**Module**

**Management Of Contracts**

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| **Enabling Objectives** | **Contents & Sequence** |
|  | **DAY-1** |
| **Session – I** 10.00 am- 11.15am | Understanding the Contract Management Process |
| **Overview** | * Background of Contract Management
* Definition – Buyer, Seller
* Sub-contractor terms
 |
| **Session – II**  | Salient features of Indian Contract Act |
| **Overview**11.30 am- 12.45 pm | * Privities of Contract
* Constitutional Provisions-Articles 12, 14 and 19 of Constitution of India in Public procurement.
* CVC guidelines in public procurement.
 |
| **Session – III**  | Types of Contract Management |
| 01.45 pm- 03.00 pm | * Description and uses of Contract
* Buyer and Seller Prospective
* Concepts of agency
* Types of Authority
 |
| **Session – IV** | **-do-** |
| **Overview** 03.15 pm- 04.30 pm  | * Public procurement Contract
* Project contracts
* Job contracts
* Terms of contracts
 |
|  | **DAY-2** |
| **Session – V**10.00 am- 11.15am | Contracting – Domestic and International |
| **Contracting and Legal Aspects** | * International, National perspective
* Concepts and Principles
* Elements of Contracts: offer, acceptance, competence parties, consideration, performance
* Contracts Provision
 |
| **Session – VI** 11.30 am- 12.45 pm | **-do-** |
| **Session –VII** 01.45 pm- 03.00 pm | **Contracting Methods** |
| **Contracting** | * Contracting Method – Competitive and non- competitive
* Purchase cards, Imprests funds or petty cash
* Sealed biding
* Competitive negotiations and principle evaluation
* Single source negotiation Vs. Sole source negotiates
 |
| **Session –VIII** | Pre award Phase and Award Phase |
| **Contracting** 03.15 pm- 04.30 pm | * Solicitation / NIT
* Proposal preparation
* Selection process and selection criteria
* Evaluation Principles
* Negotiation Objectives
* Negotiating Contract tactics counter features
* Document Agreement
 |
|  | **DAY-3** |
| **Session – IX** 10.00 am- 11.15am  | Contract Administration |
| **Operation of Contract** | * Contract administration Policy / Contract Management
* Dealing with non-compliance
* Tasks for buyers, sellers
* Performance & Progress
* Records files and documentation
* Change Management
* Changes in Contract
* Claim
 |
| **Session – X**  | **-do-** |
| 11.30 am- 12.45 pm | * Dispute resolution during performance
 |
| **Session –XI** | **Case studies with special focus in Delhi** |
| 01.45 pm- 03.00 pm | * Cases of Contracts in Govt. Sector / PSUs
* Health/ Medical Sector
* Security Sector
* Sanitation Sector
* I.T. Sector
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| **Session –XII** | -do- |
| 03.15 pm- 04.30 pm | * Case studies
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