**Training Module**

**Managerial Competence**

**“Procure to Purchase Cycle”**

|  |  |
| --- | --- |
| **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 |
|  |  |
| **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 |
|  |  |
| **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 |