



# TRAINING PROGRAM ON PUBLIC PROCUREMENT

## ● About NIFM

The National Institute of Financial Management (NIFM) is Centre of Excellence specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice. NIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India . NIFM also caters to the training needs of State Governments, Defence establishments, Banks, Autonomous Bodies, Local Government, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for the officials from other countries as well.

NIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas & experiences among officers from different organized services, different state governments and personnel of civil and defence establishments.

Apart from capacity building, NIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

NIFM has a sprawling lush green campus of 42 acres situated in N.C.R. It has state-of-art training halls, computer Labs, hostels, indoor and outdoor sports complex and library having unique architectural design.

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*Procurement in an organisation involves around 35% of total budget in a year. Transparent, efficient and timely procurement is indispensable for successful achievement of objectives and reputation of any organisation.*

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## ● About this course

Large amount of public funds are being spent on public procurement for which special rules and procedures are applicable. It is therefore imperative that the executives/officers engaged in public procurement possess thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

Ministry of Finance, Government of India identified NIFM as the nodal agency for conducting training programmes on this subject with a view to educating and familiarizing the concerned executives/officers with all the relevant rules and procedures of public procurement. NIFM receives active support from Public Procurement Division of Ministry of Finance, Government of India in this regard. NIFM has been conducting such training programmes periodically since 1996.



## Pedagogy and Faculty

NIFM offers very high quality training solutions for all types of Public Procurement of Goods, Works and Consulting Services. The Institute has vast intellectual resources to meet the ever increasing demand of building Public Procurement capacity. Training Modules and Session Plans have been carefully designed to cover both the theories and practices of Public Procurement with Case Studies of which NIFM has got a very large repertoire, Group Discussions etc. The faculty comprise academics of NIFM and leading experts who have about four decade's experience in various areas of Public Procurement, including policy formulation and currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, Government departments, Consultancy MNCs etc.

## For Whom and Duration

All officers/executives dealing or associated with public procurement of goods, works and services (from Procurement, Finance, Technical / user departments and Audit) should attend. This is a 6 days (Monday to Saturday) residential programme.

## Programme Contents

### 1. Principles of Public Procurement

- Introduction to Public Procurement
- Legal, Procedural and Regulatory Framework of Public Procurement
- General Financial Rules and Government of India Procedures of Procurement of Goods
- Introduction to Public Procurement Bill, 2012
- Central Vigilance Commission and its Guidelines

### 2. Procurement of Goods with Government Fund

- Bidding Procedure
- Preparation of Technical Specifications
- Standard Bidding Documents
- Qualifying Criteria
- Bid Evaluation Criteria and Quantity Distribution Criteria
- Drafting of Bid Evaluation Report
- Award of Contract

### 3. Procurement of Works with Government Fund

- General Financial Rules
- Manual of Procedure for Procurement of Works issued by the Government of India
- Works Manual of CPWD
- Types of Tenders and Contracts
- Structure of Bidding Documents and Standard Bidding Documents
- Pre-Qualification and Post-Qualification
- Bid Evaluation and award of Contract
- Payment Terms and Contract Price Adjustments

### 4. Procurement of Consulting Services

- GFR and Government of India Guidelines
- Manual of Procedure for Procurement of Consultancy Services issued by the Government of India
- Model RFP Template issued by the Government of India
- Selection Methods
- Evaluation
- Negotiation
- Types of Contracts etc.

### 5. Small Value Procurements

- Procurement of General items like Clothing items, Furniture, Paper, Stationery items etc
- Procurement of non-consulting services

### 6. One hour Introductory session on Government e-market place (GeM)

## 7. Contract Management

- Inward Logistics
- Quality Assurance
- Payments
- Price Variation Clause
- Extension of Completion Period
- Quality Variation
- Liquidated Damages
- Force Majure
- Default & Termination
- Warranty and AMC
- Contract Risk Management

## 8. Audit of Public Procurement by C & AG

### 9. E-procurement

- Overview of Integrity related Procedures in manual/paper based process
- Security, Transparency Accountability
- Integrity issues in e-procurement
- Red Flags in e-procurement
- Electronic Requisition Management
- Electronic Tendering System – Organisational Administrative Requirements
- E-catalog of Supplier Organisation
- Sealed Bid: e-procurement / e-tendering
- Electronic Reverse Auction
- Electronic Forward Auction

## Important Information

During 2016-17, forty programs had been planned and till the last week of February 2017, thirty four programs have been conducted and 1441 participants have attended. They came from various departments e.g. CPWD, ISRO, ICAR, CGWB, NIC, GSI, Income Tax, Department of Post, DoT, Department of Atomic Energy, Academic Institutes like IITs, AIIMS, Defence Services (Army, Air Force & Navy), and Paramilitary organisations like BSF, CRPF, ITBP etc. and various Ministries of the Government of India. Another three programs have been scheduled up to the end of the present financial year i.e. 31.03.2017.

We have planned 42 programs in the year 2017-18 as under:

Schedule of training during 2017-18					
Month	Duration	Month	Duration	Month	Duration
April, 17	10 Apr—15 Apr		24 July—29 July		27 Nov—02 Dec
	17 Apr—22 Apr		31 July—05 Aug	December, 17	04 Dec—09 Dec
	24 Apr -29 Apr	August, 17	07 Aug—12 Aug		11 Dec—16 Dec
May, 17	01 May—06 May		21 Aug—26 Aug		18 Dec—23 Dec
	15 May—20 May		28 Aug—02 Sep	January, 18	01 Jan—06 Jan
	22 May—27 May	September, 17	04 Sep –09 Sep		08 Jan—13 jan
June, 17	29 May—03 June		11 Sep—16 Sep		15 Jan—20 Jan
	05 June—10 June		18 Sep– 23 Sep		29 Jan—03 Feb
	12 June—17 June		25 Sep—30 Sep	February, 18	05 Feb—10 Feb
July, 17	19 June—24 June	October, 17	09 Oct—14 Oct		19 Feb—24 Feb
	26 June—01 July		23 Oct—28 Oct	March, 18	05 Mar—10 Mar
	03 July—08 July	November, 17	06 Nov—11 Nov		12 Mar—17 Mar
	10 July - 15 July		13 Nov—18 Nov		19 Mar—24 Mar
	17 July—22 July		20 Nov—25 Nov		26 Mar—31 Mar

**The Ministries, Departments and other organisations may plan their nominations well in advance and send that to NIFM for convenient planning and confirmation.**

### Course Fee

For Officers of Central Government Ministries, Departments, their attached and subordinate offices, Central Autonomous Bodies, Central Statutory and Regulatory Bodies – Fee for the course is being paid by Ministry of Finance, GOI.

PSUs and Other Indian participants – ` 35,000/- plus service tax (Rupees Thirty five thousand plus service tax ) per participant.

Foreign participants – 700 U.S. \$ per participant.

The course fee includes tuition fee, course materials, boarding, lodging, meals and local study trips (if any) during the programme. **The course fee may be remitted before commencement of the program** by way of Cheque/DD drawn in favor of 'Accounts Officer, NIFM' payable at Delhi/ Faridabad or RTGS/NEFT, details for which are given behind the Nomination Form.



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*Please do write to us!*



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