

# **SOCIETY FOR ECONOMIC RESEARCH & TRAINING**

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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-270/2023  
Dated: 27.03.2023

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 14<sup>th</sup> to 16<sup>th</sup> June 2023 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.

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

### ➤ **REPORTING TIME:-**

- Non-Residential Participants will have to be report at 1:00 P.M. on 14.06.2023, at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 14<sup>th</sup> June 2023 (12:30 Hours) & Check out 17<sup>th</sup> June 2023 (11:00 Hours).

### ➤ **PROGRAM DURATION AND SCHEDULE:-**

The Workshop will commence at 02:30PM on 14.06.2023 and will conclude at 5:00PM on 16.06.2023.

➤ **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. 18500 + 18% GST = Total Rs. 21830/- Per participant (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. 27500 + 18% GST = Total Rs. 32450/- Per participant if the Organisation in nominating two officials (same gender).
  - **Single Occupancy:** Rs.35000 + 18% GST total Rs. 41300/- Per participant.
- 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 **08<sup>th</sup> June 2023**. 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](http://www.sertdelhi.org)**

For further information or clarification kindly contact:

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