To,

All Secretaries to all Ministries/Departments of Government of India
(As per DoPT's standard list)

Sub: Training Programs on Public Procurement for Government officers at National Institute of Financial management (NIFM), Faridabad.

Sir/Madam,

I am directed to state that National Institute of Financial Management (NIFM) has been successfully organizing a six day residential training programme on Public Procurement to upgrade the capacity of the concerned officers with all relevant rules and procedures of Public Procurement. The training programme also includes two days hands on training for e-procurement in association with National Informatics Centre (NIC), Government e-marketplace (GeM).

2. D/o Expenditure has requested to nominate Director/Deputy Secretary/Under Secretary or Section Officers level officers who are currently engage in the 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. The course fee (including boarding and lodging) is borne by the Department of Expenditure and sponsoring departments do not have to incur expenditure for the training of their participants. The course contents and schedule of this training for the year 2018-19 are enclosed.

3. It is requested that your Ministry/Department and their attached/subordinate offices, autonomous/statutory bodies may nominate officers at the level of Director/Deputy Secretary/Under Secretary or Section Officers currently engaged in the area of Public Procurement, either directly or indirectly and the nominations of officers may be sent directly to National Institute of Financial Management (NIFM), Faridabad.

Encl: As above.

Yours faithfully,

(A N Narayanan)
Deputy Secretary (Training)
Tele No.011-26107960

Copy to:


(ii) Deputy Secretary (Admin.), DoPT, North Block, New Delhi for necessary action.

(iii) NIC, Training Division for uploading the circular on DoPT website.
OFFICE MEMORANDUM

Subject: Training Programs on Public Procurement for Government officers at National Institute of Financial Management (NIFM), Faridabad.

In pursuance of this Department's OM No. 19/6/2017-PPD dated 08.02.2017, it has been decided to continue the training programmes on this subject with a view to upgrade the capacities of the officers with all relevant rules and procedures of public procurement for the next year i.e, 2018-19, which is being conducted by National Institute of Financial Management (NIFM). The training program also includes two days hands on training for e-procurement in association with National Information Centre (NIC) Government e-Marketplace (GeM).

2. All Ministries/Departments are requested to nominate Director/ Deputy Secretary/ Under Secretary or Section Officers level officers who are currently engage in the 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. The training schedule for the year 2018-19 received from NIFM is enclosed herewith for information.

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

4. The nominations may please be sent to Smt. Ila Singh, IA&AS, Professor, NIFM, Sector-48, Pali Road, Faridabad-121001, Phone No. 0129-2465276, e-mail: procurementtraining@nifm.ac.in. The copy of this O.M. is also available on website www.doe.gov.in — Notifications — Circular/O.M./ Notifications — Procurement Policy/O.M. Any further query in this regard may be sent to NIFM/ undersigned.

5. This issues with the approval of Secretary (Expenditure).

(K. Narayana Reddy)
Under Secretary to the Govt. of India
Telefax: 24621305
Email: kn.reddy@nic.in

To

Secretaries/Financial Advisers of all central Government Ministries/Departments.
Copy to: Director General/ NIC, CEO/ GeM and Director (NIFM)
## Detail of various slots in 2018-19 for Training Program on "Public Procurement"

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<thead>
<tr>
<th>Month</th>
<th>Sr. No. of Programs</th>
<th>Slot/ Weeks</th>
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* These are Advanced Programs in Public Procurement. All other programs are of Basic level. Normally, the officers who have already undergone Basic Program in Public Procurement in past should only be nominated for Advanced Programs.
The National Institute of Financial Management (NIFM) is a 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 and 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 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 forty two acres situated in Faridabad, N.C.R. It has state-of-art training halls, computer labs, hostels, indoor and outdoor sports complex and library having unique architectural design.

About this course

Large amount of public funds are being spent on public procurement for which specific rules and procedures have been framed. It is 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 educating and familiarizing 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

NIPM 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, group discussions etc. The faculty comprise academics of NIPM and leading experts who have about four decade’s experience in various areas of Public Procurement, including policy formulation. Many are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, Government departments, Competition Commission and consulting firms.

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 six days (Monday to Saturday) residential programme.

Programme Contents

1. Principles of Public Procurement
   - Introduction to Public Procurement
   - Legal, Procedural and Regulatory Frame Work of Public Procurement

2. Government instructions relating to Make in India & purchase preference in various sectors

3. Procurement of Goods with Government Fund
   - Schedule of powers
   - Registration of Vendors
   - Process flow chart
   - Procurement methods
   - Standard bidding documents
   - Pre-Qualification and Post Qualification of Bidders
   - Quant narrative Distribution Criteria
   - Evaluation of Bids: Techno-Commercial Bid and Price Bid
   - Assessment of Reasonableness of Price
   - Drafting of Bid Evaluation Committee Proceedings
   - Role of the competent Financial Authority
   - Notification of Contract Award
   - Publication of Contract Award

4. Procurement of Works with Government Fund
   - General Financial Rules, 2017 on Procurement of Works
   - Types of Tenders
   - Types of Contracts
   - Standard Bidding Documents
   - Pre-Qualification and Post Qualification
   - Bid Evaluation
   - Award of Contract
   - Payment Terms and Contract Price Adjustments

5. Procurement of Consulting Services
   - General Financial Rules and Government of India Guidelines
   - Manual 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. Introduction to Procurement from Government e-Market place (GeM)

7. E-Procurement of Goods: Theory and Practice with Hands-on-Sessions
Important Information

Upto February 2018 NIFM has conducted 110 Programs and trained 4863 participants from across the spectrum of government, including various Ministries/Departments of the Government of India such as CPWD, ISRO, ICAR, OIAV, NIC, GSI, Income Tax, Department of Post, DoT, Department of Atomic Energy, Academic Institutes like IITs, AIIMS, Defence Services (Army, Air Force & Navy), and CAPFs like BSF, CRPF, ITBP etc.

Thirty programs have been planned in the year 2018-19, as detailed in the Table below:

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It is requested that nominations may be sent to NIFM well in advance to enable proper planning and confirmation.

Course Fee

- For Officers of Central Government Ministries, Departments, their attached and subordinate offices, Central Autonomous Bodies, Central Statutory and Regulatory Bodies - Course Fee will be paid by Ministry of Finance, GOI.
- PSIs and Other Indian participants - `46,000/- plus applicable GST (Rupees Forty Six thousand plus applicable GST) per participant.
- Foreign participants - 700 U.S. $ per participant.
- The course fee includes tuition fee, course materials, boarding, lodging during the programme.
- The course fee may be remitted before commencement of the program by way of DD drawn in favor of 'National Institute of Financial Management' payable at Delhi/Faridabad or RTGS/NEFT, details for which are given on the reverse of the Nomination Form.
NOMINATION FORM

Management Development Programme on
"Public Procurement"

TO BE FILLED IN BY THE SPONSOR

Name of the Sponsor ___________________________ Designation ___________________________

Organisation ___________________________

Address for Communication ___________________________

City ___________________________ PIN ___________________________

Phone ___________________________ Telex ___________________________ Fax ___________________________ Email ___________________________

Number of nominations from the Organisation ___________________________

(Refer to O.M. NO.F.19/6/2017-PPD, dated 01/02/2018)

Signature of the Sponsor ___________________________

With stamp of the organization ___________________________

Date: ___________________________

Please return the completed form to: procurementtraining@nifm.ac.in, pkpandey@nifm.ac.in

Contact Desk No: 09821181128

Schedule of training during 2018-19

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Email: PS Photocopy of this form can also be used.
Details of Nominations

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<th>DESIGNATION</th>
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Please attach additional copy of this sheet, if required
About NIFM

The National Institute of Financial Management (NIFM) is a 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 officials from other countries as well.

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Apart from capacity building, NIFM is also engaged in 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 forty two acres situated in Faridabad, N.C.R. It has state-of-art training halls, computer labs, hostels, indoor and outdoor sports complex and library having unique architectural design.

About this course

Public procurement comprises almost 25-30% of the government expenditure in developing economies and India is no exception. Officials dealing with procurement therefore need to be equipped with specialized knowledge so that they are able to take judicious decisions when dealing with tenders and contracts. This course has been developed in consultation with the Ministry of Finance, Government of India, and is intended to help officials to design effective bidding documents, evaluate and finalize tenders optimally, and effectively deal with post contract matters. The course aims to provide officials with advanced knowledge of procurement matters like dealing with imports, tackling anti competitive trade practices, understanding the nuances of large scale EPC contracts, exposure to PPPs, sustainable procurement practices, appreciating international best practices, and learning about the arbitration procedures.
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 increasing demand of capacity building of procurement officials. Training modules and session plans have been carefully designed to cover both the theories and practices of Public Procurement with case studies, group discussions etc. The faculty comprise academics of NIFM and leading experts who have a rich experience in various areas of Public Procurement, including policy formulation. Some of the speakers are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, Government Departments, Competition Commission of India and consulting firms.

For Whom and Duration

Senior level officers of the level of Joint Secretary/Director/Deputy Secretary in the Ministries and Departments. Statutory Bodies, Central Autonomous Bodies who are associated with public procurement of goods, works and services may attend. Officers from the PSUs and the state governments dealing with procurement will also benefit from the course. Since this is an advanced level course, officials who are directly dealing with or supervising the purchase function or providing policy inputs in procurement matters in their organization should attend. Applicants who have attended the Public Procurement training at NIFM will be given preference for the Advanced Program. This is a five day (Monday through Friday) residential programme.

Programme Contents

- Framework of Best Practices in Public Procurement
- Legal issues in Public Procurement:
  - The Procurement Act 2002
  - Role of the Competition Commission of India
  - Competition Impact Assessment
  - Competitive behaviour: Cartelization, bid rigging, collusive bidding
- International Procurement Practices
- Engineering, Procurement and Construction Contracts and Design-Build Contracts
- Contract Price Adjustment Conditions, Price Adjustment Formulae
- Reverse Auction
- Goods:
  - International Competitive Bidding
  - CIF Procedure for imports, Special Features for import
  - C & F Terms
  - Letter of Credit Operation
Important Information

Up to February 2018, NIFM has conducted three Advanced Public Procurement Programs and trained 83 participants from Ministries/Departments of the Government of India including CGD, DSIIDC, ICAR, NTHO, Department of Post, DoT, Department of Atomic Energy, Department of Space, academic and research institutes like IITs, IIMs, Defence Services (Army, Air Force & Navy), Central Council for Research in Siddha, and CAPFs like BSF, CRPF, ITBP.

Schedule of training during 2018-19

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Ministries, Departments and other organisations are requested to send their nominations well in advance to NIFM for planning and confirmation.

Course Fee

For Officers of Central Government Ministries, Departments, their attached and subordinate offices, Central Autonomous Bodies, Central Statutory and Regulatory Bodies- Course fee will be paid by the Ministry of Finance, GOI.

State Governments and PSUs participants - Rs 46,000/- plus applicable GST (where, Forty thousand plus applicable GST) per participant.

Foreign participants - 790 U.S. Dollar per participant.

The course fee includes tuition fee, course materials, boarding and lodging during the integration.

The course fee may be required before commencement of the program by way of Demand Draft drawn in favour of National Institute of Financial Management, payable at Delhi/ Chandigarh or through RTGS/NEFT. Details for which are given on the reverse of the nomination form.
NOMINATION FORM
Management Development Programme on
Advanced Public Procurement

Name ____________________________
Male ☐ Female ☐
Designation: ____________________________
Organisation: ____________________________
Dates of Program that you want to attend: ____________________________
Address for communication ____________________________
City ____________________________ Pincode ____________________________
Phone (O) ____________________________ (R) ____________________________ Mobile: ____________________________
Email: ____________________________ Fax: ____________________________
Brief Experience of dealing with Procurement Matters ____________________________

Have you attended the Training on Public Procurement (6 Days) at NIFM. If yes when ____________________________

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 ____________________________
Detail of Fee Sent (If applicable) ____________________________

Signature of the Sponsor ____________________________
with stamp of the organisation ____________________________

Date: ____________________________

Please return the duly filled form to: advancedprocure@nifm.ac.in
For further details, please refer our website: www.nifm.ac.in or contact the Course Director(s)

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