



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Rutwik Phatak
Programme Director

14th July, 2025

Dear Madam / Sir,

Programme on Government e-Marketplace (GeM) and e-Procurement (November 10-12, 2025)

Greetings from the Administrative Staff College of India (ASCI)!

The Administrative Staff College of India (ASCI) has been conducting public procurement training for over three decades, equipping officers from government entities, PSUs, and externally aided projects with essential knowledge of procurement principles and procedures. With the shift towards digital platforms—particularly the mandatory use of the Government e-Marketplace (GeM)—the need for focused training on online procurement has grown. In response, **ASCI launched the first batch of its GeM and e-Procurement programme in June 2025, which received excellent feedback from participants.** Encouraged by this response, we are pleased to announce the second batch of the programme.

In this context, I am pleased to introduce our upcoming **Programme on Government e-Marketplace and e-Procurement**. This **three-day program** is designed to provide participants with **comprehensive exposure** to both the **Government e-Marketplace (GeM) portal and the Central Public Procurement Portal (CPPP)**. The program will broadly cover the following topics: GeM Overview and User Roles, Direct Purchase, L1 Purchase, Reverse Auction (RA), Buyback, Custom Bidding, BOQ Bidding, PAC Buying, MSE & MII Preference Policies, **Common Challenges on GeM**, CPPP Functionalities, e-Procurement Tender Creation Demo, and use of new technologies to optimize online procurement.

I take this opportunity to invite officers from your esteemed organization who are involved, directly or indirectly, in procurement and contract management. The program brochure is attached for your reference. Kindly ensure that your nominations reach us by October 31, 2025. Please note that a **10% discount on the programme fee is available to organizations nominating three or more participants**, provided the programme fees are paid within the stipulated time.

For further clarification or additional information, please feel free to get in touch with me. I may be reached at rdp@asci.org.in and +91-95036-62190.

Looking forward to the pleasure of hearing from you!

With Warm Regards,

Rutwik Phatak
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Right Time & Place

Right Quality

Right Quantity

Right Source

Right Price



GeM - CPPP
Government
e Marketplace | Central Public
Procurement Portal

Efficient • Transparent • Inclusive • Secured Procurement

3-Day Programme on

Government e-Marketplace (GeM) and e-Procurement

November 10-12, 2025



asci
Leadership through Learning

Accredited as उत्कृष्ट by the
Capacity Building Commission
Government of India

Programme Overview

Launched in 2016, the Government e-Marketplace (GeM) portal quickly took center stage in India's public procurement landscape. Today, almost all government procurement of goods and services is carried out through the GeM portal. This three-day programme on Government e-Marketplace (GeM) and e-Procurement is designed to provide **comprehensive exposure to GeM**. At the same time, the programme will also **familiarize participants with the Central Public Procurement Portal (CPPP)**. Participants will gain in-depth knowledge of the various usability features of GeM and learn how to use CPPP. The programme will also feature **good practices presentations and success stories** from experienced GeM users, offering valuable real-world examples. Additionally, **dedicated Q&A sessions** will address participants' queries, ensuring they are equipped with **practical skills** and insights to navigate and utilize these platforms effectively and maximize value for their organizations.

Objectives

- To provide practical exposure of the Government e-Marketplace and the Central Public Procurement Portal (CPPP).
- To familiarize with the latest developments in the GeM portal.
- To acquaint with good practices and tools to optimize online procurement.

Competency Enhancement

- The Programme will enhance Functional Competency No. 6 (Public Procurement) as per the CBC's Competency Framework, with emphasis on Procurement Management through GeM.

Duration

The programme duration is 3 days from November 10-12, 2025. Participants are expected to arrive a day before commencement of the Programme and may leave after the conclusion of the Programme on 12th November 2025.

Coverage

The Programme will broadly cover the following topics:

- Fundamental Principles of Public Procurement
- GeM Overview and User Roles
- Direct Purchase, L1 Purchase, RA, BuyBack, Custom Bidding, BOQ Bidding, PAC Buying,
- MSE & MII Preference Policies
- Commonly Faced Issues on GeM
- CPPP Functionalities; e-Procurement Tender Creation Demo
- Use of new technologies to optimize online procurement

Venue and Accommodation

The Programme will be held at ASCI's picturesque Hyderabad campus. Participants will be accommodated in single occupancy AC rooms.

Fees

Residential Fee – **Rs. 43,700 + GST**

Non-Residential Fee – **Rs. 37,700 + GST**

The fee covers tuition, boarding and lodging, courseware (in electronic form) and other facilities of the College. **10% discount on the Programme fee** will be given to organizations **nominating three or more participants**, provided the payment is credited in ASCI's bank account before November 07, 2025.

Mode of Payment

Fees may be paid by Bank/Wire transfer to the following Bank Account:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/25-26/1/93**) to poffice@asci.org.in for confirmation.

Last Date for Nomination

Nominations may be submitted in the format attached with this brochure by email. Last date for submitting nominations is October 31, 2025.

Last Date for Withdrawal

November 03, 2025. Any withdrawals after this date will entail forfeiture of fee paid, if any.

Medical Insurance

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

ASCI Alumni Association

Participants of the College programmes will automatically become members of the ASCI alumni association.

Certificate of Participation

The College issues a Certificate of Participation on conclusion of the programme.

Contact for More Details

For Logistical Queries:

G. Sreenivasa Reddy,

Programmes Officer +91-9246203535

For Content Related Queries:

Rutwik Phatak

Programme Director +91-9503662190

Programme Director

Rutwik Phatak

Email: rdp@asci.org.in



About ASCI

ASCI is the first management development institution set up in the country by the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,70,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation.

ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as programmes at the venue of the client's choice.



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.
Telefax (Programmes Office) : 0091-40-23324365
Mobile: 9246203535, Phone : 0091-40-66534247
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College Park Campus

Road No. 3, Banjara Hills,
Hyderabad - 500 034.
Tel: 040-66720700 / 01/02/05
Fax : 040-66720725

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.
Tel: 011-26962204, 26961750, 26961850



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Nomination Form
3 - Day Programme on
Government e-Marketplace (GeM) and e-Procurement
(November 10-12, 2025)

Nominee's Contact Information

Name (Mr/Ms) _____	Date of Birth: _____
Designation : _____	Qualification: _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____ Mobile: _____ Home: _____	
e-mail : _____	Fax: _____

Sponsors Details

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode: _____
Phone(s) : Office: _____ Mobile: _____	
e-mail : _____	Fax: _____

Fee particulars

Amount Payable : _____	Mode of Payment (DD/Ch/NEFT): _____
Name of the Bank : _____	Date of Instrument/Transfer: _____
Instrument Number: _____	UTR Number for NEFT _____

Medical Insurance:

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

Signature and Official Seal of the Sponsoring Authority:

NOTE: Forward nomination form to: **Mr. G. Sreenivasa Reddy, Programmes Officer,** Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: **poffice@asci.org.in**