

26/6/2014-PPD
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)
North Block, New Delhi

Dated the 23rd January, 2015

OFFICE MEMORANDUM

Subject - Training programme on Public Procurement.

Large amount of public funds is being spent on public procurement for which special rules and procedures for procurement 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.

2. Ministry of Finance, Government of India has identified National Institute of Financial Management (NIFM) for conducting training programs on this subject with a view to educate and familiarize the concerned executives/ officers with all the relevant rules and procedures of public procurement. NIFM will conduct one week training program on the Public Procurement for Central Government officials engaged in public procurement process. **NIFM will conduct two such programs every month for next one year as per the schedule attached.** Sponsoring Authorities may select any of program(s) for nominating the officers for training to NIFM. The training will also include two days hands on training for e-procurement in association with National Informatics Centre (NIC). **Complete cost of the training will be borne by the Department of Expenditure.**

3. All Ministries/Departments are requested to nominate Director/ Deputy Secretary/ Under Secretary or Section Officers level officers who are currently engaged in area of Public Procurement, directly or indirectly. As the officers keeps on rotating due to transfers etc., even the officers who are currently not working in this area can also be sent for these training.

4. Ministries/Departments may also direct their attached/subordinate offices autonomous /statutory bodies etc. to nominate their officials for these trainings. **Complete cost of the training even for such organizations will be borne by the Department of Expenditure.**

5. The nominations may please be sent to Shri Yashwant Kumar, Professor, NIFM, Sector-48, Pali Road, Faridabad-121001, Telephone 0129-2465210, e-mail -yashwantkumar@nifm.ac.in. The copy of this letter alongwith brochure and nomination form is also available on website www.finmin.nic.in → [Departments](#) → [Expenditure](#) → [Procurement Policy Division](#). Any further query in this regard may be sent to NIFM/undersigned.

23-1-15
(Sanjay Aggarwal)
Director (PPD)
T.No.23094961

e-mail- sanjay.aggarwal68@nic.in

Encl: NIFM Brochure

To
Secretaries, All Ministries/Departments.
FAs, All Ministries/Departments

Copy to – Director General, NIC and Director/NIFM.

February	2 nd February to 7 th February 16 th February to 21 st February
March	9 th March- 14 th March 23 rd March- 28 th March
April	6 th April – 11 th April 20 th April- 25 th April
May	11 th May-16 th May 25 th May-30 th May
June	1 st June-6 th June 15 th June-20 th June
July	6 th July-11 th July 20 th July- 25 th July
August	3 rd August-8 th August 17 th August-22 nd August
September	7 th September-12 th September 14 th September-19 th September
October	5 th October- 10 th October 12 th October -17 th October
November	2 nd November- 7 th November 16 th November -21 st November
December	7 th December- 12 th December 14 th December- 19 th Dece

TRAINING PROGRAM ON PUBLIC PROCUREMENT

Twice a month.

● 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.

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.

● About this course

Large amount of public funds is being spent on public procurement for which special rules and procedures for procurement 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 educate and familiarise 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. **Competition Issues in Public Procurement**
 - Cartelization, Bid Rigging etc.
 - The Competition Act
 - Competition Commission of India
5. **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.

6. Small Value Procurements and Non-consulting services

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

7. Contract Management

- Inward Logistics
- Quality Assurance
- Payments
- Price Variation Clause
- Extension of Completion Period
- Quantity Variation
- Liquidated Damages
- Force Majeure
- Default and Termination
- Warranty and AMC

8. Dispute Resolution, Arbitration etc.

9. Audit of Public Procurement by C & AG

10. 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 Tendering System – Organisational & Administrative Requirements
- Electronic Requisition Management
- e-catalog of Supplier Organisation
- Sealed Bid: e-procurement / e-tendering
- Electronic Reverse Auction and Forward Auction

Course Fee

Central Government Officers – For the officers of Central Government this fee is being paid by Ministry of Finance, GOI.

Other Indian participants – ₹35,000/- plus service tax @12.36% (Rupees Thirty five thousand plus service tax @ 12.36%) per participant.

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

The course fee includes tuition fee, course materials, boarding, lodging, meals and local study trips 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.

Schedule of training during 2015

Month	Week	Duration	Month	Week	Duration
February	Week 2	2nd Feb - 7th Feb	July	Week 4	20th July - 25th July
	Week 4	16th Feb - 21st Feb	August	Week 2	3rd August - 8th August
March	Week 3	9th March - 14th March		Week 4	17th August - 22nd August
	Week 5	23rd March - 28th March	September	Week 2	7th Sep - 12th Sep
April	Week 2	6th April - 11th April		Week 3	14th Sep - 19th Sep
	Week 4	20th April - 25th April	October	Week 2	5th Oct - 10th Oct
May	Week 3	11th May - 16th May		Week 3	12th Oct - 17th Oct
	Week 5	25th May - 30th May	November	Week 2	2nd Nov - 7th Nov
June	Week 1	1st June - 6th June		Week 4	16th Nov - 21st Nov
	Week 3	15th June - 20th June	December	Week 2	7th Dec - 12th Dec
July	Week 2	6th July - 11th July		Week 3	14th Dec - 19th Dec



Head of the Institute

Shri Harsh Kumar

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Email : director@nifm.ac.in

Course Directors

Prof. Yashwant Kumar

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Please do write to us!



मनुष्यवती भूमिरर्थः

National Institute of Financial Management

*an autonomous institution of Ministry of Finance,
Government of India*

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+91-129-2418867 (Fax)

Sector-48, PaliRoad, Near Badkhal Lake
National Capital Region
Faridabad, India-121001

www.nifm.ac.in



NOMINATION FORM [India]

Management Development Programme On
"Public Procurement"

2nd to 7th or 16th to 21st February, 2015

_____ TO BE FILLED IN BY THE NOMINEE _____

Name _____

Male ☐ Female ☐

Designation _____

Organisation _____

Address for communication _____

City _____ PIN _____

Phone(O) _____ (R) _____

Email: _____ Fax: _____

Signature of the Candidate

_____ TO BE FILLED IN BY THE SPONSOR _____

Name of the sponsor _____ Designation _____

Address for communication _____

City _____ PIN _____

Phone _____ Telex _____ Fax _____ Email _____

Signature of the Sponsor
with stamp of the organisation

Date: _____

Please return the completed form to:

Sh. Yashwant Kumar, Professor

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

Sector-48, Pali Road, Faridabad – 121 001. Haryana.

Telephone: 0129-2465210 Email: yashwantkumar@nifm.ac.in