



I-17011/01/2020-MSME

31st January, 2020

To,

Sh. Hemant Verma
Under Secretary
Ministry of Corporate Affairs
5th Floor, 'A' Wing, Shastri Bhavan,
Dr. Rajendra Prasad Road, New Delhi- 110001

Sub.: National Capacity Building Program on "Procurement (Bidding Procedures based on GFR, GeM & E-Procurement) and Contract Management: Challenges in Implementation" (11th Edition) from 18 - 21 February, 2020 at ibis Hotel, Kolkata

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.

Since, **GeM - Government e-Marketplace** 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. Hence, we have included a dedicated session on "**Existing Public Procurement Guidelines - The Process Accelerator: E-Procurement challenges, GeM -Government e-Market Place & Areas of Concern**" besides additional sessions on **EPC (Engineering, Procurement and Construction) Contract, E-Auction & Disposal** in the aforesaid program.

This capacity building program will be attended by various professionals at the senior level in public procurement from different government departments, PSUs, State Governments, Public Bodies to discuss the **critical issues concerning GeM - Government e-Market Place**. 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 four day 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.

In view of the importance of the subject, May I 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 early as possible so that advance travel arrangement can be planned at your end. Your participation will prove very helpful to the stakeholders of the country.

18/01/2020
6/2

pb circulate
6/2/2020
SOL (Coord)
Ms Pooja
06/02/2020

Looking forward to hearing from you and with warm regards,

Yours Sincerely,



(Rajesh Batra)
Head-Centre for MSME
M: +91-9871417394

Encl.: Program outline details



Indian Institute of
Corporate Affairs

Partners in Knowledge, Governance, Transformation
under the aegis of Ministry of Corporate Affairs
Government of India



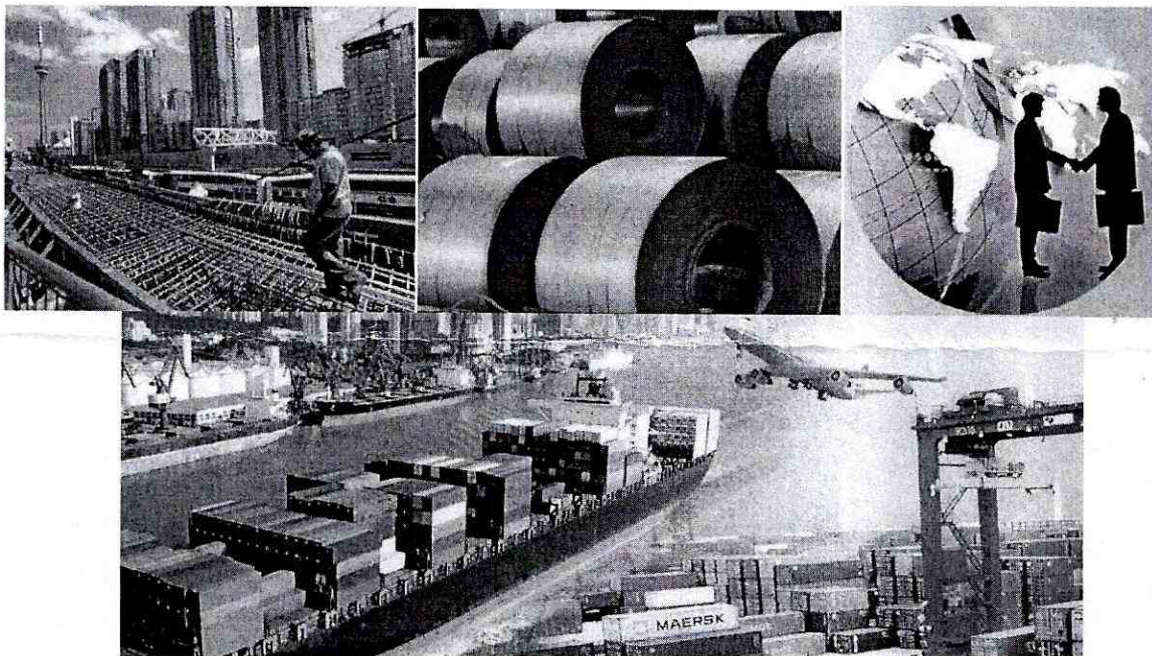
National Capacity Building Program

on

“Procurement (Bidding Procedures based on GFR, GeM & E-Procurement) and Contract Management: Challenges in Implementation” **(11th Edition)**

Date: 18 - 21 February, 2020

Venue: ibis Hotel, Kolkata



ABOUT INDIAN INSTITUTE OF CORPORATE AFFAIRS

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 State for Finance & 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 Manesar, Dist. Gurgaon, 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 TRAINING PROGRAM

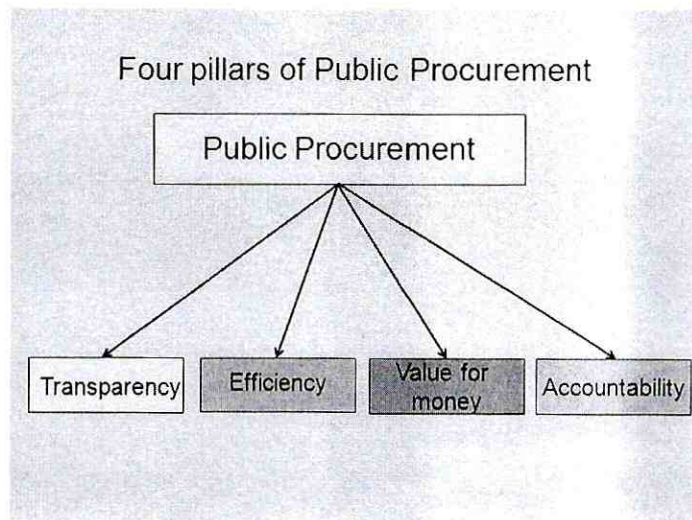
Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is very 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.

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.

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.



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 estimate or indent preparation, tendering, contract management, catalogue management and auction and caters to procurement of all types—works, goods and services.

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 vary for Defence, Railways, Health, Paramilitary forces etc. and the range are enormous.

E-Procurement

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.

Adoption of Government e-Marketplace (GeM) in Procurement

GeM – Government e-Marketplace 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.

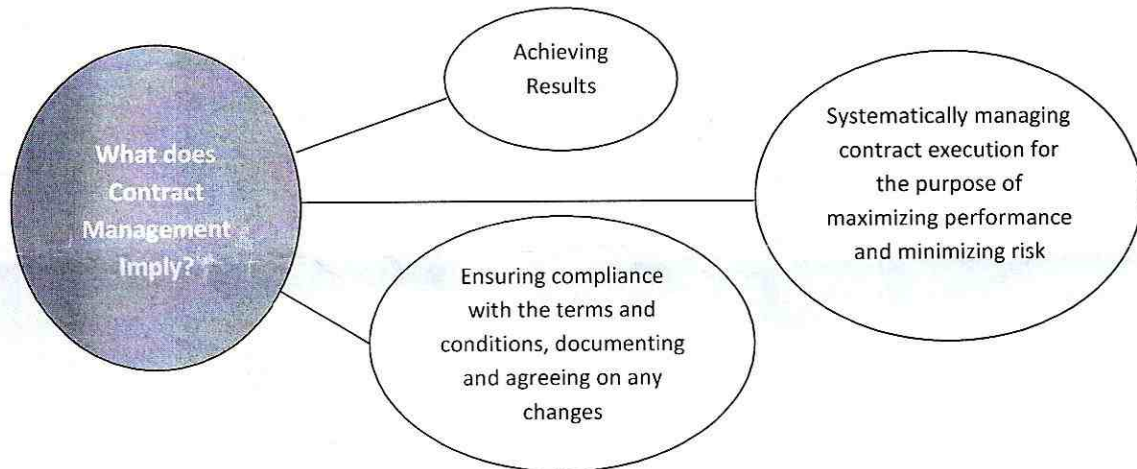
Key Stakeholders of GeM

- 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.2 lacs to Rs 3 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.

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.

In view of several pre-registrations and demand from potential organizations/delegates for this program and with a view to clarifying and discussing various important issues that will ensure maximum efficiency & economy in public & private purchasing and to share the best procurement practices and to discuss the critical procurement issues of today and future, **Indian Institute of Corporate Affairs (IICA) is organizing its 11th edition of National Capacity Building Program on “Procurement (Bidding Procedures based on GFR, GeM & E-Procurement) and Contract Management: Challenges in Implementation”** at Kolkata, to improve overall efficiency and effectiveness of public purchase function on various aspects relating to public procurement.

Why Kolkata for outbound training



Kolkata, India's second biggest city, is a perpetually ongoing festival of human existence, concurrently luxurious and squalid, refined and frantic, pointedly futuristic, while beautifully in decay. Kolkata is a prime destination for national & international conferences and landmark exhibitions. Famously known as the City of Joy, Kolkata is, in every sense, the artistic, cultural and intellectual capital of the country.

Kolkata's streets are vivid, hectic, chaotic, and yet, brimming with life and creativity. Kolkata has its own airport and accounts for domestic & international flights. All the prime airlines have direct flights from various metro cities of India.

BENEFITS FOR PARTICIPATING ORGANIZATIONS

- The program focuses on how your organization can minimize its exposure to risk, reduce costs and the potential for disputes by discussing the key aspects of understanding, drafting and negotiating contracts of all types—works, goods and services.
- The program features how to monitor & manage performance failures and provides tools, tips & techniques on effective resolution of disputes to minimize costs and reputational risk exposure to your organization
- Deliver Capacity building on Contracting Procedures and carrying out Procurement reviews and audit.
- Ensure maximum efficiency and economy as well as to maintain competitiveness and transparency through contract administration.
- Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision.
- Protect your company from undue price increases.
- Improve risk management.
- Map and improve processes.
- Facilitating pre & post contract management.

LEARNING OBJECTIVES

- The program helps you to align your 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 you in improving purchasing operations and suggest effective means for enhancing efficiency & transparency in procurement.
- The program will help you strengthen the performance of your vendor base by enabling them to acquire the skills and capacities to raise the product quality, on-time delivery, improve the working capital besides cost competitiveness.
- The program takes through various scientific methods of vendor rating & capability assessment in order to develop a healthy vendor base which will help you improve your working capital and lead time of your products.
- The program will help you in managing resources effectively, prioritizing work place demands whilst maintaining value for money concepts.
- The program will provide insights about latest developments in Government purchase policies & practices and help you understand various aspects of e-procurement & its underline benefits.
- The program will help the participants understand intricacies of procurement in PSUs, Railways, Defence and other Central & State Govt. Departments.
- The program will equip the participants with required competencies to carry out / supervise commercial / financial evaluations & have an insight on the technical bids.
- The program will provide insights to foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- How to Renegotiate Contract in changing scenarios.
- Ensure that Suppliers and / or contractors comply with obligations that have to be performed by them under the contract.
- Identify the document that becomes a legally enforceable part of a contract
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.

- Reduce the risk of delaying a project by using contract negotiations.
- 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
- Understand how the importance of contracts will differ among international suppliers
- Align understanding of the principles for writing contract language that is clear and ideally suited for international procurement situations

**MAJOR PARTICIPANTS & THEIR EXPERIENCE IN OUR EARLIER CAPACITY BUILDING PROGRAM -
"PROCUREMENT (PROCEDURES & CONTRACTING), TENDERS, BIDS & CONTRACT MANAGEMENT"**

Encouraged with the success of our earlier ten (10) **National level capacity building programmes** on "**Procurement (Procedures & Contracting), Tenders, Bids & Contract Management**", we feel immense pleasure to share with you list of some of the major participants representing PSUs, Government Departments, Corporate and other private organizations along with their **feedback analysis**:-

Container Corporation of India	RailTel Corporation of India Ltd.	Steel Authority of India Ltd
Cochin Shipyard Ltd	MSTC Ltd	NMDC Limited
Western Coalfields Ltd, Eastern Coalfields Limited, Mahanadi Coalfields Limited, Central Mine Planning & Design Institute Limited	Bayer Seeds Private Limited, Bayer CropScience Limited, Bayer BioScience Private Limited, Bayer Vapi Private Limited	Power Grid Corporation of India Limited
Mangalore Refinery and Petrochemicals Ltd	Maharashtra Industrial Development Corporation	National Aluminium Company Limited
The New India Assurance Co. Ltd	NLC India Limited	SJVN Limited
Rashtriya Chemicals & Fertilizers Ltd	Directorate of Industries, Pune Region	National High Speed Rail Corporation Ltd.
Security Paper Mill, India Government Mint	Broadcast Engineering Consultants India Ltd	Agriculture Insurance Company of India Ltd
State Bank of India	Syndicate Bank	Canara Bank
GAIL India Limited	Mytrah N4 Electric Pvt. Ltd.	Goa Shipyard Ltd.
Ministry of Finance, Department of Expenditure	Employees Provident Fund Organisation	Unique Identification Authority of India (UIDAI)
Goods And Services Tax Network	Power Finance Corporation Ltd	IFCI Limited
Ministry of Skill Development and Entrepreneurship	National Cooperative Development Corporation	Glassco Laboratory Equipments Pvt. Ltd.
MOIL Limited	United India Insurance Co. Ltd.	Bharat Dynamics Ltd.
Hindustan Petroleum Corporation Limited	Handicrafts Development Corporation of Kerala Ltd.	National Atlas & Thematic Mapping Organisation
Indian Oil Corporation Limited	Jaipuria Institute of Management	GSPL India Gasnet Ltd.
NETAFIM Irrigation India Pvt. Ltd	Physical Research Laboratory	ECGC Limited
The Automotive Research Association of India	National Highways & Infrastructure Development Corporation Ltd	Inland Waterways Authority of India
MECON Limited	Rites Ltd.	Indian Railways
Pension Fund Regulatory and Development Authority	Indian Port Rail & Ropeway Corporation Limited	Ministry of Development of North Eastern Region
THDC India Limited	General Insurance Corporation of India	Chennai Petroleum Corporation Limited

Mumbai Metro Rail Corporation Ltd.	Kholongchhu Hydro Energy Limited, Bhutan	Bharat Petroleum Corporation Limited
Oil India Limited	Chennai Metro Rail Limited	Engineers India Limited
Airport Authority of India	Mazagon Dock Shipbuilders Limited	New Space India Limited
Land Ports Authority of India	Uttarakhand Tourism Development Board	India Infrastructure Finance Company Limited
Department for Promotion of Industry and Internal Trade	The Institute of Chartered Accountants of India	Pawan Hans Ltd.
Ministry of Tribal Affairs	Jawaharlal Nehru Port Trust	

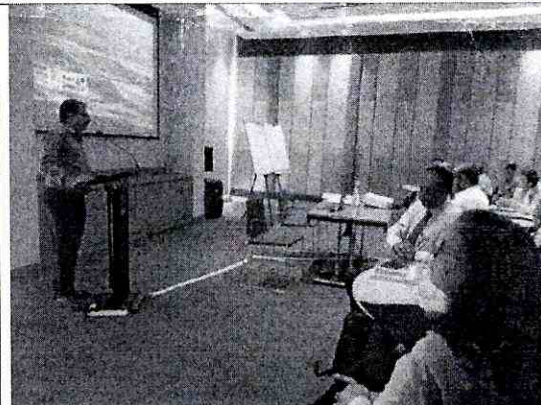
Participants Feedback & Experience Sharing

Some of the feedback we have received on the recent capacity building program - Procurement (Procedures & Contracting), Tenders, Bids & Contract Management is given below:

Company Name	Designation	Feedback
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. It meets my expectations"
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"
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 Finance (CPO Mktg.)	"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.	Additional General Manager	"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 Limited	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 Limited	Assistant Manager	"Overall good"
National Highways & Infrastructure Development Corporation Limited	Assistant Manager (HR)	"It was a well designed and well organized program"
Ministry of Finance, Department of Expenditure	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"

WORLD CLASS TRAINING



WHO SHOULD ATTEND

- CEOs & CFOs/Government Officials and Decision Makers from various Government of India agencies, Ministerial Departments including audit and vigilance agencies, State transport authorities, international financial institutions, unilateral agencies, Embassies officials etc.
- 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.

PROGRAM HIGHLIGHTS

- Dedicated four days (18 -21 February, 2020) packed with interactive sessions comprising slide shows, study material and experience sharing etc.
- A certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

PROGRAM LEARNING CONTENT / COVERAGE

DAY-1 (18.02.2020)

13:00 hour	Check in (Residential Delegates) at the training venue (ibis Hotel, Kolkata)
13:15 pm -14:15	Lunch at the assigned hall in the hotel
14:30-14:45	Opening session – Setting the Context & Introduction among the participants
Session 1	Existing Public Procurement Guidelines – Challenges & Areas of concern <ul style="list-style-type: none">• Fundamental principles of Public Procurement• Financial Prudence• Risk perspective• Intricacies in Government procurement• Trends in procurement procedures• The Process Accelerator : How E-procurement & GeM –Government e-Market Place can bring efficiencies in Government & PSUs Q & A Session
Session 2	Introduction of GeM <ul style="list-style-type: none">• What is GeM• Evolution of GeM• Benefits to Buyer• How to raise Incident• Buyer Ratings Registration Process <ul style="list-style-type: none">• Primary User Registration• Secondary User Registration• Buyer• Consignee• DDO/PAO Procurement Methods <ul style="list-style-type: none">• Direct Purchase• L1• BD/RA (Tender)• How to Award Creation of CRAC Payment Methods

Session 3	Present Regularly Framework for Public Procurement <ul style="list-style-type: none"> • CVC Guidelines • General Financial Rules (GFR) • Limitations of existing procurement procedures • Preventive Vigilance & Public Procurement Q & A Session
Session 4	Procurement Process <ul style="list-style-type: none"> • Procurement planning • Tendering / Bidding process • Risk management at tender stage • Need for dynamic tendering procedures • Strategic decisions • Firm / Variable Price, Price Variation Clause • Determining Qualifying Criteria • Deciding the Mode of Procurement, Bid System, Pre-bid Conference Q & A Session

DAY-2 (19.02.2020)

Session 1 10:00 am	Bid documentation and Bid invitation (NIT) <ul style="list-style-type: none"> • Basic structure of Tender • General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) • Critical areas in tender documentation Q & A Session
Session 2	Drafting of Commercial Contracts <ul style="list-style-type: none"> • Essentials of drafting a contract • Importance of structuring contract and legal aspects relating to L/D, B/G, Indemnity, Force Majeure, Dispute Resolution, termination, jurisdiction etc. • Structuring the Agreement • Types of contract (contract of guarantee and indemnity, wagering and contingent) • Review of relevant clauses of the agreement before signature Q & A Session
	Networking Lunch
Session 3	Contract Negotiation to deliver Value for Money (VFM) <ul style="list-style-type: none"> • How to Reduce the risk of delaying a project by using contract negotiations • Contract Negotiations steps • How to Renegotiate Contract in changed market forces. • Process for negotiating Q & A Session
Session 4	Contract administration & management <ul style="list-style-type: none"> • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic review and checklist • 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 Q & A Session

DAY-3 (20.02.2020)

Session 1 10:00 am	EPC (Engineering, Procurement and Construction) Contract <ul style="list-style-type: none">• Issues and Challenges of EPC Contract• Scope of work and technical specifications• Payment and Price• Time• Cost• Variations• Quality• Assignability and sub-contracting• Reporting Q & A Session
Session 2	E-Auction & Disposal <ul style="list-style-type: none">• Broad E-Auction methodology• Broad parameters under E-Auction<ul style="list-style-type: none">✓ Scale of auction✓ Competition✓ Price uncertainty✓ Standardization• Framing the auction design and the Reserve Price• Steps required to expedite the disposal Q & A Session
	Networking Lunch
Session 3	Bid Evaluation & Contract award <ul style="list-style-type: none">• Bid opening• Constitution of Technical Committee (TC) and Tender Purchase Committee (TPC)• Bid evaluation for goods/services• Contract award• Case Study Q & A Session
Session 4	Indian Contract and Dispute Resolution Mechanism and Resolution of Disputes- Arbitration proceedings <ul style="list-style-type: none">• Dispute resolution (emphasis on arbitration)• Jurisdiction• Court views on amended Arbitration Act• Need for Arbitration• Arbitration clause• Amendment in The Arbitration Act• Strategies for successful arbitration Q & A Session

DAY-4 (21.02.2020)

Session 1 10:00 am	Contract termination/renewal decision <ul style="list-style-type: none">• Periodic Review of contract.• 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• Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision. Q & A Session
Session 2	Effective Strategic Procurement Sourcing & Process Management <ul style="list-style-type: none">• KPIs for effective sourcing• Drivers of improved procurement performance• Category Management - Aligning resources, developing a category strategy and engaging stakeholders for successful category management.• Just In Time (JIT)Procurement• EOQ (Economic Order Quantity) concept and its application• Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing.• Vendor Selection and Evaluation• Vendor Development – Value drivers Q & A Session
	Networking Lunch
Session 3	Make in India & Public Procurement <ul style="list-style-type: none">• Procurement of goods & services from MSMEs & Startups• How Purchase Preference linked with Local Content (PP-LC) encourage suppliers & service providers & add value to goods & services by adopting Make in India
Session 4	Futuristic Opportunities for SMEs & Corporate houses in Public Procurement through Offset policy and multiplier provisions <p>India defence production has progressively increased from Rs. 43,746 crores in 2013-14 to Rs. 55,894 crores in 2016-17 and the government wants a significant proportion of this to be manufactured in India.</p> Offset Policy for Defense Procurement - Offset under defense purchases are suitably focused to support the SMEs & Indian Corporate houses in the country, in upgrading their capacities, capabilities & technology. <ul style="list-style-type: none">• Understanding of off-set proposals.• Fulfillment of off-set obligations in terms of direct purchases and direct foreign investments• Offset Procedure• Defence offset Obligations• Compliance with the offset obligations
	Valedictory & Distribution of Certificates

Registration & Program Charges

Training Venue	ibis Kolkata Rajarhat Cf 12 Action Area 1C New Town, Rajarhat-700156 - Kolkata
Date	18 - 21 February, 2020
*Residential Program Fee	INR 59,590/- (INR 50,500/- plus 18% GST)
**Non-Residential Program Fee	INR 38,350/- (INR 32,500/- plus 18% GST)

Please note:

- 5% discount for minimum two attendees from one organization
- 10% discount for minimum three attendees or more from one organization
- Limited seats, Registration on the basis of first come, first serve and nominations will be accepted up-to 14th February, 2020.
- ***IICA Residential Program registration fee includes 4 nights /5 days residential conference at ibis Hotel, Kolkata with 4 Breakfasts/4 Lunch/4 Dinner on **Buffet set up**, study material/content and does not include transfer to the hotel/venue and airport, local travel and other travelling cost.**
- ****IICA Non-Residential Program registration fee includes Lunch and two time tea with cookies, study material/content and does not include transfer to the hotel/venue and airport, local travel and other travelling cost.**

IICA RESIDENTIAL PROGRAMME SCHEDULE

(4 nights /5 days residential conference at ibis Hotel, Kolkata) is given as below:

18 Feb, 2020 Day 1	19 Feb, 2020 Day 2	20 Feb, 2020 Day 3	21 Feb, 2020 Day 4	22 Feb, 2020
Arrival day- Check in at 01:00 pm onwards	Breakfast (07:30am-09:30am)	Breakfast (07:30am-09:30am)	Breakfast (07:30am-09:30am)	Breakfast (07:30am-09:30am)
Lunch (01:15pm-02:15pm)	Lunch (01:15pm-02:15pm)	Lunch (01:15pm-02:15pm)	Lunch (01:15pm-02:15pm)	Departure day- check out by 11:00 am
1/2 day post lunch sessions	Post Lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner (08:00pm-09:30pm)	Dinner (08:00pm-09:30pm)	Dinner (08:00pm-09:30pm)	Dinner (08:00pm-09:30pm)	
Forenoon sessions	Forenoon sessions	Forenoon sessions	Forenoon sessions	

Payment Mechanisms:**A. NEFT 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.	Name & Address of Bank Branch	Bank of India, Electronic Niketan, CGO Complex, Lodhi Road, New Delhi-110003
5.	NEFT IFSC Code	BKID0006048

- B. Demand Draft:** The programme fee may also be paid through a demand draft drawn in favour of "Indian Institute of Corporate Affairs" payable at New Delhi.

Program 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.

He has long experience of dealing with promotion, development and financing of Micro, Small and Medium Enterprises as well as Agriculture Rural Industries segments, SME competitiveness enhancement and institutional strengthening. Over the last 25 years, he has worked extensively in the Policy development work, Business Strategy, Project Management, Imports, Program management, Procurement & Logistics / Supply Chain Management (SCM) and Business development. 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 / Programs 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.

For more details regarding our in-company training, customized training & consulting, feel free to drop in an e-mail or contact:-

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs
E-mail: rajeshbatra.iica@gmail.com, rajesh.batra@iica.in
Phone: 0124-2640000 (2021), 9871417394



Indian Institute of Corporate Affairs

Partners in Knowledge. Governance. Transformation.

under the aegis of Ministry of Corporate Affairs
Government of India

National Capacity Building Program
on
"Procurement (Bidding Procedures based on GFR, GeM & E-Procurement) and
Contract Management: Challenges in Implementation"

18 - 21 February, 2020 at ibis hotel, Kolkata

Name _____

Male Female

Designation _____ Organisation _____

PAN/TAN Number (Org.) _____ GSTIN(Org.) _____

Address for communication _____

Phone (M) _____ E-mail: _____

Work Experience _____

Interest/Expectation from the program

MODE OF PAYMENT: DD/ONLINE PAYMENT: NEFT/RTGS

Date	18 - 21 February, 2020
Venue: ibis Kolkata Rajarhat Cf 12 Action Area 1C New Town, Rajarhat-700156 Kolkata	Residential – INR 59,590/- (INR 50,500/- plus 18% GST) Non Residential – INR 38,350/- (INR 32,500/- plus 18% GST)

Demand Draft No. / NEFT/ RTGS Transaction No. _____

Amount _____ **Dated** _____ **Bank Name** _____

Signature

Please note:

- 5% discount for minimum two attendees from one organization.
- 10% discount for minimum three attendees or more from one organization
- Limited seats, Registration on the basis of first come, first serve and nominations will be accepted up-to 14th February, 2020
- **IICA Residential Program registration fee includes 4 nights /5 days residential conference at ibis, Kolkata with 4 Breakfasts/4 Lunch/4 Dinner on Buffet set up, study material/content and does not include transfer to the hotel/venue and airport, local travel and other travelling cost.**
- **IICA Non-Residential Program registration fee includes Lunch and two time tea with cookies, study material/content and does not include transfer to the hotel/venue and airport, local travel and other travelling cost.**

NEFT 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.	Name & Address of Bank Branch	Bank of India, Electronic Niketan, CGO Complex, Lodhi Road, New Delhi-110003
5.	NEFT IFSC Code	BKID0006048

Demand Draft: The program fee may also be paid through a demand draft drawn in favour of "Indian Institute of Corporate Affairs" payable at New Delhi.

Terms & Conditions

- 1) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.
- 2) There will be no refund if the nominee cancels nomination.
- 3) Nominations will be accepted on first come first served basis.
- 4) Registration Forms may be sent either through courier at IICA (IMT Manesar) or by e-mail at rajeshbatra.iica@gmail.com, rajesh.batra@iica.in and telephonic intimation regarding participation may be rendered at 0124-2640091 or 09871417394.
- 5) Nominations will be deemed to be complete only when the payment have been received in full and realised by Indian Institute of Corporate Affairs.
- 6) A certificate of participation will be given to all participants.
- 7) Indian Institute of Corporate Affairs reserves the right to close the number of nominations for a particular program.

Please return the duly filled form to:

Rajesh Batra,
Head, Centre for MSME,
Indian Institute of Corporate Affairs,
Plot No. P 6,7, 8, Sector -5, IMT Manesar, Dist. Gurgaon, Haryana - 122050.
Mob: 9871417394 / 0124 - 2640091 (O)
E-mail: rajeshbatra.iica@gmail.com, rajesh.batra@iica.in