

FEE:

i) SINGLE OCCUPANCY: Rs.35,000/- Per participant,

ii) Double OCCUPANCY: Rs.28,000/- Per participant

* Available only for organizations nominating even number of participants

CHECK IN: 09TH NOVEMBER, 2016. (AFTERNOON)

CHECK OUT: 12TH NOVEMBER, 2016. (FORENOON)

Workshop will commence at 3:30 PM on 09.11.2016 & will conclude at 06:00 PM on 11.11.2016.

The participation fee covers the cost of lodging, boarding, meals & study material the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

In case participants require accommodation one day prior/ after the workshop, same shall be charged @ Rs. 5,000/- per night for single and Rs. 6,000/- per night for double occupancy.

PROGRAMME DURATION & SCHEDULE

It will be a three days workshop from 09TH to 11TH November, 2016 and will be conducted from 10 A.M. to 5 P.M daily. there will be 12 sessions, four sessions each day. each session will be of 75 minutes duration.

LAST DATE

Registration for the programmes Residential accommodation is 07th November, 2016. Nomination can also be forwarded after the last date on Enquiry/ Confirmation.

VENUE REPORTING TIME

The participants are to report for Registration at 03:30 P.M. at the venue at "The Pride Sunvillage Resort & Spa" Baga-Arpora, Bardez-Goa 403518.
Tel:- 832-2269409--14

TEA/COFFEE 11:15 AM to 11:45 AM & 03:15 PM to 03:45 PM

LUNCH 01:00 PM to 02:00 PM

☛ NOTE Or you can call the Central Line 09810286660 for any queries regarding the workshop.

☛ NOTE Further enquiries and correspondence regarding admission and other matters relating to the programme may be addressed to.

VANSHIKA
PROG CO-ORDINATOO

KAYANA
CO-ORDINATOR (ADMIN)

RESIDENTIAL WORKSHOP ON "PURCHASE PROCEDURE & CONTRACT MANAGEMENT WITH PRACTICAL APPROACH TOWARDS PREPARATION OF EXPRESSION OF INTEREST AND TENDER DOCUMENTS INCLUDING CASE STUDIES" FROM 09TH TO 12TH NOVEMBER, 2016

NEXT PROGRAMME ON THIS SUBJECT
FROM 05TH TO 08TH JANUARY, 2017 AT JAIPUR

VENUE

"THE PRIDE SUNVILLAGE RESORT & SPA"
BAGA-ARPOA, BARDEZ-GOA 403518



CENTRE FOR TRAINING & SOCIAL RESEARCH (Management Services Division)

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THE NEED

Scandals in Govt. purchases have been coming to surface from time to time. Faulty purchases resulting in heavy drain on Exchequer have been highlighted in several Audit Reports of the Comptroller and Auditor General of India. An analytical study of such cases reveals that the main cause for such scandals is circumvention of the rules and procedures or lack of in-depth knowledge of such regulations. Unscrupulous suppliers try their best to hoodwink the purchase officers for swindling money; and become successful when the officers are bereft of thorough knowledge of the purchase procedure and rules on the subject or are unaware of the tricks of trade. Financial propriety demands real economy in purchases viz. lowest rates without compromising quality; and restricting supply orders to the actual need. The tendency on the part of the suppliers is to quote the lowest and try to get the highest price by exploiting loopholes in the system. 'On the job training' does not enable the persons concerned to have a clear concept of rules and to have thorough knowledge especially with regard to their application. They remain unaware of the manner in which cheating had taken place in other Deptts and how to avoid the same. Hence the need for the Workshop. It will have dual purpose firstly of imparting training and secondly of sharing experience by discussion by the participants with our Faculty members who have held high positions in Purchase hierarchy of Govt. Deptts. Justice Krishna Iyer had said 'System of jurisprudence does work, if only you know how to make it work'. As a corollary 'Purchase System does work properly, if one knows how to make it work', viz after getting adequate training.

PROGRAMME COVERAGE

- Overview of Contract Act and Sale of Goods Act.
- Essentials of Contract.
- Purchase procedure as in GFRs.
- Various type of Outsourced Services
- Procurement of Services in the organization
- Interrelation of contract and supply/ work orders vis-à-vis the supplier.
- Preparation of Documents-
 - Expression of Interest
 - Proposal for services
 - Preparation of Tender Documents
 - Method of evaluation,
 - Mechanism of two bid system.
 - Significance of Security and cautions to be followed.
- Case Studies-
 - Receipt and Payment towards the Stores
 - Inspection within the limitation period
 - Avoidance of wasteful expenditure
 - Freight on board and freight on delivery/ Receipt
 - Monitoring of stores and stock registers
- Inventory Management and Inventory Control
- Disposal of obsolete and unserviceable stores
- Manner of determining the Reserve prices.
- Manner of disposal
- Guidelines of the Central Vigilance Commission
- E procurement process including general discussion on personal experience in e procurement process.

METHODOLOGY

The workshop will be organized on highly participative lines based on the concept of learning by doing. The training methods will include lectures, individual/group Exercises, Group discussions, presentations, etc.

NOMINATION

Nomination form for the course may be filled through online from our website at www.ctsr.in or download the same. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The letter of the sponsoring authority may kindly be sent separately through speed post along with participation fee in the form of demand draft / cheque. The payment should be made in advance. Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chques should be payable at New Delhi drawn in favor of "**Centre for Training & Social Research**" Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, full amount towards participation fee is to be paid. Limited seats available. Kindly seek confirmation before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity

EACH NOMINATION SHOULD CONTAIN INFORMATION ON THE FOLLOWING POINTS:

1. Name & Complete Address of the Organisation.
2. Name of the participants.
3. Designation.
4. Office address with Tel. No./Fax No. & E-mail address.
5. Residential address of the nominee with Phone/ Mobile number.
6. Academic qualifications.
7. Experience.
8. Details of Demand Draft/Cheque sent.
9. Sponsoring authority's Name, Designation, Office address & Tel. No./Fax No. & E-mail address.

DETAILS FOR NEFT PAYMENT

Indian Overseas Bank,
Sector-12, R.K. Puram Branch, New Delhi-110 022.
Account Type: Current Account
CA Account No.: 173602000000410
IFS Code: IOBA0001736
MICR Code No.: 110020087
Pan No.: AAATC 3590P