



TRAINING PROGRAM ON PUBLIC PROCUREMENT (BASIC)

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 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

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 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 NIFM 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 of India and consulting firms.

For Whom and Duration

All officers and staff presently dealing with or are likely to be 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
- General Financial Rules 2017 on Procurement of Goods

2. Procurement of Goods with Government Fund

- Schedule of powers
- Registration of Vendors
- Procurement methods
- Standard bidding documents
- Pre-Qualification and Post Qualification of Bidders
- Quantity 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 authority
- Notification of Contract Award
- Instructions related to Make in India and Purchase Preference in various sectors

3. Procurement of Works with Government Fund

- Instructions in 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

4. 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.

5. Contract Management

- Payments, PVC
- Extension of completion period, quantity variation, LD
- Warranty and AMC

6. Government e-Market place (GeM)

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

Training Schedule

Upto December 2018 NIFM has conducted 134 Programs and trained 5855 participants from across the spectrum of government, including various Ministries/Departments of the Government of India such as CPWD, ISRO, ICAR, CGWB, 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 Five programs have been planned in the year 2019-20, as detailed in the table below:

Schedule of training during 2019-20					
Month	Duration	Month	Duration	Month	Duration
April, 19	01-06 April		22-27 July		09-14 December
	08-13 April		29 July-03 August		16-21 December
	22-27 April	Aug, 19	05-10 August	Jan, 20	06-11 January
	29 April-04 May		26-31 August		20-25 January
May, 19	06-11 May	Sep, 19	02-07 September		27 January—01 February
	20-25 May		16-21 September	Feb, 20	03-08 February
	27 May-01 June		23-28 September		10-15 February
June, 19	10-15 June	Oct, 19	14-19 October		17-22 February
	17-22 June	Nov, 19	04-09 November		24-29 February
	24-29 June		18-23 November	Mar, 20	02-07 March
July, 19	08-13 July		25-30 November		23-28 March
	15-20 July	Dec, 19	02-07 December		

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

Course Fee

- For officers and staff 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.
- PSUs and Other Indian participants – ₹46,000/- plus applicable GST (Rupees Forty Six thousand plus applicable GST) per participant.
- Foreign participants – 800 USD 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.



Smt. Meena Agarwal
Director, NIFM
 Tel. No. : + 91 129 2465202
 Fax: No. : + 91 129 2418867

Smt. Sudeshna Sen, IRAS
Programme Director
 Tel. No. : + 91 129 2465258
 Fax: No. : + 91 129 2418867

Shri Amitabha Datta
Programme Advisor
 Tel. No. : + 91 129 2465204
 Fax: No. : + 91 129 2418867

Contact us:

*procurementtraining@nifm.ac.in
 +91 129 2465276*



National Institute of Financial Management

*an autonomous institution of Ministry of Finance,
 Government of India*

+91-129-2465444 (Phone)
 +91-129-2418867, 2423593 (Fax)

Sector-48, Pali Road, Near Badkhal Lake
 National Capital Region
 Faridabad, India-121001

www.nifm.ac.in