

Gujarat Technological University
MASTERS IN TECHNOLOGICAL MANAGEMENT-MTM
DUAL DEGREE PROGRAMME
Semester X

Subject Name: Contract Management

Subject Code: 4210111

COURSE OBJECTIVES:

- Introduce students to the field of contract in the public and private sectors.
- To sensitize the students and also help them appreciate the overall legal framework within which business activities are carried out.

Course Contents:

Module No	Module Content	Weightage
1	Introduction to Contract Management: Meaning, Definition. Description and use of contract. Areas of Contract management. Risks, Rewards and Contract Targeting. Types of Contract Relationship Management and Contractor Motivation Contract management system. Phases of contract management. Process of Contract management. Contract Administration. Contracting Methods: contract Administration and payment. Contract Management in Various Situations a. Contract Management in NCB Works b. Contract Management in ICB Works Contracts c. Contract of Supply of Goods d. Design, Supply and Installation Contracts e. Contract Management in Consultancy Role of contract manager	18

2	Legal Aspects in Contract Management : Indian Contract Act – 1872 General Principles of Contract Act- Introduction, Essentials of a valid contract, Agreement and contract, Types of contracts, Proposal and Acceptance, Capacity to contract, Free consent, performance and discharge of a contract, remedies for breach of a contract. Arbitration and Conciliation Act 1996 Specifications: Types and sources of Specification.	21
3	Proposal Writing, Bidding, Bidding models and bidding strategies, Pre-qualification of bidders. Standard bid documents. Tendering and contractual procedures - Tendering Methodology and award of tenders, Tender procedure. Rate analysis (a) standard methods as followed by government organizations for tendering purposes (b) as followed by contractor organizations for bidding Purposes Technical sanction Notice inviting tender Multiple bids, Evaluation of bids, Pre-requisites in an agreement, various types of bonds, etc.Contract administration; Duties and responsibilities of parties; important site documents Interpretation of contract in case of inconsistency including case study. Negotiation. Managing Performance	14
4	Government Contract: Constitutional provisions, procedural requirement- Kind of Governments. Contracts performance of such contract. Settlement of disputes and remedies. International Contracts: General conditions of International contracts (FIDIC, etc) How different from Indian (domestic) contracts	17
5	Practical: Students should select real life cases from Government and/or Corporate world, study the same and make public presentation in the class.	(20 Marks of CEC – Internal)

Text Books

Sr. No	Author	Name of Text Book	Publisher Edition
1	N. D. Kapoor	Mercantile Law	S.Chand & Sons, Latest

Reference Books

Sr. No	Author	Name of Reference Book	Publisher Edition
1	Ray Carter, Steve Kirby and Alan Oxenbury	Practical Contract Management	Liverpool Academic Press
2	Anuj Saxena	Enterprise Contract Management: A Practical Guide to Successfully Implementing an ECM Solution	

Scheme of Evaluation:

A	Final University Exam	70 Marks
B	Institute – Midterm Exam	30 Marks
C	Internal Evaluation	30+20 = 50 Marks

Session Plan: The course duration is of 36 sessions of 75 minutes each i.e. 45 hours

Sessions No.	Topic
1-2	Introduction to Contract Management: Meaning, Definition. Description and use of contract. Areas of Contract management
3	Risks, Rewards and Contract Targeting. Types of Contract Relationship

	Management and Contractor Motivation
4-5	Contract management system. Phases of contract management. Process of Contract management. Contract Administration. Contracting Methods: contract Administration and payment.
6	Contract Management in Various Situations
7-8	Indian Contract Act – 1872
9-11	performance and discharge of a contract ,
12-14	Remedies for breach of a contract.
15-16	Arbitration
17 -18	Conciliation Act 1996
19-20	Specifications: Types and sources of Specification.
21-22	Bidding, Bidding models and bidding strategies, Pre-qualification of bidders. Standard bid documents
23-24	Proposal Writing
25-26	Tendering
27-28	Contract administration
29-30	Negotiation.
31-32	Managing Performance
33-34	International Contracts: General conditions of International contracts (FIDIC, etc) How different from Indian (domestic) contracts
35-36	Government Contract: