

**Management Development Programme**

**on**

**“Procurement Planning & Contract  
Management”**

**December 10-11, 2019**



**Program Director**

**Prof. Alok Kumar Singh**



## **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.

### **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.

### **Dr. Irfan A. Rizvi**

Dr. Irfan A. Rizvi is a Professor of leadership & Change Management at IMI, New Delhi since June 2011. In his 25+ years of professional career he has taught, trained, researched, consulted and led various academic and business organizations at private, public, non-governmental, and multinational corporations in India and abroad. Some of the organizations he has been associated are HCL Ltd (Reprographic Division), Faculty of Management Studies (University of Delhi), IILM Graduate School of Management, and NIS Sparta (a Reliance Anil Ambani Group Company). Dr. Rizvi is a visiting Professor of Organizational Behavior to the MBA programs at the National Graduate School of Management (NGSM), Australian National University (ANU), Canberra (Australia); Shanghai University, (China); and International School of Management, Dakar, Senegal (West Africa); and other Universities. As a practice oriented researcher, Dr. Rizvi has conducted and published research articles in many peer reviewed international journals of repute. In addition, he has supervised many PhD theses at various Universities in India. As a Leadership & Change Management specialist, he has conducted various research and consulting projects sponsored by AusAID-Australia, DFID-UK, SDC-Switzerland, World Health Organization (WHO), and World Bank. Dr. Rizvi has conducted several training workshops for senior executives of a wide variety of Government Departments (for IAS, IPS and Judicial officers), Public Sector Undertakings, and many Fortune 500 business Corporations on various issues related with people competency development, organization development, leadership & team, and change management.

With several years spent in leading teams and organizations, Dr. Rizvi has accrued critical experience in negotiating effectively utilizing with individuals and organizations. He extensively utilizes his training in psychology as well as management while conducting training workshops to help participants acquire requisite confidence and skills to deal with issues under discussion. Therefore, this training program on negotiation focusses on analyzing the psychology of players as well as the deal. Known for his highly energetic, participative, flexible, down to earth and inspirational approach towards training, he encourages participants to 'think tangentially' and expand their own horizons.

Dr. Rizvi defines his mission in life is to 'facilitate the growth & development of individual & organizations so as to enable them reach their highest potential.'

### **Prof. Aman Srivastava**

Prof. Aman Srivastava, Professor (Finance) at IMI, has more than twenty years of experience in research, teaching and corporate training. He has trained Government officers and corporate executives of more than 50 countries. He has conducted training programs for executives of ONGC, Oil India, Indian Oil, HPCL, GAIL, NLC, NTPC, NHPC, SJVN, Coal India, SAIL, NALCO, MCX, RAIL Tel Corporation, HUDCO, MSME, TCIL, AC-Nelson, Greenfield.com, Standard Chartered Bank, NAFED and much more. He has published research papers and cases in national and international journals including Theoretical Economics Letters (TEL), International Journal of Theoretical & Applied Finance (IJTAF), Asian Economic Review, Global Business Review, Asia Pacific Business Review, Decision and much more. His areas of specialization are corporate finance, risk management, mergers & acquisition and investment & wealth management. He has participated in training programs of Harvard Business School, Richard Ivey School of Business and AACSB International, USA. He was awarded for his cases and research papers by Strategic Management Forum at IIT Mumbai and IIT Kanpur.

## **Ms Charandeep Kaur**

Ms Charandeep Kaur is a Lawyer with extensive experience in the field of drafting and negotiating commercial contracts, research work and other legal matters. She has experience in drafting and negotiating contracts for various verticals.

This includes Subscriber Agreements, Vendor contracts, JVs, Commercial Lease Agreements, Services Contracts, Consortium and Collaboration Agreements, Substitution Agreements, Hotel Management and Technical Consultancy Agreements, Drafting T&Cs and various disclaimers for group companies' websites. She has also involved in advising the business teams on various legal matters, solving queries for different departments within the organization. She is an expert in Contracts – Drafting and Vetting, Legal Research, Team Management and training, Risk Analysis etc.

Ms Kaur has done Masters in Laws (Specialization in International Trade Laws) from Indian Law Institute, New Delhi and Company Secretaryship from Institute of Company Secretaries of India, New Delhi.

She has 18 years of experience as Lawyer & practitioner. She has worked with renowned corporates such as Evalueserve.com Pvt Ltd., Mawana Sugars Limited, CPA Global Services Pvt Ltd., Bird Group etc.

She has been a panel speaker with the Global Outsourcing Association of Lawyers and a Trainer with Wolters- Kluwer.

## **ADMINISTRATIVE DETAILS**

### **Dates**

**December 10-11, 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 **December 9, 2019** till noon of **December 12, 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: 50123177738

MICR Code: 110010007, IFSC Code: ALLA0211083  
Pan No. AAAT10972K; GST No. 07AAATI0972K1ZJ

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), PGDM (Executive) and FPM/E-FPM (doctoral programs for full time students and working executives). In addition, it has built a vibrant Executive Education vertical offering training to management professionals from the corporate world. The Institute provides management training to foreign nationals from developing countries under the Indian Technical & Economic Cooperation (ITEC) program of the Ministry of External Affairs, Government of India.

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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