

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi-110032

F. No. 6/1/4/10-UTCS(TS - II)/ 30009 - 30176

Dated: 04-11-2010

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. List of courses under "Basic Managerial Competence" is enclosed. A three days training course on "Basic Managerial Competence on Contract Management" is an important course in the list. The Course shall commence on 07-12-2010 to 09-12-2010.

IMPORTANCE OF THE COURSE

Contract Management is the management of contract made with customer, sellers, partners or employee, which includes negotiating the terms and conditions in contracts and ensuring compliance. Contract Management also includes documentation. Contract Management is the process of systemically and efficiently managing contract creating, execution and analyze for the purpose of maximizing financial benefits and minimizing risk.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to keep government authorities and those engaged in the Contract Management field to meet the challenges for construction projects goods or services with technical specifications agreements to ensure operational performance. The Course would be useful specially to the middle level functionaries. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

1. Explain various aspects of Contract Management.
2. List points and steps needed for standard Contract Management.
3. Elaborate needed aspects of Contract Management.
4. To carry out Document Automation.

CONTENTS OF THE COURSE

1. Understanding the Contract Management Process
2. Salient features of Indian Contract Act
3. Types of Contract Management
4. Contracting-Domestic and International
5. Contracting Method
6. Pre award Phase and Award Phase
7. Contract Administration
8. Case studies with Special Focus in Delhi

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Contract Management. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants will be encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent **by 30-11-2010**.
4. **Nominations received after 30-11-2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information / clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843 & Mobile No. 9810852945 Fax No. 22308556 and through email address adtrg2utcs.delhi@nic.in or dutcs@nic.in.


(CATHERINE MATHAI)
Assistant Director - II (Trg.)
Tel. No. 22303843

F. No. 6/1/4/10-UTCS(TS - II)/ 30009 - 30176

Dated: 4 -11-2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.), UTCS, Shahdara, Delhi.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.


(CATHERINE MATHAI)
Assistant Director - II (Trg.)

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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
 CONTRACT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (07 th December to 09 th December, 2010)	
Number of Sessions		12 (Twelve)	
Training Branch		II	
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
07 th December, 2010 (Tuesday) Session – I 10.00 am- 11.15am	75 Min.	Understanding the Contract Management Process	
Tea			
Session – II 11.30 am- 12.45 pm	75 Min.	Salient features of Indian Contract Act	
Lunch			
Session – III 01.45 pm- 03.00 pm	75 Min.	Types of Contract Management	
Tea			
Session – IV 03.15 pm- 04.30 pm	75 Min.	Types of Contract Management	
08 th December, 2010 (Wednesday) Session – V 10.00 am- 11:15am	75 Min.	Contracting-Domestic and International	
Tea			
Session – VI 11.30 am- 12.45 pm	75 Min.	Contracting-Domestic and International	
Lunch			
Session – VII 01.45 pm- 03.00 pm	75 Min.	Contracting Method	
Tea			
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Pre award Phase and Award Phase	
09 th December, 2010 (Thursday) Session – IX 10.00 am- 11.15am	75 Min.	Contract Administration	
Tea			
Session – X 11.30 am- 12.45 pm	75 Min.	Contract Administration	
Lunch			
Session – XI 01.45 pm- 03.00 pm	75 Min.	Case studies with Special Focus in Delhi	
Tea			
Session – XII 03.15 pm- 04.30 pm	75 Min.	Case studies with Special Focus in Delhi	

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**LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL
COMPETENCE ON CONTRACT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (07 th December to 09 th December, 2010)		
Number of Sessions		Twelve (12)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
Session – I	Understanding the Contract Management Process	Lecture		
Overview	<ul style="list-style-type: none"> ○ Background of Contract Management ○ Definition – Buyer, Seller ○ Sub-contractor terms 			
Session – II	Salient features of Indian Contract Act			
Overview	<ul style="list-style-type: none"> ○ Privileges of Contract ○ Constitutional Provisions-Articles 12, 14 and 19 of Constitution of India in Public procurement. ○ CVC guidelines in public procurement. 	Lecture		
Session – III	Types of Contract Management			
Overview	<ul style="list-style-type: none"> ○ Description and uses of Contract ○ Buyer and Seller Prospective ○ Concepts of agency ○ Types of Authority 	Lecture		
Session – IV	-do-			
Overview	<ul style="list-style-type: none"> ○ Public procurement Contract ○ Project contracts ○ Job contracts ○ Terms of contracts 	Lecture		
Session – V	Contracting – Domestic and International			
Contracting and Legal Aspects	<ul style="list-style-type: none"> ○ International, National perspective ○ Concepts and Principles ○ Elements of Contracts: offer, acceptance, competence parties, consideration, performance ○ Contracts Provision 	Lecture		
Session – VI	-do-			
		Lecture		

Session -VII Contracting	Contracting Methods <ul style="list-style-type: none"> ○ Contracting Method – Competitive and non-competitive ○ Purchase cards, Imprests funds or petty cash ○ Sealed bidding ○ Competitive negotiations and principle evaluation ○ Single source negotiation Vs. Sole source negotiates 	Lecture		
Session -VIII Contracting	Pre award Phase and Award Phase <ul style="list-style-type: none"> ○ Solicitation / NIT ○ Proposal preparation ○ Selection process and selection criteria ○ Evaluation Principles ○ Negotiation Objectives ○ Negotiating Contract tactics counter features ○ Document Agreement 	Lecture		
Session - IX Operation of Contract	Contract Administration <ul style="list-style-type: none"> ○ Contract administration Policy / Contract Management ○ Dealing with non-compliance ○ Tasks for buyers, sellers ○ Performance & Progress ○ Records files and documentation ○ Change Management ○ Changes in Contract ○ Claim 	Lecture		
Session - X	-do- <ul style="list-style-type: none"> ○ Dispute resolution during performance 	Lecture		
Session -XI	Case studies with special focus in Delhi <ul style="list-style-type: none"> ○ Cases of Contracts in Govt. Sector / PSUs ○ Health/ Medical Sector ○ Security Sector ○ Sanitation Sector ○ I.T. Sector 	Lecture		
Session -XII	-do- <ul style="list-style-type: none"> ○ Case studies 			

DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: _____

Course Code: _____

Date of Training Programme : _____

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)													First
														Middle
														Last
02.	Designation													
03.	Service Cadre	IAS <input type="checkbox"/>	DANICS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>									
		Medical <input type="checkbox"/>	ENGG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>									
04.	Name of the Department/Organisation													
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Local Body <input type="checkbox"/>											
		Autonomous Body <input type="checkbox"/>	PSU <input type="checkbox"/>											
		Others <input type="checkbox"/>												
06.	Employee Code (If any)													
07.	Date of Birth	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY										
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>											
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>								
							Pl. Specify							
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>									
		P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D <input type="checkbox"/>	Others <input type="checkbox"/>									
11.	Professional/Technical qualification													
12.	Date of joining the Service	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY										
13.	Pay Band & Grade Pay													
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes													
15.	Contact Number	Office						Personal						

Signature _____

Date : _____