

# Management Development Programme



Materials Management,  
Procurement and  
Contract Management



Prof Alok Kumar Singh



28th Jan – 29th Jan'22 (2 days)



Online – Direct to Device mode



Indian Institute of Management Tiruchirappalli

## Program Introduction

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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.

## Program Objectives

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At the end of the Program the participants will be able to

- Appreciate the importance of Inventory Management
- Understand some basic contract and legal binding in procurement

## Pedagogy

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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.

## Profile of Expected Participants

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Junior and Middle Level Executives



## Program Content

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The two-days program has the following to offer:

1. Managing materials in Organizations
  - Importance of managing inventory
  - Inventory Management tools
  - 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
  - Learning Procurement Cycle
  - Procurement to Pay Cycle
  - 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

## About the instructor(s)

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**Prof. Alok Kumar Singh** holds a FPM degree (Fellow in Management) in Operations Management and Decision Sciences area from Indian Institute of Management, Indore. He is a Mechanical Engineer from College of Technology, G.B. Pant University of Agriculture & Technology, Pantnagar. He has worked with Steel Authority of India Limited (SAIL), for 8.5 years and has around 7 years of academic experience at College of Technology Pantnagar, IMT, Hyderabad and International Management Institute, New Delhi. Prof Singh was actively involved in academic, MDP's and administrative activities. He has published papers in reputed journals and has attended several conferences in India and abroad. His teaching and research interest span across the domain of Operations Management, Project Management, Supply chain management and Quantitative Techniques.

## About IIM Tiruchirappalli (IIMT)

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Indian Institute of Management Tiruchirappalli (IIMT) is the eleventh IIM and was instituted on 4<sup>th</sup> January 2011. IIM as a name has steadily become synonymous with excellence in management education and has established a benchmark for unwavering quality in India. IIM Trichy aims to find its own footing in developing competent professionals for the industry and doing quality research in India.

IIMT is functioning from its sprawling state-of-the-art campus spread over 175 acres of land on Trichy-Pudukottai highway, about 11 km from Tiruchirappalli International Airport.

IIMT offers the following academic programmes

- PGPM: Two-year full-time Post Graduate Programme in Management
- DPM: Full-time doctoral programme in Management
- E-DPM: Executive doctoral programme in Management
- PGPBPM: Two-year part-time Post Graduate Programme in Business Management

Apart from regular academic programmes and Executive Education programmes, IIMT also provides consulting services to Corporates and other organizations in different areas of management.



## Programme Venue

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This programme will be delivered through online - Direct to Device mode

## Course Duration

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The programme will start from 28<sup>th</sup> Jan 2022

**Duration: 28<sup>th</sup> January 2022 – 29<sup>th</sup> January 2022**

## Programme Fee

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The programme fee for each participant will be **Rs. 20,000/-** plus applicable GST. This programme fees cover expenses towards academic material fee including a certificate with folder, souvenir and platform charges.

The programme fees can be paid in any one of the following ways:

1. Demand Draft has drawn in favour of Indian Institute of Management Tiruchirappalli payable at Trichy.
2. Electronic Fund Transfer through NEFT/RTGS for which Account details of our Institute are given below.  
Bank A/C No: 32170820601  
Name of the Bank: SBI  
Name of the Branch: IIMT Campus, Chinna Sooriyur Village, Pudukkottai Main Road, Tiruchirappalli-620024  
IFSC No: SBIN0071187 MICR No: 620002063

Please Note:

- The confirmation of participation will be provided only on receipt of programme fees by the EEC office. All enrolments are subject to review and approval by the Programme Director.
- Joining Instructions will be sent to the selected participants one week before the programme commences.
- If a participant fail to attend the programme, no refund of fees will be made. However, the same can be adjusted during the current or next financial year. In case the programme is being cancelled by IIM Tiruchirappalli, then the programme fees will be refunded in full to the person/organization concerned.

## How to apply

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Nominations (online / scanned copy / hard copy) should preferably reach Executive Education & Consulting Office (EEC) on or before two weeks of the programme start date. The nomination form can be downloaded from our website. Kindly fill in the form mentioning full details of the participant(s), sponsoring organization and the payment details.

Both companies sponsored as well as self-sponsored nominations are invited.

**Our correspondence the address is as follows:**

Executive Education & Consulting (EEC)  
Indian Institute of Management Tiruchirappalli  
Pudukkotti Main Road, Chinna Sooriyur Village,  
Tiruchirappalli - 620 024, Tamil Nadu  
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