



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Rutwik Phatak
Programme Director

March 14, 2024

Online Certification Course on PUBLIC PROCUREMENT

(May 10 to July 12, 2024)
10 Weeks | 30 Contact Hours

Dear Madam / Sir,

I am delighted to introduce our upcoming Online Certification Course on Public Procurement, designed to equip junior-middle level managers, government officers, and young professionals with the essential knowledge and skills needed to excel in the dynamic field of public procurement.

In today's rapidly evolving landscape, effective procurement practices are crucial for achieving organizational objectives, ensuring transparency, and maximizing value for taxpayers' money. Our comprehensive program covers a wide range of topics, including fundamental principles and the procurement cycle, strategic procurement planning for projects, methods of supplier selection, tendering procedures, and preparation of bid documents. Additionally, participants will gain insights into emerging trends such as e-procurement, data-driven decision-making, sustainable procurement, and legal aspects of procurement and contract management.

With a focus on practical learning and real-world applications, our course offers a unique opportunity for participants to enhance their expertise, expand their professional networks, and advance their careers in public procurement. Led by domain specialists and supported by interactive sessions, case studies, and hands-on exercises, our program ensures that participants are well-equipped to tackle challenges and drive value for money in procurement practices.

We invite you to join us and embark on a transformative learning journey that will empower you to make a meaningful impact in your organization and contribute to the advancement of public procurement practices. **We are also happy to announce that a discount of 10% will be offered to women participants in addition to any organization nominating 3 or more participants for the programme.**

For further details and registration information, please refer to the attached brochure. Should you have any questions or require assistance, please do not hesitate to contact me at **rdp@asci.org.in** or on **(+91) 9503662190**

Thank you for considering our Online Certification Course on Public Procurement. We look forward to welcoming you to our program and supporting your professional development goals.

Yours Sincerely,

Rutwik Phatak

Encl: Programme Brochure and Nomination form

Online Certification Course on **PUBLIC PROCUREMENT**

(10th May 2024 to 12th July 2024)
10 Weeks | 30 Contact Hours



Administrative Staff College of India

PROGRAMME OVERVIEW

Public procurement plays a vital role in the efficient functioning of government agencies and organizations worldwide, serving as the mechanism through which goods, services, and works are acquired to meet public needs and objectives. As governments strive to enhance transparency, fairness, and accountability in procurement processes, there is an increasing recognition of the need for professionalization and formal training in the field of public procurement. Professionalization ensures that procurement practitioners possess the necessary knowledge, skills, and competencies to navigate complex procurement regulations, manage risk, and achieve value for money in public spending.

ASCI's Online Certification Course on Public Procurement offers a tailored program designed for procurement professionals, public sector managers, and government officials. It has been developed with technical support from The World Bank, making it relevant for a wide range of participants. Accessible through an intuitive online platform, this comprehensive course covers essential aspects of public procurement, including legal frameworks, procurement planning, bid evaluation, and contract management.

Participants will engage with lectures, reference materials, and case studies to deepen their understanding of best practices in public procurement. The course is structured to accommodate varying levels of expertise, providing a valuable resource for both beginners seeking a foundational understanding and experienced practitioners aiming to stay abreast of the latest developments in the field.

OBJECTIVES

- ▶ To equip participants with necessary understanding of the fundamental principles, various steps in the procurement cycle, categories of procurement, market approaches, selection methodologies, and contract types relevant to public procurement
 - ▶ To acquaint participants with various types of bidding documents, their contents and contractual clauses.
 - ▶ To share knowledge about e-procurement practices and use of data in procurement decision making.
 - ▶ To prepare participants for taking up larger responsibilities in the area of public procurement in their organizations.
- ◆ e-Procurement and Government e-Marketplace
 - ◆ Red Flags and Commonly faced issues in Procurement
 - ◆ Data-driven Decision Making in Public Procurement
 - ◆ Legal Aspects of Procurement and Contract Management
 - ◆ Introduction to Sustainable Procurement
 - ◆ Incoterms
 - ◆ Best Practices in Public Procurement

COURSE COVERAGE

- ◆ Fundamental Principles and Procurement Cycle
- ◆ Strategic Procurement Planning for Projects
- ◆ Methods of Selection of Suppliers, Contractors, Consultants and Service Providers
- ◆ Tendering Procedures
- ◆ Preparation of Bid Documents and Use of Model Tender Documents
- ◆ Junior-Middle Level Managers / Officers handling materials management / Public Procurement.
- ◆ Engineers / Managers / Executives who are posted or likely to be posted in the positions involving procurement decision making
- ◆ Officials appointed / deputed to externally aided projects such as projects financed by the World Bank, Asian Development Bank, JICA, New Development Bank, etc.
- ◆ Young professionals aspiring to take up procurement roles in government organizations or public sector enterprises.

PEDAGOGY

The Programme will be delivered through an intuitive online platform. It will comprise lectures, assignments, case studies, best practices presentations and interactive courseware. Resource Persons for this Programme will be drawn from faculty members of the College, experienced professionals from the industry and eminent academicians.

DURATION

The Programme is spread over 10 weeks from the **10th May 2024 to 12th July 2024**. Interactive sessions will be scheduled on **every Friday for 3 hours** duration. Besides these sessions, participants are expected to dedicate 2 hours per week for reading and assignments.

PROGRAMME FEE

Rs. 50,000/- (US \$700 for foreigners) plus GST as applicable (presently 18%) per participant. The fee covers tuition, reference materials and online platform fees.

A discount of 10% on the Programme fee will be given for three or more participants nominated by the same organisation, provided the payment is credited into our Bank account by or before May 06, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **programme code (Prg/24-25/8/16)** to **poffice@asci.org.in** for confirmation.

Bank details are given below:

For Indian Participants:

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

For Foreign Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
Swift Code SBININBB327
Bank Name State Bank of India
Branch Address Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Country India

LAST DATE FOR NOMINATION

Please use the prescribed/attached form to email nominations. Last date for receiving nomination forms is **May 02, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

May 03, 2024. Any withdrawals after this date will entail forfeiture of fee paid.

ASCI ALUMNI ASSOCIATION

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

CERTIFICATION

There will be an assessment at the end of the course. Participants successfully passing the assessment will be awarded a certificate of completion. Others will be given a certificate of participation reflecting their attendance.

Programme Director

Rutwik Dilip Phatak

E-mail: rdp@asci.org.in



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of 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 1,69,000. 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. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, 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 off-campus 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

Fax : 0091-40-66534356

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

Nomination Form
Online Certification Course on
PUBLIC PROCUREMENT

(May 10 to July 12, 2024)
10 Weeks | 30 Contact Hours

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

Amount Payable :	Mode of Payment (DD/Chq/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