

Management Development Programme

on

**“Procurement Planning & Contract
Management”**

August 22-23, 2019



Program Director

Prof. Alok Kumar Singh



**International Management Institute
New Delhi**

INTRODUCTION

Across the industries, the major source of cost is inventory. Inventory in any system may be of the form of raw material, semi-finished or work-in-progress, repair and maintenance spares and finished but unsold goods. Any improvement in reduction of this cost leads to greater benefits for the organization. Over a period of time, due to changing business landscape, companies have realized that procurement function can be a source of competitive advantage. Hence, learning of procurement process and its implication is very important. The objective of this program is to develop insight about significance of procurement and materials management along with knowledge about vendor performance analysis, locational factor analysis, purchases management and challenges to strategic sourcing. The program has also incorporated the legal implication of bidding, the right way of documentation for the employees of materials management department. Emphasis on risk and its management and KPI's for procurement function is also being focused for holistic learning.

CONTENTS

The two-days program has the following to offer:

1. Introduction to Procurement
 - Learning Procurement Cycle
 - Procurement to Pay Cycle
 - Linking Inventory management with other functions like Planning, Forecasting etc.
2. Vendor Selection Process
 - Criteria's for Vendor Selection
 - Factor Method of Vendor Evaluation
 - Vendor Managed Inventory System
 - Do's and Don'ts of RFP
3. Bidding process, Documentation & Appraisal
 - Input from Assess & Design Phase
 - Preparation of Expression of Interest
 - Request for Quotation/ Request for Proposal
 - Preparation of Notice for the release of RFP/EoI
 - Pre-Bid meeting and release of Corrigendum to RFP/EoI (if any)
 - Submission of Bids and Evaluation of Bids
4. Legal Framework of Bidding
 - "Privilege" Clause – price
 - "Discretion" Clause – compliance
 - "Limitation of Liability" Clauses
 - "Exclusion of Liability" Clauses
 - Specifications/Changes to scope of work
5. Contract Negotiation
 - Negotiation Strategies
 - Must Haves versus Good to Haves
 - Contract Playbooks
 - Negotiation Techniques
6. Contract management
 - Knowing the Legal Framework
 - Defining Requirements

- Establishing Clear Roles and Responsibilities
 - Managing Relationships
 - Managing Risk
7. Risk Management
- Identification of Risk
 - Risk Mitigation Strategies
8. General Concepts & Course Wrap Up
- Spend Analysis
 - Category Management
 - Kraljic Matrix

PEDAGOGY

The program will incorporate various pedagogical tools. It would be a mix of Lecture and Case/ article discussion. For more practical learning, session from industry expert has also been incorporated.

WHO SHOULD ATTEND?

Project management professionals at middle and senior management level who are involved in planning, implementation and monitoring of projects should attend this program.

FACULTY AND RESOURCE PERSONS

IMI faculty members and eminent resource persons will share expertise and experience in various sessions.

PROGRAM DIRECTOR

Prof. Alok Kumar Singh

Prof. Alok Kumar Singh holds a FPM degree (Fellow in Management) in Operations management and quantitative area from Indian Institute of Management, Indore. He is a Mechanical Engineer from College of Technology, G.B. Pant University of Agriculture & Technology, Pantnagar. Currently he is working as Associate Professor in Operations & Quantitative Methods area, International Management Institute, New Delhi.

Prof. Singh has a vast Industry experience of more than 8 years with Steel Authority of India Limited, A Maharatna Company, and a well-known public sector enterprise in India and more than 4 years of academic experience at College of Technology Pantnagar and Institute of Management Technology, Hyderabad.

During his career at Bokaro Steel Plant, SAIL, he worked with various departments viz. Coke Ovens, Cold Rolling Mills and Steel Melting Shop. Prof Singh was also involved in training activities at T & D centre of Bokaro steel plant. He was a regular faculty of Hydraulic and Pneumatic Lab of the T& D centre of Bokaro steel Plant. He was also involved in operations optimization process of new HCl regeneration plant. He was involved in two major project of Bokaro steel plant. He has received the best employee of the month award from the Managing Director, Bokaro Steel Plant. Under his belt, the cold rolling mill achieved the maximum production in a shift and was given appreciation letter from Executive Director (Works).

Prof Singh is a member of Decision Science Institute; Houston, Texas and was the conference Co-Chair for Indian Subcontinent DSI conference 2016. He has published more than 15 research papers, edited 2 books and has attended several conferences in India and abroad. His teaching and research interest span across the domain of Retail operations management, Project Management, Supply chain management and

quantitative Techniques. Prof Singh is actively involved in training and development activities and has done Management Development Programs for International participants from ITEC, JK paper mills, Jindal Steel and PSU's like WAPCOS.

ADMINISTRATIVE DETAILS

Dates

August 22-23, 2019

Venue

International Management Institute
B-10, Qutub Institutional Area
New Delhi 110016

PROGRAM FEES

Non-residential: Rs. 18,000/- per participant (plus 18% GST as applicable) covering professional fee, program kit, lunch, tea and snacks.

Residential: Rs. 25,000/- per participant (plus 18% GST as applicable) covering professional fee, program kit, lunch, tea and snacks. This also includes boarding/lodging (air-conditioned single room) from noon of **August 21, 2019** till noon of **August 24, 2019** at IMI Campus.

Group Discounts

- 10% discount on fee amount is available in case an organization nominates 2 or more participants to the program.
- 20% discount on fee amount is available in case an organization nominates 4 or more participants to the program.

Fee is payable in advance by way of local cheque/DD in favor of "**International Management Institute**" payable at New Delhi or through direct electronic fund transfer to IMI Bank Account, as per following details:

Allahabad Bank Account Number: 50084979288
MICR Code: 110010007, IFSC Code: ALLA0211083
Pan No. AAAT10972K; GST No. AAAT10972KIZJ

Please mention the program name while making payment through electronic fund transfer.

REGISTRATION

The registration form duly filled in along with the program fee should reach us at least 7 days before the commencement date of the program. **In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed.** However, substitute(s) may be permitted with prior intimation.

CERTIFICATE OF PARTICIPATION

A certificate of successful participation by International Management Institute (IMI) will be issued to each delegate at the culmination of the program.

ABOUT IMI

International Management Institute (IMI) is India's first corporate sponsored Business School founded in 1981 with the original campus in New Delhi. The corporate sponsors included RPG Enterprises (lead sponsor), ITC, Nestle, Tata Chemicals, British Oxygen, SAIL, and Williamson Magor. It was set up in collaboration with the then IMI Geneva, now IMD Lausanne. Subsequently two other campuses were set up in Kolkata (2010) and Bhubaneswar (2011). In the last several years, IMI New Delhi has been consistently ranked in the top 10-15 Business Schools in the country and among the top 5 private Business Schools. It is accredited by the UK based Association of MBAs (AMBA), one of the top three international accreditation bodies for Business Schools globally.

IMI New Delhi has global linkages with leading schools in Europe, North America, and Asia. The Institute currently offers the PGDM, PGDM-HRM, PGDM-Banking & Financial Services, Executive PGDM and FPM (doctoral program). In addition, it has built a vibrant Executive Education vertical offering training to management professionals from the corporate world. The Institute has been empaneled by the Government of India to train participants from developing countries under the International Technical & Economic Corporation (ITEC) program of the Ministry of External Affairs.

IMI New Delhi puts a strong focus on high quality research by its faculty leading to publications in international peer reviewed academic journals. Its faculty have PhDs from top international and national universities/institutes, with many of them also having significant corporate experience.

For registration/any other information, please contact:

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International Management Institute

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