

**Government of Rajasthan
Finance (Economic Affairs) Department**

No. F-4(100) FD/EAD/SPFM-PMU/Proc. Training/2019/10957-965 Date: 29/7/25

ORDER

Subject: Completion of Procurement related e-learning course {Massive Open Online Course (MOOC)}

State Government intends to enhance the capacity of government procurement officials with the goal of improving the effective implementation of procurement laws (RTPP Act 2012 & Rules 2013).

In order to ensure this, the Finance Department, Government of Rajasthan (GoR) has developed an e-learning management system - Massive Open Online Course (MOOC), on Public Procurement. This course offers comprehensive training and certification to ensure proficiency and expertise in public procurement. Summarily, it aims to produce Certified Public Procurement Specialists, equipping them with technical knowledge, practical skills and a deep understanding of procurement laws, systems and best practices.

This 25-chapter courseware offers a comprehensive, step-by-step guide for procuring goods, works and services covering legal, technical and institutional aspects. It includes modules on procurement planning, bidding, evaluation, compliance & grievance redressal, debarment and PPP essentials etc.

This course is available to all the GoR officials. In first phase, **it is directed that all Rajasthan Accounts Service Officers and Rajasthan Subordinate Accounts Service Officers should complete this e-learning course on the RTPP Act and Rules.** All officers are advised to complete this certification within 6 months.

The course is operational on the Training Planning and Management System (TPMS) platform under the "Online Trainings" section and can be accessed by officials using their SSO Login at: <https://tpms.rajasthan.gov.in>.

A summary description of these modules is attached at **Annexure-A** for reference.


(Valbhav Galriya)

Principal Secretary, Finance

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Copy forwarded to the following for information and necessary action:

1. All Additional Chief Secretaries/Principal Secretaries/ Secretaries/ Special Secretaries to Government.
2. All Head of Departments.
3. Director and Ex-Officio Joint Secretary, Treasuries and Accounts Department, Jaipur for informing all Rajasthan Subordinate Accounts Service Officials.
4. Joint Secretary, Finance (Financial Rules/ Revenue) Department.
5. Chief Executive Officer, Public Financial Management & Training Institute (PFMTI), Jaipur.
6. All Rajasthan Accounts Service Officers.
7. All Rajasthan Subordinate Accounts Service Officers.
8. System Analyst (Joint Director) (Computer Cell), Finance Department to upload.



(Harish Laddha)

Joint Secretary, Finance (EAD) Department
and PD SPFM-PMU

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Annexure-A

E-learning management system - Massive Open Online Course (MOOC) Modules - Chapter wise brief description

Module no.	Chapter No.	Chapter Description
M1	1	Fundamentals and Organization of Public Procurement This chapter starts introduces procurement basics, distinguishing it from purchase and procurement and private & public procurement. Explains key principles under the RTPP Act, including the Five Rights (5 R's) of procurement.
	2	Categories of Procurement This chapter covers procurement types—Goods, Works, Consultancy, and Non-consultancy Services—highlighting their characteristics, standard terms, and conditions for invitation of bids or proposal, criteria for evaluation of bids, standard bidding forms and contract conditions etc. and relevance with examples.
	3	Legal & Regulatory Framework governing Public Procurement This chapter explains the legal structure and regulatory framework governing public procurement in Rajasthan, including constitutional provisions, central/state laws, and oversight agencies associated with procurement process.
	4	Authorities, Procuring Entities, and Institutional Setup In this chapter, we are summarizing various authorities, procuring entities as per RTPP Act and Rules. It also covers institutional setup for implementation of RTPP Act and Rules and various committees for conducting procurement in the state.
M2	5	Methods of Procurement This chapter gives the deep insight of the various methods of procurement as provided in RTPP Act and Rules, along with illustrations and examples. Also, focus has been made on highlighting value thresholds for various methods of procurement as given in RTPP Rules.
	6	Types of Contracts This chapter emphasizes on defining and explaining the types of contracts which are commonly used for procurement of goods, works and services. The chapter details out each type of contract available for each category of procurement with examples.
M3	7	Registration, Empanelment and Enlistment of Bidders This chapter provides the detailed insight of the concept of registration of Bidders in different forms and purposes, such as empanelment and enlistment in the context of public procurement. The process of empanelment and enlistment of bidders have also been explained on the chapter along with examples.
M4	8	Determination of Need for Procurement The chapter calls attention to the purpose and stages of need assessment in general and provides detailed insight of need assessment for subject matter of procurement. It also covers the key considerations and issues faced during need assessment along with the relevant examples.



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Module no.	Chapter No.	Chapter Description
	9	Estimation of Cost of Subject Matter Procurement This chapter focuses on the importance and purpose of estimation of cost of subject matter of procurement. It also highlights few commonly used cost estimation methods for estimating subject matter of procurement for various categories of procurement, along with illustrations and examples.
	10	Procurement Planning This chapter explains the importance of procurement planning, along with the process of preparation of procurement plan. It also provides the suggestive template of procurement plan that may be used by various Procuring Entities in the state.
M5	11	Preparation of Bidding Document The chapter explains the key features and advantages of a properly drafted bidding document. It further focuses on the types of bidding documents that may be developed based on procurement value, procurement category, procurement methods and procurement process. The Process of preparation of bidding document for goods, works and services has also been detailed out in the chapter.
	12	Publication of NIB and Bidding Document This chapter provides the detailed insight of the process of publication of NIB in newspaper and bidding document, clarification, corrigendum on SPP Portal and e-procurement portal as per requirement given in RTPP Act and Rules.
	13	Pre-Bid Meeting, Receipt & Opening of Bids This chapter explains the importance of holding pre-bid meeting, caution to be exercised during pre-bid meeting and the procedure of receipt and opening of bids under Open Competitive Bidding method for goods, works and services as this is required as part of transparency of procurement process.
M6	14	Techno-commercial and Financial Evaluation of Bids and Bid Committee Process This chapter sensitizes the readers about importance and process of techno commercial and financial evaluation of bids as per requirements given in bidding document with illustrations and case laws.
M7	15	Financial Management and Accounting Aspects of Procurement This chapter covers the financial management and accounting aspects of procurement in three broad categories viz. budget management, risk management and statutory requirements.
	16	Tax Implications and Compliances in Procurement This chapter highlights the tax implications and compliances issues in procurement cycle. The impact of taxation aspects on procuring entity has been explained considering prevailing Act and Rules around taxation (direct and indirect taxes) such as income tax, GST, and Customs duty.
M8	17	Complaint & Grievance in Public Procurement This chapter explains the complaint and grievances in public procurement, which sometimes becomes a hinderance in completing a procurement cycle by Procuring

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Module no.	Chapter No.	Chapter Description
		Entities. It also provides a detailed insight of the common sources of complaint, nature of complaint and suggestive process of handling complaint, with the help of examples and case laws.
	18	Appeals in Public Procurement This chapter covers the important aspect for building trust and accountability in public procurement as provided in RTPP Act. The three common types of appeals that may be filed by any aggrieved bidder or Procuring Entity, along with the common grounds of appeals has been explained in detail.
	19	Debarment in Public Procurement This chapter explains the process of debarment followed by Procuring Entities. The common grounds of debarment and suggestive factors that may be considered while deciding duration of debarment have also been explained with the help of case laws and examples.
M9	20	Procurement of Services This chapter provides overview of procurement of services and covers procurement of non-consulting and consulting services in detail. Common types of services that may be procured have also been explained with examples.
M10	21	Procurement of Works This chapter exclusively deals with all aspects of procurement of works, types & classification of works, and administrative setup for procurement of works. Focus has been made on highlighting in detail about the procurement cycle of works, pre-bid process such as need assessment, concept note, pre-feasibility study, all aspects to be in Detailed Project Report (DPR), and approvals & sanctions.
	22	PPP in Procurement of Works This chapter focuses on the Public Private partnerships in works. Topics like characteristics of PPP, Government's role in PPP, objectives while managing PPP projects, models of PPP commonly used in works have been explained with examples.
	23	Procurement of Works in Panchayati Raj Institutions (PRIs) This chapter focuses on procurement of works in PRI as per prevailing guidelines of Government of Rajasthan. The type of works commonly executed by PRIs in the state have been summarized.
M11	24	Ethics & Integrity in Public Procurement This chapter explains the ethical and integrity aspects of public procurement, key determinants of ethical procurement, and integrity issues commonly arise in public procurement along with examples.
	25	Enforcement and Vigilance in Public Procurement This chapter covers the vigilance and enforcement aspects around public procurement. The common causes of corruption in public procurement, and areas and types of vigilance have been explained with illustrations and examples.