

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programmes. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing a Residential Training Program during **17-21 June, 2024 at Udaipur** on the topic **“GFR, Tendering Process & Contract Management: Insight to Public Procurement”**. We are sure that you would take advantage of the programme and nominate a few officials from your organization. **For further information or clarification kindly contact the undersigned.**

Appended is the detailed program brochure and the annual training calendar.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

5 Day Residential Training Programme on

“GFR, Tendering Process & Contract Management: Insight to Public Procurement”.

At Udaipur during 17-21 August, 2024

1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, the services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

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 dedicated suppliers and emphasize on need of an efficient, transparent and effective supply chain management. Besides, value for money, procedures are to be transparent, ensure equity and objectivity.

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

3. LEARNING OBJECTIVES

To enhance the skill and knowledge of the personnel dealing with various aspects of “GFR, Tendering Process & Contract Management: Insight to Public Procurement”

4. BROAD PROGRAMME COVERAGE

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

5. METHODOLOGY

The methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management from central & state government departments, academic institutions, public sector undertakings, private sector, co-operative sector organizations, autonomous institutions, financial institutions, NBFCs, corporations, labor unions/associations etc.

7. FACULTY

The faculty for the training programme will comprise of senior NPC experts & other renowned and experienced trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	33T2425JPR05	
Program Venue	Udaipur	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST Rs. Sixty Thousand Only + GST	Non-Residential Participants ₹ 44000 /- + 18% GST Rs. Forty Four Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 hrs.	

9. PAYMENT DETAILS

ECS Payment Details: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004

A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477

DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur

NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z6

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to &fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

CALENDAR OF TRAINING PROGRAMMES April 2024 - December 2024

No.	Title of the Programme	Duration & Dates	Level	Venue
1	Advance Course on Secretarial Effectiveness, Capacity Building Programme	April 22-26, 2024	All Level	Mount Abu
2	Stress Management & Work Life Balance	May 13-17, 2024	All Level	Mount Abu
3	Modern Office Administration & Management, Focus: HR & Digital India	June 17-21, 2024	Sr. & Middle Level	Mussoorie
4	Developing Managerial & Leadership Skills	July 22-26, 2024	Sr. & Middle Level	Mount Abu
5	General Financial Rule GFR Tendering & Contract Management	August 17-21, 2024	Sr. & Middle Level	Udaipur
6	Administrative Effectiveness, Focus: Preventive Vigilance & e-Procurement	September 16-20, 2024	Sr. & Middle Level	Udaipur
7	Finance & GFR for functional & Non Finance Executives	October 14-18, 2024	All Level	Jaipur
8	Advance Course on Secretarial Effectiveness, Capacity Building Programme	November 18-22, 2024	Sr. & Middle Level	Udaipur
9	Administrative Effectiveness, Focus: POSH & RTI	December 9-13, 2024	Sr. & Middle Level	Goa
10	Future Leadership Programme for organisational effectiveness & productivity	December 16-20, 2024	Sr. & Middle Level	Udaipur