

# **Indian Institute of Corporate Affairs** (Ministry of Corporate Affairs, Govt. of India)

## **Organizes Three Day Capacity Building Program (43<sup>rd</sup> Edition)**

**“Navigating Procurement via Government e Marketplace (GeM),  
Procurement Integration, Choices & Strategic Options”**

**29 - 31 July, 2025  
M Crown Hotel, Shillong**



## ABOUT IICA

Indian Institute of Corporate Affairs ([www.iica.nic.in](http://www.iica.nic.in)) is a 21<sup>st</sup> century unique world-class institution established by the Ministry of Corporate Affairs, Government of India. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.

The Centre for MSME, an integral part of Indian Institute of Corporate Affairs (IICA), has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

## OVERVIEW

GeM – Government e-Market place is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

"GeM has harnessed digital capabilities and has emerged as a one-stop-shop for procurement of all possible goods & services that may be required by Government buyers at various levels of administration".

### **Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2025**

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

Since its inception in 2016, orders worth more than ₹13.4 lakh crore have been transacted on the GeM portal.

GeM has streamlined Government procurement into a unified platform used by a nationwide network of sellers and service providers.

Hence, intensive training on "Navigating Procurement via Government e Marketplace (GeM), Procurement Integration, Choices & Strategic Options" should be a vital part of any business plan / buying plan in 2025, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability. With supply chains becoming more complex and constrained, leveraging critical skills is essential for success in today's business landscape.

## **Key Stakeholders of GeM**

### **Buyers**

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

### **Sellers**

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

## **Risk Management**

It goes without saying that risk management is an essential component of procurement training. In today's challenging business environment, procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal and safety risks.

### **We must take provisions to manage the following types of risks:-**

- Supply Risk – the possibility of production line shutdown, failure to meet customer requirements, and/or other catastrophes due to the non-availability of certain goods or services at a particular time.
- Price Risk – the possibility that prices for goods or services could be adjusted to your organization's disadvantage.
- Financial Risk – your organization could possibly lose existing assets, future revenue, or potential income due to a financial or economic event or series of events. This risk category appears to be eminent.
- Legal Risk – the possibility that your organization could be a party to a lawsuit, particularly in which your organization has a lower-than-average probability of prevailing
- Safety Risk – the possibility that a person could be injured or killed or property damaged or destroyed.

## **Spend Management**

Spend Management is a crucial skill for procurement professionals in today's business landscape. It involves the formulation and execution of an annual buying plan that includes forecasting demand for different categories of products and services, assessing the market for each commodity, determining the method for procuring each commodity and identify the resources needed for successful procurement.

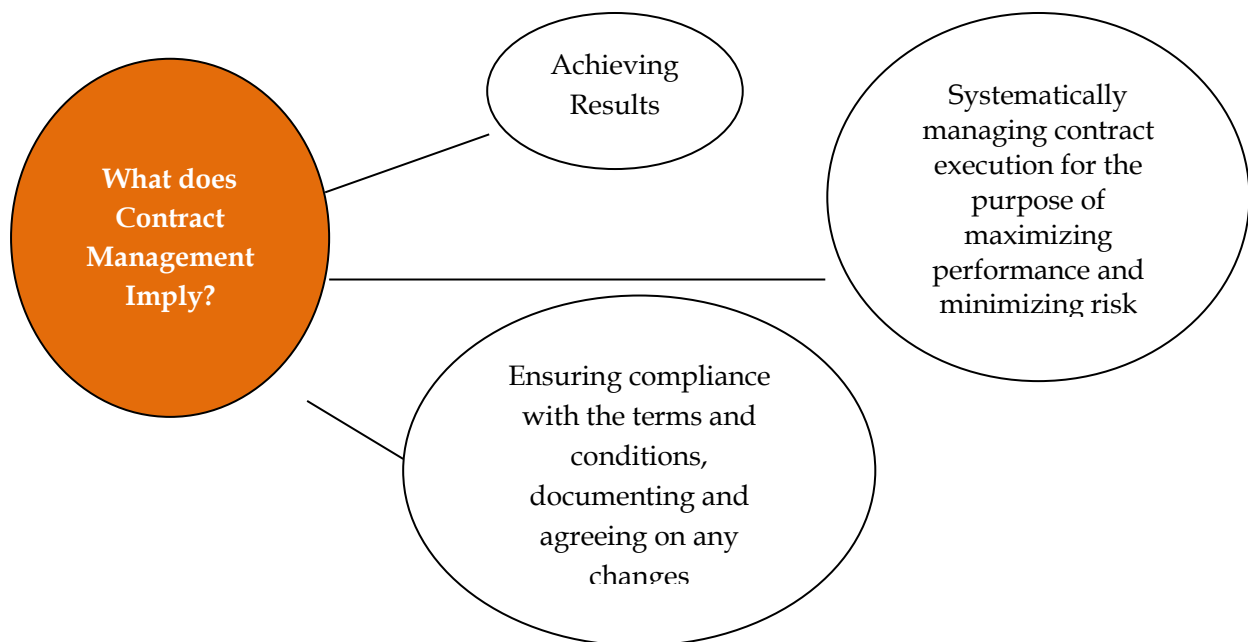
## **Decisions around Supplier Selection**

Decisions around supplier selection are a critical aspect of procurement, with a significant impact on an organization's bottom line. Procurement professionals must possess the skills to assess the suitability of potential suppliers, evaluate their capabilities and reliability and negotiate contracts that align with organizational goals. Not having a robust strategy for supplier selection can result in suboptimal business outcomes, including delivery delays, increased costs, and quality issues.

Thus, procurement training is vital. It equips professionals with skills to understand and anticipate customer needs. This enables them to source and acquire goods and services that meet requirements.

## **What does Contract Management Imply?**

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



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Commercial contracts form the backbone of business transactions and partnerships, playing a pivotal role in defining the terms, obligations, and rights of parties involved. Drafting, negotiating, and enforcing these contracts are crucial aspects of any successful business venture. In the ever-evolving global business landscape, keeping abreast of recent trends and best practices in the field of commercial contracts is essential for businesses and legal professionals.

The said program also offers a unique opportunity to enhance contract management skills, stay current with the latest trends, and network with industry professionals

The understanding of the legal framework that controls the acquisition of goods and services by organizations, particularly those in the public sector, is referred to as contractual & legal expertise.

The year 2025 presents a unique opportunity for companies to upskill their procurement teams and enhance their abilities to navigate the complexities of Procurement via Government e Marketplace (GeM) and Strategic Commercial Contracts.

## OBJECTIVES

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract
- Determine the most appropriate form of agreement for a particular situation including Contract / Agreement towards Consultancy Services
- Reduce the risk of delaying a project by using contract negotiations.
- Participants will be exposed to the latest trends, real-world case studies & examples that can help in streamlining the procurement contract process.
- Participants will take their skill to the next level in implementing strategies for optimizing procurement contracts

## WHO WILL ATTEND

- Responsible Officers / Officials / Asst. Secretary to Joint Secretary of Central Government Ministries / Departments / State Governments including its attached/subordinate offices, Central Public Sector Units (CPSUs) / PSUs and Autonomous Bodies.
- Head of Procurement, Purchasing & Supply Chain Leaders & Professionals
- Directors / Associated Directors / GM / DGM / Managers / Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities,
- Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- CEOs & CFOs, Finance Manager & Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies
- National, Regional & Local Government Officials, Ministerial, State transport authorities, Commissioners of various Regulatory bodies, Decision Makers.
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.

## WHY SHILLONG FOR OUTBOUND TRAINING



Shillong, the capital of Meghalaya, is one of the most pristine and picturesque hill stations in India. Located in the northeast part of the country, Shillong is known for its serene and natural beauty. Also, known as the Scotland of the East, it's one of the most popular tourist destinations in India

Shillong is blessed with a pleasant climate all throughout the year and thus it can be visited all around the year.

## PROGRAM COVERAGE

Day - 1  
(29 July, 2025 - Tuesday)

TIMINGS	SESSIONS
10:00 AM - 10:15 AM	<b>Setting the Context &amp; Welcome Remarks</b> Introduction among the participants
10:15 AM - 01:00 PM	<b>Overview of Government e-Marketplace &amp; Registration Process</b> <ul style="list-style-type: none"> <li>• Evolution of GeM</li> <li>• Legal and Regulatory Framework</li> <li>• Buyer Registration Process</li> <li>• Primary User Registration, Secondary User Registration</li> <li>• Buyer, Consignee, Indentor</li> <li>• DDO/PAO</li> <li>• Benefits to Buyer</li> <li>• Types of Procurement on GeM               <ul style="list-style-type: none"> <li>○ Direct Purchase Process</li> <li>○ L1 purchasing</li> <li>○ Bid/ Bid to R.A.</li> <li>○ P.A.C. Procurement</li> <li>○ Custom Bid</li> <li>○ Push Button Procurement</li> </ul> </li> <li>• Workflow &amp; Timeline of GeM</li> </ul>
01:00 PM - 02:00 PM	Networking Lunch
02:00 PM - 05:30 PM	<b>Exploration of GeM functionalities</b> <ul style="list-style-type: none"> <li>• Placement of Order for Goods</li> <li>• Receipt of Goods, accepting the Goods and issuing C.R.A.C. on the GeM portal</li> <li>• Procedure for Payment and Payment initiation in GeM</li> <li>• Creation and finalisation of Bid and Reverse Auction on the GeM portal</li> <li>• Placement of Order for Services with terms and conditions</li> <li>• Incident Management, Buyer/Seller Ratings</li> <li>• <b>Buyer's Perspective</b> <ul style="list-style-type: none"> <li>○ Registration process for buyers on GeM</li> <li>○ Navigating the buyer dashboard</li> </ul> </li> </ul>
	<b>Exploring categories and products available on GeM</b> <ul style="list-style-type: none"> <li>• Modifications in Available Category</li> <li>• Category creation</li> </ul>

**Day - 2**  
**(30 July, 2025 - Wednesday)**

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	<b>Floating Tenders on GeM</b> <ul style="list-style-type: none"> <li>Types of tenders on GeM (Single packet bid / two packet bid)</li> <li>Understanding tender documents and specifications</li> <li>Creating and publishing tenders</li> <li>Creation and Finalization of Bid and Reverse Auction on the GeM Portal</li> </ul> <b>Preparation of Customized bid</b> <ul style="list-style-type: none"> <li>Template for customized bid</li> <li>BOQ, Terms &amp; Conditions Between Buyers and Sellers, Payment Terms</li> <li>Bid Evaluation / Qualifying Criteria</li> </ul>
	<b>Evaluation and Award of Contracts</b> <p><b>Tender Evaluation</b></p> <ul style="list-style-type: none"> <li>Criteria for bid evaluation</li> <li>Price reasonability and discovery</li> <li>Reverse Auction on Gem Portal</li> </ul> <p><b>Award of Contracts</b></p> <ul style="list-style-type: none"> <li>Contract management on GeM</li> <li>Handling disputes and grievances</li> <li>Raising Incident In Case Of Dispute</li> </ul>
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	<b>Seller's Perspective</b> <ul style="list-style-type: none"> <li>Registration process for sellers on GeM</li> <li>Creating and managing seller profile</li> <li>Uploading products/services on GeM</li> <li>Vendor onboarding &amp; assessment</li> </ul> <b>New features on GeM</b> <ul style="list-style-type: none"> <li>Single packet bid</li> <li>Unworkable L1</li> <li>Transfer of Bids</li> <li>Draft Bid duration</li> <li>Item-wise evaluation of services</li> <li>Make in India (MII) for Services</li> <li>Option of fund blocking for service orders - G.P.A. &amp; P.F.M.S.</li> <li>Minimum floor price for minimum wage-based Manpower outsourcing service.</li> </ul>

**Day - 3**  
**(31 July, 2025 - Thursday)**

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	<b>Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options</b> <ul style="list-style-type: none"> <li>Elements of a Contract, Drafting, Negotiation &amp; Enforcement</li> <li>Understanding Contract as Risk Allocation Mechanism</li> <li>Procurement &amp; Ethics</li> <li>Procurement &amp; Sustainability</li> <li>Procurement &amp; Liquidated Damages</li> <li>Procurement &amp; Total Cost of Ownership</li> <li>Procurement &amp; Demand Management</li> <li>Procurement &amp; Suppliers Competition – RFP</li> <li>Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work)</li> <li>Overview of Procurement Sequence / Procurement Actions</li> </ul>
	Wrap-up and Feedback, Closing remarks
01:00 PM - 02:00 PM	Lunch



## METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on Frontal lectures, conceptual deliberations, case studies, and group exercises/discussions.

## PROGRAMME FEE & VENUE

<b>Training Venue</b>	<b>M Crown Hotel</b> MarBa Hub, Police Bazar, Shillong, Meghalaya 793001
<b>Training Date</b>	29 - 31 July, 2025
<b>Residential Program Fee</b>	INR 43,070/- (INR 36,500 + 18% GST) per participant
<b>Non-Residential Program Fee</b>	INR 26,550/- (INR 22,500 + 18% GST) per participant
<b>■ For Individual Nomination - No Discount is applicable</b> <b>■ For Standard Group of min. 2 &amp; upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</b> <b>■ For Prime Group of minimum 4 &amp; above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount )</b>	

- IICA's Residential Program Fee includes 3 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- IICA's Non-Residential Program Fee includes Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.

## IICA RESIDENTIAL PROGRAMME SCHEDULE

28 July, 2025	29 July, 2025 Day 1	30 July, 2025 Day 2	31 July, 2025 Day 3
Arrival day- Check in from 03:00 pm onwards	Breakfast  Forenoon sessions	Breakfast  Forenoon sessions	Breakfast  Departure Day- Check out by 11:00 am
High Tea (evening)	Lunch (01:00pm-2:00pm)	Lunch (01:00pm-02:00pm)	Forenoon sessions
Dinner	Post Lunch sessions Dinner	Post Lunch sessions Dinner	Lunch (01:00pm-02:00pm)

## PAYMENT DETAILS

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

## GENERAL INSTRUCTIONS

- Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- The program fee once deposited is non-refundable, however, substitutions are allowed.
- IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

## OUR REPUTED CLIENT'S

Central Public Works Department (CPWD)	Eastern Coalfields Limited	The New India Assurance Company Limited
Bosch Ltd.	Nuclear Power Corporation of India Limited	Insurance Regulatory Development Authority of India (IRDAI)
Department for Promotion of Industry and Internal Trade	REC Limited	Armoured Vehicles Nigam Limited (AVNL)
Directorate General of Hydrocarbons	Naval Ship Repair Yard, Karwar	Punjab National Bank
Reserve Bank of India	Bank of Baroda	AXIS Bank
The Himachal Pradesh State Co-operative Bank Ltd.	Canara Bank	Securities and Exchange Board of India
Central Board of Direct Taxes	UTI Infrastructure Technology and Services Limited	South Eastern Coalfields Limited
Life Insurance Corporation of India (LIC)	Indian Oil Corporation Limited	Indian Air Force
Indian Navy	Ordnance Factory	Heavy Vehicles Factory (HVF)
DRDO, Research & Development Establishment (Engrs.)	High Energy Material Research Laboratory, DRDO	Bharat Electronics Limited
Engine Factory Avadi	Yantra India Limited	Petroleum and Natural Gas Regulatory Board (PNGRB)
Defence Food Research Laboratory	NTPC Ltd.	Agency for New and Renewable Energy Research & Technology - ANERT, Kerala
Central U.P GAS Limited	HINCOL	Telecom Regulatory Authority of India (TRAI)
Department of Science & Technology	Centre for Engineering & Technology (CET), Steel Authority of India Ltd.	Central Silk Board, Ministry of Textiles
Pension Fund Regulatory & Development Authority (PFRDA)	Numaligarh Refinery Ltd.	Central Information Commission
National Cooperative Dairy Federation of India Limited (NCDFI)	Ministry of Finance, Department of Expenditure	Ramagundam Fertilizers and Chemicals Limited (RFCL)
Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of Ayush	Grid Controller of India Limited	Inland Waterways Authority of India
Gujarat Maritime Board	Delhi Metro Rail Corporation Ltd.	Railway Board
Udupi Cochin Shipyard Limited	National Institute of Rock Mechanics (NIRM)	Assam Industrial Development Corporation Limited

THDC India Ltd.	SEWA-THDC	Power Development Department (PDD), Ladakh
National Commission for Safai Karamcharis	Assam Administrative Staff College	Horticulture Department, Sikkim
Agriculture Production Department, J&K	Chief Animal Husbandry Office, Leh	Directorate of Industries, Uttarakhand
Directorate of Horticulture Department, Leh	Public Health Engineering / Irrigation & Flood Control (PHE/I&FC) Department, Ladakh	Directorate of Industries, Bhopal (M.P)

## PROGRAM DIRECTOR & FACILITATOR



**Mr. Rajesh Batra**  
Head-Centre for MSME  
Indian Institute of Corporate Affairs  
(Ministry of Corporate Affairs)

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate Affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7<sup>th</sup> February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum- Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.



## **CONTACT**

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Head-Centre for MSME

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