



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Telefax No. 011- 49066483
Website: www.sierd.in

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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
"Contract Management and Dispute Resolution"
Date: 26th to 27th November 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.

INTRODUCTION -:

The above-mentioned workshop is for the benefit of officers dealing with tenders and contracts in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. The program shall address different types and facets of contracts and the rights, obligations and implications on business operations. The present workshop will provide participants with practical understanding of contract management including strategies for improving negotiation and management of contracts over the contract lifecycle, negotiation of supplier relationships, dispute resolution etc.

WHO SHOULD ATTEND -:

The online workshop has been designed to meet the requirements of Officer & Staff dealing with the Procurement Store, Finance & Accounts, Administration & Quality Control division.

Senior and middle level Executives from Government, Semi Government, Autonomous Bodies, Public Sector undertakings and those who discharge secretarial duties and responsibilities, will be benefited in this online 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 26.11.2025** and will conclude at **05:00PM on 27.11.2025**

COURSE OUTLINE:-

- Introduction to Public & Contract
- Amendment to the Contract
- Operation of Option Clause
- Safeguards for Handing over Procuring Entity Materials/Equipment to Contractors
- Payments to the Contractor and Handling of Securities
- Monitoring of Supplier Performance
- Delays in Performance of Contract
- Breach of Contract, Remedies and Termination
- Dispute Resolution & Closure of Contract
- Goods Receiving, Quality Assurance and Inspection
- Storage and Issue of Inspected Goods
- Accounting and Payment of Received Materials

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 25th Nov. 2025 (afternoon) & Checkout 28th Nov. 2025 (11:00AM)

Non- Residential participants will have to be report at 09:45AM on 26.11.2025.

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

LAST DATE: - Last Date of Accepting nominations is **17.11.2025**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

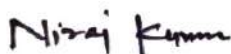
NOMINATION: -

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. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

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

SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

New Delhi - 110046, Mob. No.9958014267

Telefax No. 011- 49066483

E-mail: sierd@rediffmail.com / info@sierd.org