



Indian Institute of
Corporate Affairs

Partners in Knowledge. Governance. Transformation.

(Under Ministry of Corporate Affairs, Govt. of India)



Indian Institute of Corporate Affairs

(Ministry of Corporate Affairs, Govt. of India)

Organizes

Three-Day Capacity Building Program (53rd Edition)

**“Navigating Procurement via Government e Marketplace (GeM),
Strategic Vendor Management & Contract Administration”**

From Vendor Selection to Performance & Contract Enforcement & Dispute Resolution

22 – 24 December, 2026

**Hotel Grande Delmon,
Goa**



GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

ABOUT IICA

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st 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

Government e Marketplace (GeM) is a unified digital platform that facilitates end-to-end procurement of goods and services by various government departments, organizations, and public sector undertakings (PSUs).

GeM provides a paperless, cashless and contactless ecosystem for government buyers to directly purchase products and services from pan-India sellers and service providers through an online platform. GeM covers the entire gamut of procurement process, right from vendor registration and item selection by buyers to receipt of goods and facilitation of timely payments. GeM has envisioned to utilise the agility and speed that come along with a digital platform created with a strategic intent to reinvigorate public procurement systems and bring about a lasting change for the underserved as well as the nation.

Built on the pillars of Efficiency, Transparency and Inclusivity, GeM has emerged as a digital tool in nation's interest, aimed at catalyzing excellence in public procurement.

"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 2026

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.

GeM is driving inclusive participation in public procurement. In FY 2025-26, MSEs executed 68% of total orders, contributing 47.1% of GMV. Over 11 lakh MSEs received 51 lakh + orders worth Rs. 2.36 lakh crore, growing over 20%. Women-led MSEs secured Rs. 28,000 crore orders with 28% growth, startups crossed Rs. 19,000 crore with 36% growth and SC/ST enterprises recorded over Rs. 6000 crore with 28% growth.

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.

Hence, intensive training on "Government e-Marketplace (GeM)" should be a vital part of any business plan / buying plan in 2026, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability.

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.

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
- Reduce the risk of delaying a project by using contract negotiations.
- Understand how the importance of contracts will differ among international suppliers
- Participants will be exposed to the latest trends, real-world case studies & examples that can help in streamlining the procurement contract process.
- Participants will understand key elements of effective contract management and take their skill to the next level in implementing strategies for optimizing procurement contracts
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges
- Discover how procurement, finance and supply-chain leaders can find value in volatility.

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 & Regulators.
- Head of Procurement, Purchasing & Supply Chain Leaders including Heads of Functions, Senior 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
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- CA firms engaged in procurement audits

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.

PROGRAM COVERAGE

Day - I
(22 December, 2026 - Tuesday)

TIMINGS	SESSIONS
01:00 pm - 02:45 pm	Arrival & Check-In, Networking Lunch
03:00 pm - 03:15 pm	Setting the Context & Participant Introductions
03:15 PM - 06:00 PM	Overview of Government e-Marketplace & Registration Process • Evolution of GeM • Legal and Regulatory Framework • Buyer Registration Process • Primary User Registration, Secondary User Registration • Buyer, Consignee, Indentor • DDO/PAO • Benefits to Buyer • Types of Procurement on GeM ○ Direct Purchase Process ○ LI purchasing ○ Bid/ Bid to R.A. ○ P.A.C. Procurement ○ Custom Bid ○ Push Button Procurement • Workflow & Timeline of GeM
	Exploration of GeM functionalities • Placement of Order for Goods • Receipt of Goods, accepting the Goods and issuing C.R.A.C. on the GeM portal • Procedure for Payment and Payment initiation in GeM • Creation and finalisation of Bid and Reverse Auction on the GeM portal • Placement of Order for Services with terms and conditions • Incident Management, Buyer/Seller Ratings • Buyer's Perspective ○ Registration process for buyers on GeM ○ Navigating the buyer dashboard

Day - 2
(23 December, 2026 - Wednesday)

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	Exploring categories and products available on GeM • Modifications in Available Category • Category creation
	Floating Tenders on GeM • Types of tenders on GeM (Single packet bid / two packet bid) • Understanding tender documents and specifications • Creating and publishing tenders • Creation and Finalization of Bid and Reverse Auction on the GeM Portal Preparation of Customized bid • Template for customized bid • BOQ, Terms & Conditions Between Buyers and Sellers, Payment Terms • Bid Evaluation / Qualifying Criteria
	Evaluation and Award of Contracts Tender Evaluation • Criteria for bid evaluation • Price reasonability and discovery • Reverse Auction on Gem Portal Award of Contracts • Contract management on GeM • Handling disputes and grievances • Raising Incident In Case Of Dispute
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	Seller's Perspective • Registration process for sellers on GeM • Creating and managing seller profile • Uploading products/services on GeM • Vendor onboarding & assessment New features on GeM • Single packet bid • Unworkable LI • Transfer of Bids • Draft Bid duration • Item-wise evaluation of services • Make in India (MII) for Services • Option of fund blocking for service orders - G.P.A. & P.F.M.S. • Minimum floor price for minimum wage-based Manpower outsourcing service.

Day - 3
(24 December, 2026 - Thursday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	A Hands-on Guide to Drafting Commercial Contracts • Essentials of drafting a contract • Importance of structuring contract and legal aspects relating to L/D, B/G, Indemnity, Force Majeure, Dispute Resolution, termination, jurisdiction etc. • Structuring the Agreement • Types of contracts (contract of guarantee and indemnity, wagering and contingent) • Review of relevant clauses of the agreement before signature
	Commercial Contracts and Dispute Resolution Mechanism and Resolution of Disputes- Arbitration proceedings: Invocation to Enforcement • Dispute resolution (emphasis on arbitration) • Jurisdiction • Court views on amended Arbitration Act • Need for Arbitration, • Arbitration clause • Amendment in The Arbitration Act • Strategies for successful arbitration
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	Contract administration & management: Advanced Contracting Issues • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic Review of contract, checklist, delay analysis with case studies • Economic evaluation of business Contracts, monitoring the price contracts. • Establish and improve work System for Continuous review and maintenance of all standard documents and evaluate existing contracts • Indemnification • Insurance • Amendments, addendum • Ensuring fulfilment of contractual obligations including warranty obligations by the supplier • Contract Negotiation • Monitoring of Contract, Termination, extension, waiver, notice for damages etc. • Installation, Testing and Commissioning, Delay analysis • Determination of Purchaser's L/D Claim, Settlement of Price Variation in terms of PVC • Release Performance Security • Breach, Remedy
	• Wrap-up and Feedback, Closing remarks

PROGRAM DETAILS

Fee Details	
Training venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa - 403001
Training dates	22-24 December, 2026
Residential fee	INR 44,250/- per participant (INR 37,500 + 18% GST)
Non-residential fee	INR 28,910/- per participant (INR 24,500 + 18% GST)
Discount Structure	
Individual nomination	No discount applicable
Standard group (2–3 nominees)	5% discount on program fee
Prime group (4 & above nominees)	Upto 3 nominees → 5% off Additional nominees (beyond 3) → 10% off Example: 6 nominees = 3 at 5% + 3 at 10% discount

- Residential Program Fee includes 3 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- Non-Residential Program Fee includes Buffet Lunch, AM & PM Tea/Coffee.
- Exclusion: Transfers, local travel and air-travel are not covered.

RESIDENTIAL PROGRAMME SCHEDULE

22 Dec, 2026 Day 1	23 Dec, 2026 Day 2	24 Dec, 2026 Day 3	25 Dec, 2026
Arrival day- Check in from 01:00 pm onwards	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Breakfast
Lunch (01:00pm-02:45pm)	Lunch (01:00pm-2:00pm)	Lunch (01:00pm-02:00pm)	Departure day- check out by 11:00 am
Post lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner	Dinner	Dinner	

BANK ACCOUNT 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.



CONTACT

PROGRAMME COORDINATOR	PROGRAMME DIRECTOR
Mr. Nitin Wahi Program Coordinator (Centre for MSME) Indian Institute of Corporate Affairs cmsme@iica.in , 9818891007	Mr. Mukesh Kumar Program Director & Head of Centre Indian Institute of Corporate Affairs