



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-258D/2025
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To
The Director / Registrar
HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Workshop On
"Public Procurement, Tendering and Government e-Market
Place (GeM)"**

Date: 17th to 19th September 2025, Kochi

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

WHO SHOULD ATTEND -:

The above mentioned workshop will be of immense benefit to the officers & Staff dealing with Purchase, Store, Material Management, Finance & Accounts and Administration, Technical executive & Techno Managerial Staff in Government Department, Semi Government, Autonomous Bodies, Public Sector undertakings and those who discharge secretarial duties and responsibilities, will be benefited in this program.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 17.09.2025** and will conclude at afternoon on **19.09.2025**

COURSE OUTLINE:-

- Introduction to GeM General Financial Rules and Government of India Procedures of Procurement of Goods through GeM
- Direct & L-1 Purchase through GeM
- Creating a Bid in GeM portal and understating the various clauses, terms and conditions.
- Creating a customized Bid & BOQ Bid in GeM portal
- Commercial Evaluation of Bids (MSE & MII status) Technical evaluation of Bids Award of contract and incident handling Creating PRC , CRAC and updating payment process.
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and E-Procurement.
- Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement
- Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids under e-procurement in CPP Portal
- Award of Contract updating in CPP Portal.

FEE:-

Residential on Single Occupancy: Rs. 40000 + 18% GST total Rs. 47200/- Per Participant

Residential on twin sharing basis Rs. 30000 + 18% GST = Total Rs. 35400/- Per Participant

Non-Residential: Rs. 20000 + 18% GST = Total Rs. 23600/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- Check in 16th Sept. 2025 (afternoon) & Checkout 19th Sept. 2025 (11:00AM)

Non- Residential participants will have to be report at 09:45AM on 17.09.2025.

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.

LAST DATE:- Last Date of Accepting nominations is **08.09.2025**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

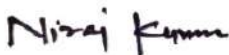
NOMINATION:-

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPBK7937K **GSTIN-07BXPBK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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