

Ref: GEM/06/25

01.03.2025

**WORKSHOP ON PROCUREMENT & TENDERING  
THROUGH GeM AT LEH, LADAKH**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Procurement & Tendering through GeM** is being organized by NAHRD from **29.06.2025 to 02.07.2025 at Leh, Ladakh**.

The above-mentioned workshop is for the benefit of officers dealing with purchase procedure, administration, vigilance and finance in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. GeM is completely online and end-to-end integrated e-procurement portal for products and services aiming to promote ease of doing business. Many users are facing a number of issues in using GeM and certain tips for effective use are unknown to many. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Overview of Public Procurement
- Manual Procurement vs. e-Procurement
- GeM: Introduction, registration, formalities and procedure
- GFR Rule 149 for GeM
- Procurement cycle and payment procedure in GeM
- Placement of order for goods and services on GeM
- Special conditions for parties under GeM
- Receipt of Goods
- Bidding and reverse auction
- Complications and latest developments in GeM

**Workshop Methodology**

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc. Hands on experience on the GeM portal will also be provided.

## **Faculty**

**Sh. Ramanathan V.** is former Training Head, GeM, Ministry of Commerce & Industry, Government of India. He is having more than 30 years of experience in Finance, Accounts, IT and IT enable services. He is now working is consultant in the area of IT enabled services like training and facilitation. He has actively worked with both private as well as public sector. He was actively associated with GeM and is having huge experience in the area of Public Procurement and GeM.

**Sh. K.S. Samarendra Nath** is a former Director, Ministry of Steel, Government of India. He is a member of the Central Secretariat Services having finance as educational background from various reputed institutes such as SRCC, University of Delhi; National Institute of Financial Management etc. He was a faculty member with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India over a period of 12 years. In addition, he is having 22 years of experience in finance wing of Ministry of Power and Ministry of Urban Development. He is also a National Facilitator on Ethics & Value in Public Governance by Department of Personnel & Training. He is a regular faculty on Ethics, Public Procurement and GeM.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

## **Participation Fee:**

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non- Residential- Rs. 45,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

**Venue:** Hotel Ladakh Himalayan Retreat/ Chansta, Fort Road, Leh, Ladakh

**Check In-** 29.06.2025 (12:00 P.M.)

**Check Out-** 03.07.2025 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 30.06.2025 and will conclude at 5:30 P.M. on 02.07.2025. However, there will be an introductory session on 29.06.2025 after all participants have reported at the venue. In case of non-availability of rooms at the venue as on date of nomination, arrangements for stay shall be made in another property

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

**Name of Beneficiary:** National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **16.06.2025**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD