



भारतीय विदेश व्यापार संस्थान

Indian Institute of Foreign Trade

(Deemed University)

An autonomous institution under the Ministry of Commerce,  
Government of India



Two days MDP program on  
“Procurement of Goods and Services through GeM portal”  
on 30 -31<sup>st</sup> January, 2025  
at

Indian Institute of Foreign Trade  
GIFT City Campus  
Gandhinagar

## ❖ **About the Institute**

Indian Institute of Foreign Trade (IIFT Delhi) was established in 1963 by the Ministry of Commerce (GoI) and is having a long legacy of imparting management education in international business & trade, carrying out policy research and conducting industry-relevant capacity building programs. A premier higher education institute with a 60-year legacy, IIFT is an AACSB accredited, NIRF #15 ranked institute with a deep focus on international business, export-import management and trade finance. A think tank organization for the GoI on foreign trade and policy matters with having an alumni presence in more than 30+ countries across the globe.

## ❖ **IIFT, GIFT City Campus**

IIFT has marked its presence in the western part of the country and has begun its operations in GIFT City (Gandhinagar, Gujrat). GIFT City is the central pillar of the tri-city approach and offers a revolutionary launch pad for legacy and modern businesses rooted in cutting-edge technology. It has India's maiden International Financial Services Centre (IFSC) and is ideally positioned as a gateway for inbound and outbound requirements of international financial services in India. The perpetually growing trust of renowned organizations and institutions is the promise of a new financial and technological era in India. IIFT (GIFT City Campus) is proud of its presence in the region and wishes to contribute to the needs of Government officials in the capacity building.

## ❖ **Advantage IIFT**

- ✓ A premier higher education institute with a 60-year legacy and deep focus on international business, export-import management, and international trade
- ✓ A think tank organization for the Govt. of India on foreign trade and policy matters
- ✓ First Indian higher education institute to have presence at GIFT City (Gandhinagar, Guj.) with a sharp focus to conduct industry-specific capacity- development programs and policy-relevant research studies.
- ✓ An AACSB accredited Institute\*, Constantly ranked amongst top B-Schools in the country.

*\*Only 5 percent of the world's B-Schools have AACSB accreditation*

## ❖ **About the Training Programme**

As per GFRs 2017, Rule 149 the procurement of Goods and Services by Ministries or Departments will be mandatory for Goods and Services available on GeM.

### ❖ Program Structure

It is a 2-day (8 sessions, 1.5 hrs each) MDP specially designed for Government officials which will enhance the working efficiency, and transparency and develop better understanding of procurement procedure through GeM portal as well as GFRs 2017.

### ❖ Topics Covered

- Issues related to GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Due diligences for GeM Procurement
- Modification in Primary user and Secondary users' role
- Roles and responsibility of Primary user and Secondary users on GeM
- Taking care of Terms and Conditions for GeM
- Cautions for Placement of Order on GeM and Issues and Challenges of CRAC on GeM
- Issues relating to payment and payment status updating on GeM
- Procedure for Payment and issues taken care by HoD
- Bid and Reverse auction for procurement on GeM
- Bunch Bid, BOQ Bid and Custom Bid issues and Challenges
- Cautions for Bid and Reverse Auction on GeM portal
- An overall perspective for procurement of General Financial Rules 2017
- Question & answer session and participants experience sharing

### ❖ Who Should Attend

Government officers of Central Government/State Government Ministries/Departments, subordinate offices, Central Public Sector Enterprises (CPSEs), State Public Sector Enterprises (SPSEs) and Autonomous Bodies.

### ❖ Programme Fee

The Course fee of Rs. 10,000/- plus applicable GST 18% per participant will be charged which includes tuition fee, course materials, tea, and Lunch during the programme.

The course fee has to be remitted before commencement of the program through RTGS/NEFT, details for which are: Indian Institute of Foreign Trade, PAN: **AAATI0438E**, GST No: **07AAATI0438E1Z3**, Name of the Bank: **Indian Bank, MIA Branch, New Delhi** IFSC: **IDIB000M089**, Account No. **767635122**, MICR: **110019018**

### ❖ Accommodation Facility

Participants are requested to arrange their own stay, however IIFT Gift city may assist in this regard to find suitable nearby stay facility as per officer's entitlement. Kindly contact to Shri Parth Shah at contact details given in the brochure.

❖ **Program Capacity**

- ✓ 25 participants, on FIRST COME FIRST SERVED basis.
- ✓ In the event of excess nominations received, the nominees shall be considered in the next program.
- ✓ Confirmation of nomination shall be sent by e-mail in respect of those nominees whose complete nomination form received.

❖ **How to Apply**

The filled nomination form (as attached) forwarded by the sponsoring authority may be sent to [mdpgift@iift.edu](mailto:mdpgift@iift.edu) from the e-mail account of the forwarding authority one-week prior date of commencement of the programs.

❖ **Issuance of Training Program Certificate**

A certificate of participation will be provided to all the participants by IIFT after completion of the program.



**CONTACT DETAILS:**

Shri Parth Sah, Assistant Registrar  
IIFT, GIFT City Campus  
GIFT Tower-2 (Floor 16-17)  
Gift City, Gandhinagar  
Gujrat-382355)  
EMAIL: [aradmin\\_gcg@iift.ac.in](mailto:aradmin_gcg@iift.ac.in),  
[mdpgift@iift.edu](mailto:mdpgift@iift.edu)  
Mobile No: +91- 98242 77105

**PROGRAMME DIRECTOR:**

Dr. Anurag B. Singh, Assistant Professor  
IIFT, Gift City Campus  
GIFT Tower-2 (Floor 16-17)  
Gift City, Gandhinagar  
Gujrat-382355)