



**National Council for Secretariat Training & Development
(An ISO 9001;2015 Organization)**

Training Program on

Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.



1. ABOUT NCSTD

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

2. PROGRAMME THEME

Effective public procurement is critical for ensuring transparency, accountability, value for money, and timely delivery of public services. Government officials involved in procurement and contract management are required to navigate increasingly complex procurement processes while maintaining strict compliance with applicable rules, regulations, and audit requirements. This programme is designed to strengthen participants' understanding of the procurement cycle, from planning and tender preparation to contract administration and performance monitoring.

The programme focuses on developing practical skills in efficient tender management, strategic vendor engagement, and effective contract management. Participants will gain insights into best practices for preparing tender documents, conducting fair and transparent bid evaluations, managing supplier relationships, mitigating procurement risks, and monitoring contract performance. Through case studies and interactive discussions, the programme will equip officials with the tools needed to enhance procurement efficiency and achieve better project outcomes.

Special emphasis will be placed on compliance with government procurement regulations, ethical standards, and accountability mechanisms. By the end of the programme, participants will be better positioned to ensure regulatory compliance, strengthen procurement governance, improve vendor performance, and contribute to the achievement of organizational objectives through sound procurement and contract management practices.

3. LEARNING OBJECTIVES

- Understand the principles, processes, and regulatory framework governing public procurement and contract management in government organizations.
- Apply best practices in procurement planning, tender preparation, bid evaluation, and award processes to ensure transparency, fairness, and value for money.
- Strengthen vendor engagement and supplier relationship management through effective communication, performance monitoring, and risk management strategies.
- Manage contracts efficiently by understanding key contractual provisions, performance obligations, contract variations, and dispute resolution mechanisms.
- Ensure compliance with procurement rules, audit requirements, ethical standards, and accountability measures while minimizing procurement risks and irregularities.
- Develop practical approaches to improve procurement efficiency, contract governance, and organizational procurement outcomes.

4. BROAD PROGRAMME COVERAGE

- Overview of public procurement principles, policies, and regulatory frameworks governing government procurement.

- Procurement planning, needs assessment, market analysis, and preparation of technical specifications.
- Tender management processes, including preparation of bidding documents, tendering methods, bid submission, opening, evaluation, and award procedures.
- Compliance with procurement rules, financial regulations, audit requirements, vigilance guidelines, and ethical standards in public procurement.
- Vendor registration, supplier development, vendor engagement strategies, and performance assessment mechanisms.
- Risk management in procurement, including fraud prevention, conflict of interest management, and mitigation of procurement-related risks.
- Fundamentals of contract management, including contract formation, key contractual clauses, performance guarantees, contract administration, and monitoring.
- Management of contract variations, claims, delays, non-performance issues, and dispute resolution mechanisms.
- Application of e-procurement systems, digital tools, and emerging best practices for enhancing efficiency, transparency, and accountability.
- Case studies, practical exercises, and group discussions on procurement and contract management challenges in the public sector.

5. METHODOLOGY

The methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, success stories, individual and group exercises/discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, purchase, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the program and their coverage are provided with brochure enclosed herewith.

7. FACULTY

The faculty for the training programme will comprise of senior NCSTD experts & other renowned and experienced trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Fee	Programme fee for • residential Single Sharing participant 56,600/- + 18% GST • residential Twine Sharing participant 48,600/- + 18% GST Per Participant	Programme fee for non-residential participant 36,600/- + 18% GST per Participant
For Residential Participants	Check-in at Hotel- Tuesday afternoon Check-out from Hotel – Friday Forenoon	

9. Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- Hotel Tier: All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- Duration of Stay: Standard accommodation is strictly capped at 3 Nights. / 4 Days
- Pre-Programme Check-in: Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- Post-Programme Check-out: Participants must check out one (1) day after the formal conclusion of the program.
- Package Boarding Inclusions: The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- Incidental Charges: Any personal expenses incurred during the stay (e.g., room

service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

10. Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- Fee Structure: ₹36,600 + 18% GST per individual participant.
- Inclusions: This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

11. PAYMENT DETAILS

- All payments must be processed securely via electronic bank transfer (RTGS or NEFT),
- Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

12. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following E-mail address:

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, info@ncstd@gmail.com, Website:-www.ncstd.in

- Last date for receiving of nominations is one (1) week prior to the scheduled start date of the chosen programme.



REGISTRATION APPLICATION FORM

Executive Development Program

Topic :- Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.

Date:	
Topic:	
Venue:	

Participant Details

Name:	
Designation:	
Organization / Department:	
Office Address:	

City:		Pin:		State:	
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Tel. (Off):		Tel. (Res):	
Fax:		Mobile No.:	
E-mail:			

Nomination Status

☐ Residential

☐ Non-Residential

Date: _____

Signature: _____

Place: _____

(Photocopies of this form may be used for additional delegates.)

GST Status

☐ Organization is GST Exempted

☐ Organization is Not GST Exempted

For Organisations Not Availing GST Exemption and Having GST Registration

GST No. (Mandatory):	
Organisation PAN No. (Optional):	
Organisation TAN No. (Mandatory on TDS deduction):	

Kindly provide the GST number of the organisation in whose name the GST invoice is to be issued.

Signature: _____

Date: _____ Place: _____

Self Declaration on GST Exemption (Optional)

As per GST Notification No. 9/2017 – Integrated Tax (Rate) dated 28.06.2017, Serial No. 75 under Heading 9992 (Page No. 19 of the notification), GST exemption is available for services provided to the Central Government, State Government, or Union Territory Administration under training programmes where the entire expenditure is borne by the respective Government authority.

- I/We hereby declare that our organization fulfills all applicable conditions mentioned in the above notification and is eligible to claim GST exemption for the training programme referred to above.
- I/We understand and agree that if at any stage it is found that the exemption conditions were not met, GST along with applicable interest and penalties, if any, may be recovered by NCSTD on behalf of the GST authorities.
- I/We further confirm that it is the sole responsibility of the participant organization to assess and verify its eligibility for availing GST exemption. NCSTD shall not be responsible for validating such eligibility.
- I/We certify that the information provided above is true, correct, and complete to the best of our knowledge and belief.

Declaration

***I certify that the above information is correct.**

Signature: _____

Date: _____ Place: _____

1. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ NCSTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NCSTD will not be liable for medical expenses incurred by the participants during the program.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NCSTD at any point of time.
- ❖ As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.