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Leadership through Learning

## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India  
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**Prof. B.V.N. Sachendra**  
Programme Director

May 03, 2024

Dear Sir,

### Programme on

## **PUBLIC PROCUREMENT PRINCIPLES AND GeM**

**(January 20-24, 2025)**

The term 'Procurement' refers to the process of engaging suppliers, contractors and consultants for supply of goods / capital equipment, execution of various works, construction of facilities or providing needed services for development of projects.

Public Procurement is a mechanism by which the Government and Public Sector Enterprises procure goods, supplies and equipment, arrange for their distribution; or award contracts for works utilizing public funds and resources in a fair and transparent manner.

Administrative Staff College of India (ASCI), in association with its knowledge partners, has conducted several programmes in Procurement Management and has trained thousands of senior executives and officers in the domain of procurement.

I am glad to inform you that the College is conducting a 5-day training programme on **Public Procurement Principles and GeM** from **January 20-24, 2025**. This training programme will cover the policies, principles and practices of Public Procurement, deliberate on issues and procedures pertaining to bid documents, bidding processes and award of contracts. The programme will also discuss the means and methods of countering Fraud and Corrupt practices through effective Audit and Vigilance systems.

We invite you to attend the programme and update yourself. We also request you to nominate your executives / officers involved in the related functions for the programme. Please do not hesitate to get in touch with me in case you need any clarification or additional information. I may be reached at **[bvns@asci.org.in](mailto:bvns@asci.org.in)** or on **(+91) 9963174706**.

We are enclosing the brochure of the programme and the Nomination form. Kindly ensure that your nominations will reach us by **January 06, 2025**.

Looking forward for the pleasure of hearing from you.

Yours Sincerely,

**BVN Sachendra**  
[bvns@asci.org.in](mailto:bvns@asci.org.in)

Encl: Brochure and Nomination Form



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Programme on

# Public Procurement Principles and GeM

(January 20-24, 2025)



**Administrative Staff College of India**  
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

## PROGRAMME OVERVIEW

Public Procurement is a mechanism by which Government Departments and Public Sector Enterprises procure goods, capital equipment and supplies and arrange for their distribution, or award contracts for construction of civil and related works utilizing public funds and resources in a fair and transparent manner.

Public Procurement plays an important role in the economy of any country. Its importance stems in Budget formulation and in achieving Value for Money through optimised resource application. It also plays a pivotal role in achieving and maintaining aggregate fiscal discipline through robust process control systems.

Various Ministries, Departments, and their subordinate offices, local urban bodies, Public Sector Enterprises and other Government (including autonomous) bodies spend a sizeable amount of their budget on procurement of goods, works and services to discharge the duties and responsibilities assigned to them. To ensure that these procurements are made in a uniform, systematic, efficient and cost-effective manner and also to ensure that there is fair and equitable treatment of suppliers, governments prescribe various statutory guidelines, provisions, rules, financial, vigilance, security, safety, counter-trade and other regulations from time to time. It is imperative that the executives / officers engaged in procurement activities possess thorough knowledge of all the relevant rules, regulations and procedures of public procurement to discharge their functions and duties effectively.

## IMPACT

This training programme is intended to provide /refresh the broad perspectives of the principles and best practices of Public Procurement. The impact of the programme on the participants will be in terms of

- ▶ Familiarizing with the policies, principles and practices of Public Procurement with specific reference to GeM and global IT initiatives.

- ▶ Sensitizing on processes / issues pertaining to Bid Documents, Receipt, Opening, Evaluation of Bids and Award of Contracts.
- ▶ Deliberating on pitfalls and loopholes leading to corrupt practices and deliberating on how to plug them through effective audit and vigilance systems.
- ▶ Managing Stress and Time effectively
- ▶ Fostering Innovation and Creativity in workplace

## PARTICIPANT PROFILE

The programme is structured to serve the needs and interests of middle and senior level executives / officers in positions related to Public Procurement in Government departments, Manufacturing and Service Organisations. In particular, the programme will be of special interest to Ministries, Departments, and their Subordinate offices / units; Central Public Sector Enterprises (CPSEs) / undertakings; any other body (including autonomous bodies) substantially owned or controlled by or receiving substantial financial Government assistance from taxpayers' money. This programme would be useful for all officials working in projects, procurement, contract and implementation functions with goods and equipment suppliers, civil works contractors and consultancy firms.

***Organisational sponsorship is essential***

## VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

## DURATION

The programme duration is from **January 20-24, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Residential Fee: Rs. 69,500/-** (US \$1086 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other facilities of the College including internet usage.

**Non-Residential Fee: Rs.59,500/-** plus GST as applicable, presently 18% per participant. The fee covers tuition, courseware (in electronic form) working lunch, and other facilities of the College including internet usage.

**A discount of 10% on the programme fee for three or more participants from the same organisation will be given, provided the payment is made into our Bank account before January 17, 2025.**

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/144)** e-mail: 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

## MEDICAL INSURANCE

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

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. The last date for receiving the nomination form is **January 06, 2025**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**January 13, 2025**. Any withdrawals after this date will entail forfeiture of fee paid, if any.

## ASCI ALUMNI ASSOCIATION

Participants of 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.

**Programme Director**  
**Prof. B V N Sachendra**

email: **bvns@asci.org.in**  
(+91) 9963174706

**Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.**



## 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



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

**Nomination Form**  
**Programme on**

**PUBLIC PROCUREMENT PRINCIPLES AND GeM**

**(January 20-24, 2025)**

**Nominee's Contact Information :**

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
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
<b>Note : Coverage should be available in Hyderabad, India</b>		

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