

TRAINING PROGRAMME ON PUBLIC PROCUREMENT (BASIC)

◦ About AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) is an Institute of Excellence specializing in capacity building of professionals in the fields of public policy, financial management, public procurement and other governance issues for promoting highest standards of professional competence and practice. AJNIFM has been setup as a society, under department of expenditure, ministry of finance. AJNIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India. AJNIFM also caters to the training needs of state governments, defence establishments, banks, autonomous bodies, local government, public sector undertakings and other financial institutions. Training Programmes are customized and executed for the officials from other countries as well. Apart from capacity building, AJNIFM is also engaged in research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems.

AJNIFM has a sprawling, lush, green campus of forty two acres situated in Faridabad, N.C.R. It has state-of-the art training halls, computer labs, hostels, indoor and outdoor sports complex and library. The Campus is having unique architectural design.

◦ About Public Procurement related courses

A Large amount of public fund is spent on public procurement, for which specific rules and procedures have been framed. It is imperative that the officers engaged in public procurement working in in the pay level at Grade Pay of 4800 or above in CDA Scale and E0 and above in IDA Scale and in any other scale equivalent to these two possess thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

Ministry of Finance, Government of India has identified AJNIFM as the nodal agency for conducting training programmes on these subjects with a view to educating and familiarizing the concerned executives/officers with all the relevant rules and procedures of public procurement. AJNIFM receives active support from Public Procurement Policy Division of Ministry of Finance, Government of India in this regard. AJNIFM has been conducting these training Programmes regularly since 2015.

◦ Pedagogy and Faculty

AJNIFM offers very high quality training solutions for all types of public procurement namely goods, works and consulting services as also GeM. The Institute has vast intellectual resources to meet the ever increasing demand of building public procurement capacity. Training modules and session plans have been carefully designed to cover both the theories and practices of public procurement with case studies, group discussions etc. The faculty comprises academics of AJNIFM and leading experts who have about four decades of experience in various areas of public procurement, including policy formulation. Many are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, government departments and consulting firms.

Courses

1. Public Procurement (Basic)

• For Whom and Duration

All officers and equivalent presently dealing with or likely to be associated with public procurement of goods, works and services (from Procurement, Finance, Technical / user departments and Audit) should attend. This is a five and half day's (Monday to Saturday) residential Programme.

• Programme Contents

A. Principles of Public Procurement

- Introduction to Public Procurement
- Definition of Public Procurement
- Volume of Public Procurement
- Public Procurement and Public Servant
- Public Procurement and Constitution of India
- Legal, Procedural and Regulatory Frame Work of Public Procurement
- Applicability of General Financial Rules in Public Procurement

B. Application of General Financial Rules in Public Procurement of Goods

- Schedule Procurement of powers
- Procurement Process Flow Chart
- Assessment of the right Quantity
- Selection of the right Specification
- Estimation
- Procurement without bid Invitation
- Procurement by Inviting Bids—Different modes of bidding
- Selection of the right bidding process
- Framing of the bidding document and bidding conditions (Structure and Contents)
- Bid Evaluation Committee
- Evaluation of techno-commercial bids (Eligibility, Responsiveness and Qualification Criteria)
- Evaluation of Price Bids (Criteria)
- Assessment of reasonableness of Price
- Negotiation
- Contract Award Criteria
- Quantity Distribution Criteria
- Role of the Tender accepting authority
- Notification of Contract Award
- Cancellation of the entire bidding Process

C. Procurement of Goods from MSE Vendors and Startups

D. Impact of “Atmanirbhar Bharat Abhiyan” Initiative, National Security and “Make in India” program on rules and Procedures of Public Procurement of Goods

E. Procurement of Works with Government Fund

- Instructions in General Financial Rules, 2017 on Procurement of Works
- Types of Tenders & Contracts
- Standard Bidding Documents
- Pre-Qualification and Post-Qualification
- Bid Evaluation
- Award of Contract
- Payment Terms and Contract: Price Adjustments

F. Procurement of Consulting Services

- General and Financial Rules
- Manual for Procurement of Consulting & Other Services issued by the Government of India
- EOI, TOR, Estimated Cost
- Model RFP Conditions
- Selection Methods
- Evaluation
- Negotiation
- Types of Contracts etc.

G. Procurement of Non-Consulting Services

- GFR and Government of India Guidelines
- Manual of Procedure for Procurement of Services issued by the government of India
- Important Statutory Provisions
- Selections Methods
- Evaluation
- Outsourcing of Services through GeM and CPPP
- Fixed Budget System
- Types of Contracts etc.

H. Contract Management

- Inward Logistics
- Quality Assurance
- Payments, Price Variation Clause
- Extension of completion period, quantity variation, LD
- Liquidated Damages, Force Majeure
- Warranty and AMC
- Default & Termination

I. Introduction to Procurement of Goods and Services from Government e-Market place (GeM)

Important Information

AJNIFM has started conducting this training from 2015-16. Upto March, 2025 AJNIFM has conducted 292 Public Procurement Programmes (Residential/Online) and trained 12915 participants from across the spectrum of government, including various Ministries/Departments of the Government of India such as CPWD, ISRO, ICAR, CGWB, NIC, GSI, Income Tax, Department of Post, DoT, Department of Atomic Energy, Academic Institutes like IITs, AIIMS, Defence Services (Army, Air Force & Navy), and CAPFs like BSF, CRPF, ITBP etc.

Eighteen basic public procurement programmes have been planned in the year 2025-26, as detailed in the table below:

Schedule of training during 2025-26					
Month	Duration	Month	Duration	Month	Duration
May, 25	12—17 May	July, 25	28 July-02 Aug	Nov, 25	17—22 November
	26—31 May	Aug, 25	04—09 August	Dec, 25	01—06 December
June, 25	16—21 June		18—23 August		08—13 December
	23—28 June	Sep, 25	08—13 September	Jan, 26	05—10 January
July, 25	07—12 July		22—27 September	Feb, 26	02—07 February
	14—19 July	Nov, 25	10—15 November		23—28 February

Corrigendum regarding change in duration of Public Procurement (Basic) Training

As part of the ongoing Public Procurement (Basic) training to be organised at AJNIFM. The Management has decided to organise Public Procurement (Basic) Training for five days (Monday to Friday). Sponsoring Ministries/Departments and other organisations are requested to nominate **ONLY** those Officers working at Grade Pay of 4800 or above in CDA Scale and E0 and above in IDA Scale and in any other scale equivalent to these two. Inconvenience caused is deeply regretted.

Course Fee

- For Gazetted officers and equivalent of central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies – Course Fee will be paid by Ministry of Finance, GOI.
- PSUs and Other Indian participants – ₹51,000/- plus applicable GST (Rupees Fifty One Thousand plus applicable GST) per participant.
- The course fee includes tuition fee, course materials, boarding, lodging during the programme.
- The course fee may be remitted before commencement of the program through RTGS/NEFT, details for which are: Arun Jaitley National Institute of Financial Management, PAN: AAAAN2489D, GST No.06AAAAN2489D1ZQ, Name of the Bank: HDFC Bank, IFSC: HDFC0002445, MICR No. 110240246, Account No. 50100083121045

TRAINING PROGRAMME ON PUBLIC PROCUREMENT (ADVANCED)

◉ About AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) is an Institute of Excellence specializing in capacity building of professionals in the fields of public policy, financial management, public procurement and other governance issues for promoting highest standards of professional competence and practice. AJNIFM has been setup as a society, under department of expenditure, ministry of finance. AJNIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India. AJNIFM also caters to the training needs of state governments, defence establishments, banks, autonomous bodies, local government, public sector undertakings and other financial institutions. Training Programmes are customized and executed for the officials from other countries as well. Apart from capacity building, AJNIFM is also engaged in research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems.

AJNIFM has a sprawling, lush, green campus of forty two acres situated in Faridabad, N.C.R. It has state-of-the art training halls, computer labs, hostels, indoor and outdoor sports complex and library. The Campus is having unique architectural design.

◉ About Public Procurement related courses

A Large amount of public fund is spent on public procurement, for which specific rules and procedures have been framed. It is imperative that the executives/officers engaged in public procurement working in the pay level at Grade Pay of 4800 or above in CDA Scale and E0 and above in IDA Scale and in any other scale equivalent to these two possess thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

Ministry of Finance, Government of India has identified AJNIFM as the nodal agency for conducting training programmes on these subjects with a view to educating and familiarizing the concerned executives/officers with all the relevant rules and procedures of public procurement. AJNIFM receives active support from Public Procurement Policy Division of Ministry of Finance, Government of India in this regard. AJNIFM has been conducting these training Programmes regularly since 2015.

◉ Pedagogy and Faculty

AJNIFM offers very high quality training solutions for all types of public procurement namely goods, works and consulting services as also GeM. The Institute has vast intellectual resources to meet the ever increasing demand of building public procurement capacity. Training modules and session plans have been carefully designed to cover both the theories and practices of public procurement with case studies, group discussions etc. The faculty comprises academics of AJNIFM and leading experts who have about four decades of experience in various areas of public procurement, including policy formulation. Many are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, government departments and consulting firms.

2. Public Procurement (Advanced)

• For Whom and Duration

Senior level officers in the Ministries and Departments, Statutory Bodies, Central Autonomous Bodies who are associated with public procurement of goods, works and services may attend. Senior Officers from the PSUs and the state governments dealing with procurement will also benefit from the course. Since this is an advanced level course, officials who are directly dealing with or supervising the purchase function or providing policy inputs in procurement matters in their organization should attend. Applicants who have attended the public procurement (Basic) training at AJNIFM will be given preference for the Advanced Programme. This is a five and half day (Monday through Saturday) residential programme.

• Programme Contents

- A. Challenges to Public Procurement**
- B. Anti-Competitive Behaviour of the Vendors: Cartelization, Bid Rigging, Collusive Bidding-Practical Situations**
- C. International Best Practices in Public Procurement**
- D. Sustainable Procurement**
- E. Engineering, Procurement and Construction Contracts and Design-Build Contracts**
- F. e Reverse Auction**
- G. Arbitration and Conciliation Act 1996 & Other Legal Aspects**
- H. Import of Goods**
 - Introductory Aspects
 - Essential Features of Import Contracts
 - Impact of “Atmanirbhar Bharat Abhiyan” Initiative and National Security on the rules for Import of Goods
 - International Commercial Terms (INCO Terms)
 - Price Bid Evaluation
 - Payment Terms– Letter of Credit
 - Shipping, Payment of Ocean Freight and Marine Insurance Coverages
 - Import of Goods and Preference to Local Suppliers—Procedural Framework of the ‘Make in India’ Program
 - Exchange Rate Variation Clause
 - Indian Agents
- I. Important Policy Initiatives and instructions on Public Procurement with special emphasis on the General Instructions on Procurement and Project Management issued on 29.10.2021 by the DoE.**
- J. Analysis of Bidding parameters in PPP Projects and Concession Agreements**
- K. Procurement Audit**

◉ Important Information

Upto February, 2025, AJNIFM has conducted 52 Advanced Public Procurement Programmes (Residential/Online) and trained 1971 participants from Ministries/Departments of the Government of India including CGDA, DSIIDC, ICAR, NTRO, Department of Post, DoT, Department of Atomic Energy, Department of Space, academic and research institutes like IITs, IIMs, Defence Services (Army, Air Force & Navy), Central Council for Research in Siddha, and CAPFS like BSF, CRPF, ITBP.

Nine programmes have been planned during 2025-26, as detailed in the table below:

Schedule of training during 2025-26					
Month	Duration	Month	Duration	Month	Duration
June, 25	02—07 June	August, 25	25—30 August	December, 25	15 - 20 December
	30 June—05 July	October, 25	13—18 October	February, 26	09 -14 February
July, 25	21—26 July	November, 25	24—29 November	March, 26	09 -14 March
<u>Corrigendum regarding change in duration of Public Procurement (Advanced) Training</u>					
As part of the ongoing Public Procurement (Advanced) training to be organised at AJNIFM. The Management has decided to organise Public Procurement (Advanced) Training for five days (Monday to Friday). Sponsoring Ministries/Departments and other organisations are requested to nominate <u>ONLY</u> those Officers who has done Public Procurement (Basic) training or having 05 years of experience in the field of Procurement well in advance for planning and coordination. Inconvenience caused is deeply regretted.					

◉ Course Fee

- **For Gazetted Officers or Equivalent working in central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies -** Course fee will be paid by the Ministry of Finance, GOI.
- **State Governments and PSUs participants - ₹51,000/-** plus applicable GST (Rupees Fifty One Thousand plus applicable GST) per participant.
- The course fee includes tuition fee, course materials, boarding and lodging during the programme.
- **The course fee may be remitted before commencement of the program** through RTGS/NEFT, details for which are: Arun Jaitley National Institute of Financial Management, PAN: AAAAN2489D, GST No.06AAAAN2489D1ZQ, Name of the Bank: HDFC Bank, IFSC: HDFC0002445, MICR No. 110240246, Account No. 50100083121045



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No.F.13/1/2025-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

503, Lok Nayak Bhavan,
Khan Market, New Delhi
25.04.2025.

OFFICE MEMORANDUM

Subject: Training Programs on Public Procurement for Government officers at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad.

AJNIFM have been conducting training programs in the area of public procurement since 2015 and more than 11000 officers/ staff have been already provided training in last nine years. It has been decided to continue the training programs on this subject with a view to upgrade the capacities of the officers with all relevant rules and procedures of public procurement.

2. All Ministries/ Departments are requested to nominate officers who are currently engaged in the area of Public Procurement, directly or indirectly. As the officers keeps on rotating due to transfers etc., even the officers who are currently not working in this area can also be sent for these training. The training schedule for 2025-26 prepared by AJNIFM is enclosed herewith for information.

3. Ministries/ Departments may also direct their attached/ subordinate offices autonomous/ statutory bodies to nominate their officers for these trainings. **Complete cost for the training will be borne by the Department of Expenditure.**

4. The nominations may please be sent to Shri Mukesh Kumar Singh, Programme Director, AJNIFM, Sector-48, Pali Road, Faridabad-121001, e-mail: procurementtraining@nifm.ac.in. The copy of this O.M. is also available on website of this Department www.doe.gov.in → Divisions → Procurement Policy Division. Any further query in this regard may be sent to AJNIFM/ undersigned.

Encl : As above



(Sher Bahadur)
Under Secretary (Procurement Policy)
Tel. No. 24653771
Email: sher.bahadur@nic.in

To

Secretaries/ Financial Advisers of all Central Government Ministries/ Departments.

Copy to : Director, Arun Jaitley National Institute of Financial Management (AJNIFM), Pali Road, Sector-48, Faridabad – 121001, Email : director@nifm.ac.in

Arun Jaitley National Institute of Financial Management

Faridabad

Detail of various slots of Residential Training Program

Public Procurement (Basic & Advanced)

2025-2026

Sr. No	Month	Dates/Slots	Name of Training
1	May	12-17 May	MDP on Public Procurement (Basic)
2		26-31 May	MDP on Public Procurement (Basic)
3	June	02-07 June	MDP on Public Procurement (Advanced)
4		16-21 June	MDP on Public Procurement (Basic)
5		23-28 June	MDP on Public Procurement (Basic)
6		30 June-05 July	MDP on Public Procurement (Advanced)
7	July	07-12 July	MDP on Public Procurement (Basic)
8		14-19 July	MDP on Public Procurement (Basic)
9		21-26 July	MDP on Public Procurement (Advanced)
10		28 July-02 Aug	MDP on Public Procurement (Basic)
11	August	04-09 August	MDP on Public Procurement (Basic)
12		18-23 August	MDP on Public Procurement (Basic)
13		25-30 August	MDP on Public Procurement (Advanced)
14	September	08-13 September	MDP on Public Procurement (Basic)
15		22-27 September	MDP on Public Procurement (Basic)
16	October	13-18 October	MDP on Public Procurement (Advanced)
17	November	10-15 November	MDP on Public Procurement (Basic)
18		17-22 November	MDP on Public Procurement (Basic)
19		24-29 November	MDP on Public Procurement (Advanced)
20	December	01-06 December	MDP on Public Procurement (Basic)
21		08-13 December	MDP on Public Procurement (Basic)
22		15-20 December	MDP on Public Procurement (Advanced)
23	January, 26	05-10 January	MDP on Public Procurement (Basic)
24	February, 26	02-07 February	MDP on Public Procurement (Basic)
25		09-14 February	MDP on Public Procurement (Advanced)
26		23-28 February	MDP on Public Procurement (Basic)
27	March, 26	09-14 March	MDP on Public Procurement (Advanced)

* **Public Procurement (Basic)** Officers working at Grade Pay of 4800 or above in CDA Scale and E0 and above in IDA Scale and in any other scale equivalent to these two can participate this training.

***Public Procurement (Advanced)** Officer who has done Public Procurement(Basic) training can attend Public Procurement (Advanced) training or having 05 years of experience in the field of Procurement can attend this training.