

SOCIETY FOR ECONOMIC RESEARCH & TRAINING

RZ-42B/210, J-Block, Gali No.3, West Sagarpur, New Delhi - 110046
Mob. No.7011558302 Website: www.sertdelhi.org E-mail: director@sertdelhi.org

To
All Ministries / Department of the Govt. of India,
All Attached and Subordinate Offices of Govt. of India
Secretary, UPSC/Election Commission/Central Vigilance
Commission, New Delhi
Comptroller & Auditor General of India, New Delhi
Chief Secretary of All State Govt. & UT Administration

Ref. No. SERT/A-268B/2022
Dated: 19.07.2022

Sir/Madam,

As you may be aware, our Institute (SERT) has been organizing premier training program / Workshop on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the need requirements received from our client organizations, we are organizing the below mentioned training program.

We request you to sponsor as many officials as possible from your headquarters as well as from your Zonal/Regional and other subordinate offices.

Workshop On “Practical Approach to Public Procurement, E- Procurement & Government e-Market Place (GeM)” From 17th to 19th October 2022 at New Delhi

➤ **BACKGROUND:-**

The course is designed keeping in view the growing emphasis on optimizing the purchase and inventory management system, through application of modern management practices to bring in economy and efficiency, ensuring compliance of regulatory provisions and maintenance of transparency.

➤ **PARTICIPATION PROFILE:-**

The course may be attended by Middle and Senior Level Officers & Managers dealing with Purchase, Material Management, Administration and Finance & Accounts in Government Departments, Statutory Bodies, PSUs and Autonomous Bodies.

➤ **PROGRAM DURATION AND SCHEDULE:-**

The Workshop will commence at 10:00AM on 17.10.2022 and will conclude at 2:00PM on 19.10.2022.

➤ **REPORTING TIME:-**

- **REPORTING TIME:** The participants are to report for registration at 09.45AM on 17th Oct. 2022, at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 16th Oct. 2022, Afternoon & Check out 19th Oct. 2022, Forenoon

➤ **VENUE:-** Hotel Sarovar Portico, Narayana New Delhi.

➤ **PROGRAM COVERAGE:-**

- Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- General Financial Rules and Government of India Procedures of Procurement of Goods, CVC Guidelines on Procurement
- GFR and GoI Guidelines for Procurement of Consulting services, Selection methods, Methods of evaluation. Procurement (outsourcing) of other (Non-consultancy) services
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and for E-procurement,
- Overview of Tender creation and Publishing
- Government e-Market Place Organizational Registration, Secondary user creation and registration, General and Special conditions for buyers and Sellers under GeM.
- GeM- Procurement Cycle, Various mode of procurements under GeM – direct purchase, L1 purchase and Bidding and Reverse auction
- Exercise and General Discussion

➤ **PARTICIPATION FEE:-**

- **Non-Residential:** Rs. 16500 + 18% GST = Total Rs. 19470/- Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee & other Estt. Charges.
- **Residential:**
- **On twin sharing basis** Rs. 25400 + 18% GST = Total Rs. 29972/- Per Candidate per program if the Organisation in nominating two officials (same gender).
- **Single Occupancy:** Rs.33000 + 18% GST total Rs. 38940/- Per candidate per programme.
- The participation Residential fee covers the cost of lodging, boarding, meals & study material of the participants.

➤ **REGISTRATION:-**

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No., with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of "**Society for Economic Research & Training**" payable at New Delhi.

LAST DATE:- Registration for the programmes Residential & Non-Residential is **10th Oct. 2022**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

DETAILS FOR ECS PAYMENT:-

Bank Name: HDFC BANK. **Address:** Plot No.28, Block-B, Community Centre, Janakpuri, New Delhi – 110058.

CA Account No.: 01292000019064 **NEFT IFS Code:** HDFC0000129, **MICR Code No.:** 110240016

Account Type: Current Account (Code-0129) **PAN No.:** AADAS4228C **GST No.** 07AADAS4228C1ZT

Note: Facility of on-line registration is available vide our website www.sertdelhi.org

For further information or clarification kindly contact:

Anuj Sharma
Programme Coordinator
Email: sert_ayush@rediffmail.com
Phone: +91-8604864938

Neeraj Kumar
Director
Email: director@sertdelhi.org
Phone: +91-7011558302