

# राष्ट्रीय उत्पादकता परिषद्

(वित्त, उद्योग एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,  
लोदी रोड, नई दिल्ली-110003



## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, Govt. of India)  
Utpadakta Bhavan, 5-6, Institutional Area  
Lodi Road, New Delhi - 110003

GA 12-58  
17/04/19

कुल सचिव का कार्यालय

संख्या 10875-

दिनांक 16/4/19

लखनऊ विश्वविद्यालय

लखनऊ-226007

No. NPC/HRM/T/05/2019-20

Date 28/09/19

Registrar  
Lucknow University  
Lucknow- 226007  
Uttar Pradesh

**Subject: Residential programme on "Safeguards in Procurement, Tendering and Contracting" from 11-15 November, 2019 at Gangtok.**

Dear Sir/Madam,

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed the residential programme on **"Safeguards in Procurement, Tendering and Contracting" from 11-15 November, 2019 at Gangtok**, wherein we invite your active participation. The accompanying brochure provides further detail about the programme.

We are sure that the programme will be very useful. We may humbly request you to kindly nominate a few officials to participate in this programme. Seats are very limited therefore, you may like to send your nominations at the earliest.

Looking forward to your early response.

कृपया 03 कार्य दिवसों में नियमानुसार  
परीक्षण कर आख्या सहित प्रस्तुत करें।

कुलसचिव  
दिनांक 16/10

Encl: Programme Brochure

Yours faithfully,

(D.K. Rahul)

Dy. Director (HRM)





## **NATIONAL PRODUCTIVITY COUNCIL**

Announces Residential Training Programme on  
**Safeguards in Procurement, Tendering and Contracting**  
11th – 15th November, 2019 at Gangtok

### **INTRODUCTION**

Various Ministries, Departments, attached and subordinate offices, local urban bodies, public Sector Enterprises, other Government (including autonomous) bodies and private organisations spend a sizeable amount of their budget on procurement of goods, works and services to discharge the duties and responsibilities assigned to them. To ensure that these procurements are made by following a uniform, systematic, efficient and cost-effective procedure and also to ensure fair and equitable treatment of suppliers, organisations practice various provisions, rules, financial, vigilance, security, safety, counter-trade and other regulations. Orders and guidelines of the Government on the subject of public procurement provide framework for the public procurement system. General Financial Rules, 2017 (Rule 144) lay down the Fundamental Principles of Public Procurement. However procurement and tendering is not confined to public sector only. Private sector also vehemently resorts to tendering and contracting.

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the five parameters called the Five R's (Right Quality, Right Quantity, Right Price, Right Time and Place, Right Source) of procurement. Procuring authorities thus have responsibility and accountability for compliance of rules and procedures in each individual procurement transaction besides the achievement of overall procurement outcomes.

Different modes of procurement and bidding systems are used to suit various procurement circumstances to achieve the balance between the need for the widest competition, on one hand, and complexity of the procedure, on the other hand. Tendering provides an effective way of procurement by which procuring entities can analyse whether they have the best supplier available for their particular needs. Open Tenders, Limited Tender, Nomination Basis Tenders etc. are the various modes of procurement that can be used in procurement.

Generally a formal contract is signed between the successful tenderer and the procuring entity. Subsequently, contract management is required to ensure that the contract delivers the desired outcomes as per the terms and conditions of the contract. It also ensures that the payments made to the contractor match the performance.

Malpractices, errors, oversights etc. in the award and execution of works/contracts and also the recklessness and financial imprudence on the part of the officials resulting in infructuous, and/or avoidable expenditure resulting in loss to the organisations. Considering the unavoidable importance of tendering & contracting in modern business practises, procuring entities need to practice a lot of safeguards for fair, transparent and efficient procurement, tendering and contracting.

This program has been designed to explore this vast area and draw attention to basic norms and practices governing public and private procurement, tendering and contracting. It will help the participants to bring about greater transparency and predictability in government procedures and help in improving the ease of doing Business with Government.

### **BROAD COURSE CONTENTS**

- ❖ Importance and formulation of uniform and well documented Procurement Policy guidelines
- ❖ Safeguards in Need Assessment and Procurement Planning
- ❖ Safeguards in Modes of Procurement and Bidding Systems



- ❖ Precautions in preparing bid documents, publication, receipt and opening of bids
- ❖ Safeguards in Evaluation of Bids and Award of Contract
- ❖ Safeguards in Contract Management
- ❖ Proper documentation and record of procurement files

### **WHO MAY PARTICIPATE**

Officials from Ministries, Departments, or a unit thereof, or an attached or subordinate offices/units; Central Public Sector Enterprises (CPSEs) or undertakings; any other body (including autonomous bodies) substantially owned or controlled by or receiving substantial financial assistance from the Central Government, private organisations etc.

### **PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION**

**Fee on Residential basis:** Rs. 48,000/- Plus applicable GST (at present @18%) per participant.

**Fee on Non Residential basis:** Rs. 37,000/- Plus applicable GST (at present @18%) per participant.

**Check in at Hotel/Resort:** 12 Noon onwards on 11th November, 2019

**Check out at Hotel/Resort:** Before 12 Noon on 15th November, 2019

### **FACULTY & PEDAGOGY**

The Faculty for the training programme will comprise of senior NPC experts and other renowned and experienced trainers from the relevant fields. The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

### **LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 1st Nov' 19**

The nominating authority of the participant's organisation should kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.:

**P.O No: NPC/RDD/HRM/2019-20/T05**

### **GENERAL INSTRUCTIONS**

- ❖ Please book the tickets only after receiving confirmation from our end.
- ❖ The residential participation fee covers the professional fees towards training, board & lodge of the participant(s) and site visits. The non-residential participation fee covers the training charges & working lunch only.
- ❖ The spouse/family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to hotel before check-out.
- ❖ The fee once deposited is non-refundable, however substitutions are allowed.
- ❖ Acceptance of the nomination is subject to the seat availability and receipt of the participation fee latest by last date for nominations.

### **PAYMENT DETAILS**

- ❖ Fee is to be paid through DD/Cheque/Online mode in the name of "National Productivity Council" payable at New Delhi.
- ❖ PAN: AAATN0402F, GSTIN: 07AAATN0402F1Z8
- ❖ NEFT/IMPS/RTGS/ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SB A/C No. 026501000009207; MICR – 110020007; IFSC No. IOBA0000265.

### **CONTACT DETAILS:**

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