**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 |
| **Session –XII** | -do- |
| 03.15 pm- 04.30 pm | * Case studies |