**Training Module**

**Managerial Competence**

**“Procure to Purchase Cycle”**

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| **Date/Session/Time** | **Contents & Sequence** |
| ***Session – I******10.00 a.m. to 11.15 a.m.*** | **Post Tendering Process** |
|  | * Sample verification and approval
* Evolution of Technical bids
* Evolution of Financial bids
* Finalization of Comparative Statement
* Award of Contract
 |
| **Session – II** **11.30 a.m. to 12.45 p.m.** | **Inventory Management** |
|  | * Inspection and verification of Supplied Goods (As per contract)
* Stock entry and placement of goods
* Disposal of Obsolete condemned store
 |
| **Session – III** **01.45 p.m. to 03.00 p.m.** |  **Pre-Procurements Process** |
|  | * Verification of Stock in hand
* Indenting, Scrutiny of demand with justification
* Tendering System – Global or Local
* To constitute to Technical committee
* Administrative approval
 |
| **Session – IV****03.15 p.m. to 04.30 p.m.** | **Procurement Process**  |
|  | * Constitution of Pourchasse commit tee
* Tende ring, approuvable of T&C of Tender
* Publication of Tender Notice
* Evolution of Technical bides / expression of intérêts
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| **Session – V****10.00 a.m. to 11.15 a.m.** | **Types of Contract Management** |
| **Contracting and Legal Aspects** | * Description and uses of Contract
* Buyer and Seller Prospective
* Concepts of agency
* Types of Authority
* Public procurement Contract
* Project contracts
* Job contracts
* Terms of contracts
 |
| **Session –VI** **11.30 a.m. to 12.45 p.m.** |  **Contracting – Domestic and international** |
|  | * International, National Perspective
* Concepts and Principles
* Elements of Contracts: Offer, acceptance, competence parties, consideration, performance
* Contracts Provision
 |
| **Session –VII****01.45 p.m. to 03.00 p.m.** | **AMC** / Warranty |
|  | * Schedule of Preventive Maintenance
* Schedule of spares replacement
* Schedule of spare part inventory
* Log of equipments
* Extension of Warranty / AMC
 |
| **Session –VIII****03.15 p.m. to 04.30 p.m.** | **Understanding the Contract Management Process and Salient features of Indian Contract Act** |
|  | * Background of Contract Management
* Definition- Buyer, Seller
* Sub-contractor terms
* Privities of Contract
* Constitutional Provisions-Articles 12 14 and 19 of Constitution of India in Public Procurement.
* CVC guidelines in public procurement
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| **Session – IX****10.00 a.m. to 11.15 a.m.** | **Contracting Methods** |
| **Operation of Contract** | * Contracting Method – Competitive and non- competitive
* Purchase cards, Imp rests funds or petty cash
* Sealed biding
* Competitive negotiations and principle evaluation
* Single source negotiation Vs. Sole source negotiates
 |
| **Session –X** **11.30 a.m. to 12.45 p.m.** | **Pre award Phase and Award Phase** |
|  | * Solicitation / NIT
* Proposal preparation
* Selection process and selection criteria
* Evaluation Principles
* Negotiation Objectives
* Negotiation Contract tactics counter features
* Document Agreement
 |
| **Session –XI****01.45 p.m. to 03.00 p.m.** | **Contract Administration** |
|  | * 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
* Dispute resolution during performance
 |
| **Session –XII****03.15 p.m. to 04.30 p.m.** | **Case Studies with special fours in Delhi** |
|  | * Cases of Contracts in Govt. Sector / PSUs

Health/ Medical Sector* Security Sector
* Sanitation Sector
* I.T. Sector
* Case Studies
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