



NATIONAL POWER TRAINING INSTITUTE
An ISO 9001:2000 & 14001 Organization
(Under Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121003
Website: www.npti.in

Three days Workshop on **PROCUREMENT PROCEDURES & CONTRACTING**

November 08 to 10, 2017 | 10.00 am to 5.30 pm | National Power Training Institute,
Corporate Office, Faridabad - 121003

RECOMMENDED FOR

The Training Programme is **Sector neutral** and is suitable for:

- Junior level / Middle Level / Senior Level / Executives/Officers of Public Sector Undertakings (PSUs)
- Junior level / Middle Level / Senior Level / Executives/Officers of Government organizations/ departments (Central/State)
- Junior level / Middle Level / Senior Level / Executives/Officers of Private Sector.
- EPC Contractors Associated with contracting/bidding/marketing/selling of goods & services.

It has been seen that many Officers/ Executives of Government organizations have to face audit inquiries / vigilance inquiries due to non- observance of procurement procedures. This programme will help such officers in proper observance of procurement rules / procedures while handling procurement / contracting cases.

WORKSHOP OVERVIEW

An outstanding Three Days Procurement Procedures & Contracting programme introduces the Procurement & Contracting procedures and explore fundamental principles & techniques in detail. Emphasis is on Public Procurement and the programme provides an understanding of procurement methods of PSU's / Government. **This is designed not only for Executives of Procuring department but also for Executives of EPC Contractors etc as they should also have understanding of the basis on which their bids/tenders are evaluated by procurer.**

TOPICS COVERED

- Introduction & Concept of Public Procurement, Purchase Planning, Cost estimation & Indenting
- Tendering, Bidding & Contents of Bid documents
- Bid opening & Evaluation
- Issue of Letter of Award
- Post Award Execution
- E-Procurement
- General Financial Rules (GFR) relevant for procurement/ Contracting
- Import purchasing
- INCOTERMS 2010
- Procurement under World Bank Guidelines
- Indian Contract Act
- Arbitration & Conciliation Act
- Bank Guarantees
- Taxes & Duties relevant for procurement
- Various types of insurance activities
- Procurement of services under Public Private Partnership (PPP) mode
- Procurement of services under Public Private Partnership (PPP) mode in Power Sector
- Procurement in Infrastructure sectors under PPP mode

BY THE END OF THE WORKSHOP PARTICIPANTS WILL BE ABLE TO:

- Understand the principles of effective procurement
- Understand the activities associated with effective procurement of projects
- Conduct procurement planning & stakeholder management
- Development & review specifications
- Invite & evaluate Bids & Proposals
- Practice ethics & integrity in procurement
- Understand & appreciate the rules & procedures applications to procurement

DATE

November 08 - 10, 2017 (Wednesday - Friday)

DURATION

Three – day Programme.

LOCATION

National Power Training Institute, Corporate Office, Sector- 33, Faridabad – 121003

FEE

The programme fee is Rs. 15,000/- (Fifteen Thousand only) including GST payable to NPTI, Faridabad. Fee includes study material, tea, snacks and lunch. However optional Lodging and

Boarding facilities may be provided to the participants subject to availability on payment basis as per NPTI rates which shall be payable in advance along with programme fee.

NPTI (Lodging & Boarding Rates):

Rs. 1800/- + 12% GST per day for single AC room.

Rs. 900/- + 12% GST per day for Twin sharing AC room.

Rs. 250/- per day for bed tea, Breakfast and dinner.

High tea, Lunch, Evening tea per day is included in Training fee.

It is strongly recommended that Participants should be nominated for residential program as interaction with other participants from different organizations from all over India would help them in building their networking skills. Participants would be able to share their learning's and experiences with each other and such interaction also constitutes an essential part of training and professional skills enhancement and is essential in today's competitive business scenario.

EXPERT COMMITTEE

Professor (Dr.) R.K Pandey, Director General

Shri. JSS Rao, Principal Director

Dr. S.K. Choudhary, Principal

Ms. Manju Mam, Director (IT)

CO-ORDINATORS

Ms. Madhu Bala Kumar, Deputy Director

Mr. N.R. Halder, Deputy Director

Mr. Durgasankar Sahu, Deputy Director

Ms. Bhawana Choudhary, Assistant Director

HOW TO REGISTER

To register, registration form enclosed herewith has to be filled in and to be sent at following address along with payment by Cheque /Demand Draft / Electronic Transfer Details:-

Ms. Manju Mam,
Director (MS)
National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003
TeleFax: 0129- 2255063
E-mail:- manju.npti@gov.in

Ms. Bhawana Choudhary
Assistant Director (MS)
National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003
Mobile no: 9311622338
E-mail:- bhawana.npti@gov.

Note : The details of this Training program are also available on our website www.npti.in



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REGISTRATION FORM

Programme Fee: Rs. 15,000/- per Participant (including GST)

COMPANY INFORMATION

Company Name: _____

Address: _____

City: _____ Pin code: _____ State: _____

Telephone: _____ Fax: _____ E-mail: _____

PARTICIPANTS REGISTRATION

Name	Designation	Mobile No.	E-Mail Address

Accommodation

Required : Yes / No

Type of

Accommodation : Single Occupancy Double Occupancy

MODE OF PAYMENT:

Please find enclosed our **Cheque/Demand Draft** for Rs. _____ in favour of 'NPTI', payable at Faridabad. Last date of receipt of Nomination along with payment is 31st October, 2017. Payment should be made before commencement of programme.

Note: NPTI is exempted from deduction of Tax of source under section 10 (23c) (IIIab) of Income Tax Act 1961. Hence no Tax may be deducted at source.

Bank Transfer through ECS:

Beneficiary Account Name: National Power Training Institute

Bank Name: State Bank of India

Branch: Sarai Khwaja

City: Faridabad

Account No.10724879119

Account Type: Current Account

MICR No. 110002198

IFSC Code No.: SBIN0003245

Bank Code: 03245

Please send the filled registration form along with the Cheque/ Demand Draft / Electronic Transfer Details to:

Ms. Manju Mam,

Director (MS)

National Power Training Institute

NPTI Complex, Sector-33

Faridabad – 121003

Tele Fax: 0129- 2255063

E-mail:- manju.npti@gov.in

Signature:_____

Name &Designation

Date:_____