this regard. These are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of the financial nature.

Essentially, procurement means timely acquisition, purchase & delivery of goods, works and services at the best possible total cost of ownership to the customer. It includes activities of indent preparation, tendering, contract management, catalogue management and auction and refers to procurement of all types—works, goods and services



Vendor Management Lifecycle –

Eight processes take place over the course of Vendor Management Lifecycle:

- Vendor Identification & Contact
- Vendor Qualification (Risk Mitigation)
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- **Vendor Risk Management (VRM)**
- Vendor Relationship Management
- Vendor Offboarding

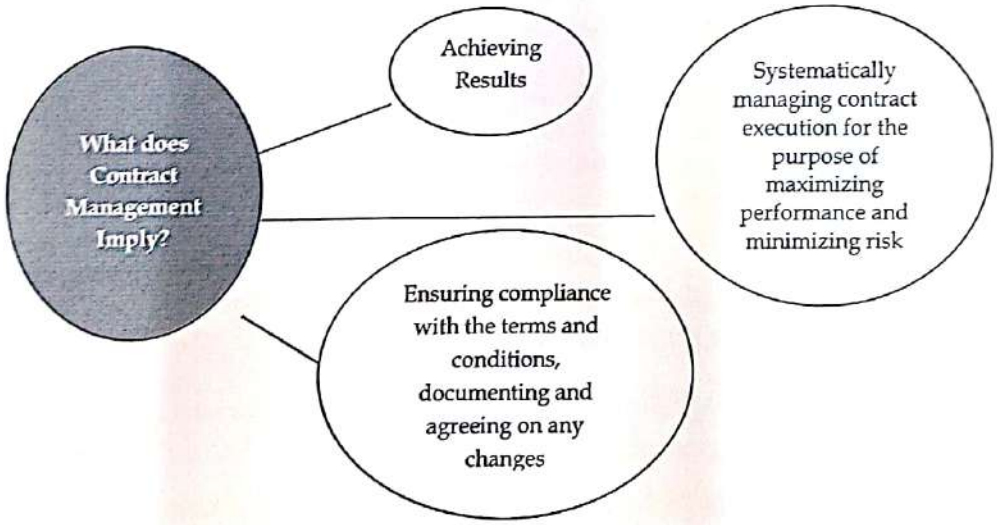
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(Vendor Management Lifecycle Aims to Improve Efficiency, Accuracy & Completeness across all Eight Procedures of the Vendor Management Lifecycle)

What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



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Aim

- Developing procurement personals competency & commitment in cost reduction responsibilities in line with the changing roles and responsibilities of Procurement function, Understanding the Operational and Financial strategies of Procurement and Increasing knowledge to enable procurement professionals to :
  - ✓ Identify the areas for cost reduction
  - ✓ Carry out economic evaluations of contracting.
  - ✓ Calculate the financial impact of changed payment terms
  - ✓ Understand how the time value of money concept should factor into procurement decisions
  - ✓ Apply costing principles that apply to procurement
  - ✓ Apply accounting concepts related to Inventory, including the goals sought by senior management and how a procurement department can contribute
  - ✓ Understand how negotiated discounts and freight charges are accounted for
  - ✓ Understand the difference between direct and indirect expenses including Direct materials cost analysis and cost reduction
  - ✓ Expertly manage working capital and Improve cash flow through smart supply chain management
  - ✓ Select appropriate payment terms, taking various cash cycles into consideration
  - ✓ Measure a procurement department's contribution to the organization's financial performance, including calculating cost savings and reconciling them with changes in expenses as reported on financial statements
  - ✓ Carry out Procurement Centres cost analysis
  - ✓ Use vendor Management to achieve business goals such as:-
    - a) Harnessing Opportunities for Cost Savings
    - b) Taking Steps to Speed up the Onboarding Process

Learning Objectives

- The program helps to align the procurement strategies with management expectations and to identify actionable points, which can have an immediate effect on improving the performance of the organization in the short term & are consistent with strategic imperatives in the long term.
- The program will help the participants to understand intricacies of procurement in PSUs, Railways, Defence and other Central & State Govt. Departments.
- The program will provide insights to foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- The program will equip the participants with required competencies to carry out economic evaluations of contracting.
- The Program will provide insights and best practices on contract management in procurement.
- The program will equip participants to learn about the key components of successful contract management.
- Negotiation : Principles & Techniques
- Strategic Sourcing, Vendor Selection Processes and Vendor Performance Appraisal
- Align understanding of supply chain management for consistent flow of information, products and funds.
- Provide through knowledge of the important techniques for managing suppliers.

Participants will:-

- Acquire expertise in e-procurement, streamlining procurement processes, reducing inefficiencies and ensuring accountability in public spending

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- Learn to write a contract's key legal provisions such as indemnities and limits of liability
- Learn to write a contract's key commercial provisions such as pricing and delivery
- Learn to write a contract's key technical provisions such as specifications and warranties
- Align understanding of the principles for writing contract language that is clear and ideally suited for national & international procurement situations
- Understand how the importance of contracts will differ among international suppliers and Improve risk management
- Understand how to optimize procurement contracts for maximum value.
- Navigating Contracts at such times (new-found risks created by Post COVID high Inflation scenario)
- Strategic negotiation of commercial contracts
- Managing variation and modification of contracts
- Managing breach and termination of contracts
- Negotiating alternative dispute resolution clauses
- Effective risk control measures to minimize risk exposure and avoid disputes
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser.
- Learn & understand to apply Effective Vendor Management process to:

a) Control costs
b) Deliver excellent service to customers
c) Derive Maximum Value from Vendors in the Long Run
d) Enhanced Performance
e) Reduces the Vendor Risk of Supply Chain Disruption
f) Enhance positive reputation

Program Highlights

- Highly interactive training sessions by subject matter experts, Presentations from the experts, Case Studies, Interaction with experts, Activities and Group Discussions.

- A certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

Why Goa for outbound training



Goa is one of the fastest growing states in the country. Goa's economic growth is driven by the strong performance of industrial sectors such as mining, tourism & pharmaceuticals. Besides, Goa is blessed with beautiful beaches and hills, a rich heritage, architecture and culture. Goa is a prime destination for national & international conferences and landmark exhibitions. Goa has its own airport and accounts for domestic & international flights. All the prime airlines have direct flights from various metro cities of India.

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Who Should Attend

- Head of Procurement, Purchasing & Supply Chain Leaders & Professionals such as Managers/DGM/GM/Directors/Associated Directors, Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.

- Responsible Government Officials for Public Procurement as well as Asst. Secretary to Joint Secretary working with various Central Ministries / Departments including audit and vigilance agencies.

- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities, Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators

- CEOs & CFOs, Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies

- National, Regional & Local Government Officials, Ministerial, State transport authorities, Commissioners of various Regulatory bodies, Decision Makers.

- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.

- All Public Procurement Practitioners of National & International Agencies

- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI& other development partners.

Program Learning Content / Coverage

Day - 1
24 September, 2024 (Tuesday)

TIMINGS	SESSIONS
01:00 pm onwards	Check in (Residential Delegates) at Hotel Grande Delmon
01:30 pm - 03:30 pm	Lunch at the assigned hall in the hotel
03:30 pm - 06:00 pm	**Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options** • Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work) • Overview of Procurement Sequence / Procurement Actions • Recent Guidelines & General Financial Rules (GFR) applications w.r.t. GeM, its process flow, challenges & complexities • The role of contract management in procurement. • Key Elements of a Contract, Drafting, Negotiation & Enforcement • Understanding Contract as Risk Allocation Mechanism • Procurement & Liquidated Damages • Procurement & Total Cost of Ownership • Procurement & Spend Management • Procurement & Suppliers Competition – RFP • Real Case studies and Examples

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Day - 2
25 September, 2024 (Wednesday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	**Contract administration & management** • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic Review of contract, checklist, delay analysis with case studies • Economic evaluation of business Contracts, monitoring the price contracts. • Establish and improve work System for Continuous review and maintenance of all standard documents and evaluate existing contracts • Indemnification • Insurance • Amendments, addendum • Ensuring fulfillment of contractual obligations including warranty obligations by the supplier • Monitoring of Contract, Termination, extension, waiver, notice for damages etc. • Installation, Testing and Commissioning, Delay analysis • Determination of Purchaser's L/D Claim, Settlement of Price Variation in terms of PVC • Release Performance Security • Breach, Remedy
01:00 pm - 02:00 pm	**Lunch**
02:00 pm - 05:30 pm	**Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan** • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • **Vendor Risk Assessment / Vendor Risk Management (VRM)** • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • **Real Case studies and Examples** • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0

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Day - 3
26 September, 2024 (Thursday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	**Overview of Government e Marketplace & GeM Registration Process** • Benefits to Buyer, How to raise Incident, Buyer Ratings • Workflow & Timeline of GeM • General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities • Primary User Registration, Secondary User Registration • Buyer, Consignee, • Procurement through GeM for Goods and Services' • DDO/PAO • Sign up to catalogue management and Payments. • Product & service upload • Category creation / modifications • How to take timely payments advantages. • How to get timely delivery acceptance, • GeM GST Invoice • Latest features on GeM for procurement of Goods & Services'
01:00 pm - 02:00 pm	**Lunch**
02:00 pm - 05:30 pm	**Existing Public Procurement Guidelines – Challenges & Areas of concern** • Fundamental principles of Public Procurement • Financial Prudence • Risk perspective • Intricacies in Government procurement • Trends in procurement procedures • General Financial Rules (GFR) application w.r.t. CPP Portal and GeM, its process flow, challenges & complexities **Present Regulatory Framework for Public Procurement & Public Procurement Process** • CVC Guidelines:, CCI and Govt. orders • Procurement manual of state and public sectors • Limitations of existing procurement procedures • Trends in procurement procedures manual to E-Tendering • Best practices in E-Tendering

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Day - 4
27 September, 2024 (Friday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	**Public Procurement Process** • Procurement planning/Indenting and Estimate followed by case studies • Bid documentation and Bid invitation (NIT):Basic structure of Tender • Drafting of NIT for Tendering : Determining Qualifying Criteria, Tech specs • Deciding the Mode of Procurement, Bid System, Pre NIT /Pre-bid Conference and Financial Prudence • Strategic decisions: Firm / Variable Price, Price Variation Clause ,Advance mobilization and payment terms General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) ,Critical areas in tender documentation followed by case studies • Bidding process and Need for dynamic tendering procedures • Risk perspective at all stages starting from planning to bidding to execution to consumption followed by case studies • Intricacies in Government procurement followed by case studies Preventive Vigilance & Public Procurement
	Make in India & Public Procurement: How Purchase Preference linked with Local Content (PP-LC) encourage suppliers & service providers & add value to goods & services by adopting Make in India-Critical areas ,Challenges in implementation with case studies
01:00 pm - 02:00 pm	**Lunch**
02:00 pm - 05:30 pm	• Procurement Modules for CAPEX and OPEX :Long Term Contracts for CAPEX with MARC /Life Cycle Cost, Rate/Running Contracts/Depot Agreement For OPEX for JIT (Just in Time) Procurement • Category Management/RFI/RFT/RFX/RFP/RFB - Aligning Resources, Developing a Category Strategy and Engaging Stakeholders for Successful Category Management. • Reverse Auction Methods and Challenges followed by case studies
	Contract Termination/Renewal Decision • Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision. • KPIs to Measure the Performance of Your Contracts followed by case studies
	Competition in Tendering and Vendor Development strategies and methods and decisions – Value drivers with case studies
	Effective Strategic Procurement Sourcing & Process Management: Supply Chain Management and Optimizations • KPIs for effective sourcing • Drivers of improved procurement performance • Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing • EOQ (Economic Order Quantity) concept and its application • Vendor Selection and Evaluation • Vendor Development – Value Drivers

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Registration & Program Charges

Venue / Location	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	24-27 September, 2024
Residential Program Fee	INR 61,950/- (INR 52,500 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ *For Individual Nomination - No Discount is applicable*	
▪ *For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee*	
▪ *For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: In case of 6 nominations from one organization, out of 6, 3 nominations will be eligible for 10% discount)*	

- **IICA's Residential Program Fee Includes** 4 nights' accommodation, Breakfast, Lunch, Dinner on Buffet set up, AM & PM Tea/Coffee with cookies.
- **IICA's Non-Residential Program Fee Includes** Buffet Lunch, AM & PM Tea/Coffee with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.

IICA RESIDENTIAL PROGRAMME SCHEDULE

24 Sept., 2024 Day 1	25 Sept.,2024 Day 2	26 Sept., 2024 Day 3	27 Sept., 2024 Day 4	28 Sept., 2024
Arrival day- Check in from 01:00 pm onwards	Breakfast	Breakfast	Breakfast	Breakfast
	Forenoon sessions	Forenoon sessions	Forenoon sessions	Departure day- check out by 11:00 am
Lunch (01:30pm-03:30pm)	Lunch	Lunch	Lunch	
Post Lunch Session	Post Lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner	Dinner	Dinner	Dinner	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

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Participants Voice & Experience Sharing

Company Name	Designation	Feedback
Central Coalfields Ltd.	Dy. Manager (Finance)	Enhanced knowledge towards Procurement from GeM portal
Small Industries Development Bank of India (SIDBI)	Manager	Good content as well as faculty approved in the training program-
Food Safety and Standards Authority of India (FSSAI)	Deputy Director	More such programmes be organized in future
National Fertilizers Limited	Manager (Materials)	Level of learning & understanding from the session was excellent
Department of Rural Development and Panchayati Raj, Govt. of Jammu & Kashmir	Assistant Commissioner	Very good the resource person has immense knowledge and huge experience on the subject
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	D.G.M.	Help in drafting of future contact & procurement proposals
Odisha Power Transmission Corporation Limited (OPTCL)	Company Secretary	The Public procurement guideline framework, procedure related matter were nicely present
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	Sr. Manager	Practical problem, situation, and scenario provided with details solution with will helping decision making
Bengaluru Metro Rail Corporation Limited (BMRCL)	Manager (Finance)	Well explained the about concept with case studies & practical examples
Bengaluru Metro Rail Corporation Limited (BMRCL)	Asst. Manager	Knowledge sharing by their experience, very good live examples by their experience
Services Sports Control Board	Joint Secretary	Based on various cases discussed, learnt about best practices to be followed towards robust Public Procurement
Bokaro Power Supply Company (P) limited	AGM	"Obtained knowledge of the structure of Good Governance"
Bharat Petroleum Corporation Ltd	Chief Manager	"Very well explained with experiences & examples"
IFD, Department of Expenditure, Ministry of Finance	Assistant Section Officer	"Helped in developing deeper understanding of procurement procedure"
Bokaro Power Supply Company (P) limited	Sr. Manager	"Lots of knowledge regarding subject matter"
REC Ltd.	Chief Manager (Finance)	"The Presenter, efficiently made an impressive presentation"
Institute of Secretariat Training & Management	Deputy Secretary	"The sessions were very illustrative" "A great learning"

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NABARD	DGM	"Thank you, the training was useful" "Sessions are interesting and clarified most of the things"
RailTel Corporation of India Limited	AGM	"Information shared in training was useful. Good to learn some new terms" "Topic was well covered & Explained"
Power System Operation Corporation Limited	Manager (HR)	"Thanks a lot sir for this great lecture"
Baxter (India) Pvt. Ltd.	-	"Sir thank you..it's a great learning"
Bhakra Beas Management Board	AD(Procurement)	"Learnt a lot with your experience"
Balmer Lawrie & Co. Ltd.	Sr. Manager (HR & OL)	"Really an excellent programme"
Balmer Lawrie & Co. Ltd.	Senior Manager	"Understanding the procedure logically and in easy language with examples. Particularly the session on GFR is useful. Consolidation of all the provisions in a single session"
Balmer Lawrie & Co. Ltd	Senior Manager	"Clear explanation and updation on recent circulars"
RailTel Corporation of India Limited	Senior Manager	"Increased knowledge and alertness towards Tender process"
Damodar Valley Corporation	EE(E)	"A very eventful and wonderful training program"
Balmer Lawrie & Co. Ltd	Assistant Manager (Commercial)	"Valuable advice on clauses of contracts"
New Space India Limited	Finance Head	"The practical examples of the Faculty based on his vast experience was helpful"
Mazagon Dock Shipbuilders Limited	AGM	"Excellent experience & in-depth knowledge"
Airport Authority of India	AGM	"Very good informative programme"
Airport Authority of India	Senior Manager	"Gave a better idea about Procurement processes with examples" "Really amazed at the in-depth knowledge of faculty"
THDC India Limited	Sr. Manager (Contracts)	"Faculty is well versed with the legal issues in contract and replied all my queries. The session is very informative, it certainly helped me in my working in dealing contract" "Faculty is very experience in their field and learning from this programme is certainly helpful in my working. They have clarified all my doubts.
General Insurance Corporation of India	Senior Manager	"Lots of learning from the experiences of a highly interactive and experienced participants group" "Most queries/doubts were cleared in an effective manner by the faculty"

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General Insurance Corporation of India	Deputy Manager	"The Programme had more potential approach with relatable examples and situations giving relatable solutions to issues faced in our working"
Bharat Petroleum Corporation Limited	Procurement Officer CPO(M)	"Lot of examples were explained, Real life experience, Good knowledge on each topic"
Bharat Petroleum Corporation Limited	Sr. Manager Fin.(CPOMktg.)	"Very useful & informative"
Chennai Metro Rail Limited	Deputy Manager (CM)	"Speaker was very interactive and covered the topics in interesting manner"
Mumbai Metro Rail Corporation Limited	Sr. DGM (IT)	"Very well organized programme by Mr. Rajesh Batra, IICA. Interested to attend more programmes in future"
Power Grid Corporation of India Ltd.	Sr.GM (CS), CC	"Overall programme is very good and refreshing"
Indian Port Rail & Ropeway Corporation Limited	Jt. General Manager (Finance)	"Enjoyed and learnt the content of the programme"
RailTel Corporation of India Ltd.	Executive Director	"Very good"
Power Finance Corporation Ltd	General Manager	"Programme has been conducted with expected professionalism"
Bharat Dynamics Ltd.	AGM	"Training program is excellent to comply the manual and to meet in time procurement"
GAIL India Limited	Chief Manager	"Excellent Program"
Hindustan Petroleum Corporation Ltd	Chief Procurement Manager	"Very informative touching upon every aspects of Procurement"
MOIL Limited	Sr. Manager	"Overall program is excellent and lectures delivered by guest is very helpful in our working area"
Mahanadi Coalfields Limited	Sr. Manager	"Excellent program. I am fortunate to have attended the program. I will recommend people to attend programs of IICA"
Hindustan Petroleum Corporation Ltd	Category Manager	"All faculties were knowledgeable and good orators who made session interesting"
Mangalore Refinery and Petrochemicals Ltd	Manager	"Program was Well organised in a effective manner for enhancing the knowledge of procurement"
Eastern Coalfields Ltd.	Manager	"Thank You IICA"
Eastern Coalfields Limited	Asst. Manager	"Thank You IICA for the good and well-designed training program conducted with great professionalism"
Central Mine Planning & Design Institute Ltd.	Assistant Manager	"Overall good"
NHIDCL	Assistant Manager (HR)	"It was a well-designed and well organized program"
Department of Expenditure, Ministry of Finance	Section Officer	"The program has been well structured for enhancing the knowledge of procurement and dealing with the issues faced during such procurement"
United India Insurance Co. Ltd.	AO	"Sessions are very helpful for our work profile and many queries were clarified with interaction"

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Program Director & Facilitator



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh Batra is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Information, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavors for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 29 years, he has worked in different verticals / domains including 15 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Imports, Programme management, Procurement / Supply Chain Management (SCM) and Business development. His work required focused attention to the credit analysis, fixing of credit limits for clients, disciplined approach to the collections and recovery, wherever practicable particularly combining critical competencies to fine tune internal operations especially working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises as well as Agriculture Rural Industries segments, SME competitiveness enhancement and institutional strengthening.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum-Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is with Indian Institute of Corporate Affairs (IICA) as Head, Centre for MSME since 25th April 2014. He is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading Institutions as well as for select interaction meeting.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, he was working as Dy. General Manager with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.



Rajesh Batra is conferred with "National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena" by H.E. Governor of Mizoram on 7th February, 2020

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INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)

REGISTRATION FORM

IICA's Flagship Four Day Capacity Building Program (36th Edition)
on
"Advance Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges"

(24-27 September, 2024 at Goa)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Venue / Location	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	24-27 September, 2024
Residential Program Fee	INR 61,950/- (INR 52,500 + 18% GST) per participant
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▪ *For Individual Nomination - No Discount is applicable*	
▪ *For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee*	
▪ *For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, out of 6, 3 nominations will be eligible for 10% discount)*	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch, Dinner on Buffet set up, AM & PM Tea/Coffee with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AM & PM Tea/Coffee with cookies.

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Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Terms & Conditions

1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
3) The program fee once deposited is non-refundable, however, substitutions are allowed.
4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
5) IICA 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.
6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra, Head-Centre for MSME **Indian Institute of Corporate Affairs**	E-mail: rajesh.batra@iica.in , cmsme.iica@gmail.com Phone: 9871417394 , 8595690458

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