



**SYSTEMATIC INSTITUTE OF  
ECONOMIC RESEARCH & DEVELOPMENT**

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To  
The Director / Registrar  
HOD/ Heads of Personnel/Admin/Vigilance/HRD  
All the Govt. Deptts, Autonomous Bodies & PSUs  
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,  
Insurance Corporation and other Financial Institutions

**Workshop On  
"Contract Management for Public Procurement and  
MSE & MII Policies"**

**Date: 25<sup>th</sup> to 27<sup>th</sup> Sept. 2024, Kochi**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

**INTRODUCTION -:**

The above-mentioned workshop is for the benefit of officers dealing with tenders and contracts in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. The program shall address different types and facets of contracts and the rights, obligations and implications on business operations. The present workshop will provide participants with practical understanding of contract management including strategies for improving negotiation and management of contracts over the contract lifecycle, negotiation of supplier relationships, dispute resolution etc.

**WHO SHOULD ATTEND -:**

The online workshop has been designed to meet the requirements of Officer & Staff dealing with the Procurement Store, Finance & Accounts, Administration & Quality Control division.

Senior and middle level Executives from Government, Semi Government, Autonomous Bodies, Public Sector undertakings and those who discharge secretarial duties and responsibilities, will be benefited in this online program..

**FACULTY: -**

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

**WORKSHOP DURATION:-** The Programme will commence at **10:00AM on 25.09.2024** and will conclude at **01:00PM on 27.09.2024**

## COURSE OUTLINE:-

- Introduction to GeM General Financial Rules and Government of India Procedures of Procurement of Goods through GeM
- Direct & L-1 Purchase through GeM
- Creating a Bid in GeM portal and understating the various clauses, terms and conditions.
- Creating a customized Bid & BOQ Bid in GeM portal
- Commercial Evaluation of Bids (MSE & MII status) Technical evaluation of Bids Award of contract and incident handling Creating PRC , CRAC and updating payment process.
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and E-Procurement.
- Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement
- Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids under e-procurement in CPP Portal
- Award of Contract updating in CPP Portal.

## FEE:-

**Residential on Single Occupancy: Rs. 38000 + 18% GST total Rs. 44840/- Per Participant**

**Residential on twin sharing basis Rs. 28000 + 18% GST = Total Rs. 33040/- Per Participant**

**Non-Residential: Rs. 18000 + 18% GST = Total Rs. 21240/- Per Participant**

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

**RESIDENTIAL CANDIDATE:- Check in 24<sup>th</sup> Sept. 2024 (afternoon) & Checkout 27<sup>th</sup> Sept. 2024 (11:00AM)**

**Non- Residential participants will have to be report at 09:45AM on 25.09.2024.**

**PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.**

**LAST DATE: - Last Date of Accepting nominations is **14.09.2024**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.**

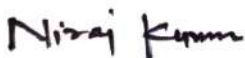
## NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current A/c No. **6231020000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. **BXPPK7937K GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



**Neeraj Kumar**

**Program Coordinator**

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