

DRAFT AGENDA FOR TRAINING



Day 1 : Contracts

- **Formation or Interpretation of Contract with reference to Indian Contract Act 1865.**

- All purchase Orders / Work orders are Contracts
- How to interpret a Contract
- Typical phases in Contract formation
- Importance of Order Acceptance.
- Case study
- Types of Clauses used in Contract
- Commercially active clauses
- Important legal terms as per Indian Contract Act and its meaning

- **First thing to check in Purchase Order / Work Orders**

- Item Description / Services Description
- Price / Quantity
- Delivery Period
- Warranty
- Payment Terms.
- Is PO/WO subject to General Conditions of Purchase / Sale

For each clause desired value and what is beyond acceptance Level



Day 2 : Trade Finance and Tax

◦ Inco Terms

- Introduction of Inco Terms
- Relevance and importance of Inco terms in Trade
- Inco terms – Group 1 and Group 2
- Detailed explanation of each Inco term from Group 1



◦ Letter of Credit and Bank Guarantee

- Understanding relevant UCP 600 provisions
- Working of LC
- Parties Involved and Banks involved in LC
- Bank Guarantee and LC
- Various terms used in Bank guarantees
- Various types of Bank Guarantees
- SBLC – an introduction

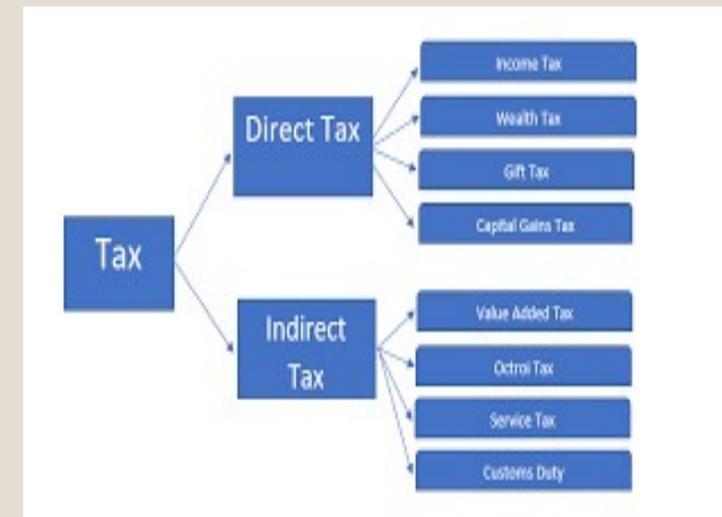


Day 2 : Cont... Trade Finance and Tax

◦ Commercial Tax Structure

- Direct Tax and Indirect Tax in India
- DGFT (Foreign Trade Policy)
- Customs
- Salient features of Commercial Tax in India
- Exports and High Seas sales Transaction.
- Goods and Service Tax
 - Supply Contract and Services Contract Under GST
 - GST on Advance
 - Works Contracts under GST
 - GST registration in state , When and Why ?
 - Point of Service (POS)
 - SAC and HSN Codes
 - ITC under GST
 - Way bill under GST

- TDS and TCS under Income Tax



Day 3 : Managing Project Commercial

○ Commercially active clauses – revision

- Payment Terms
- Warranty
- Liquidated Damages
- Liabilities
- BG's and Lc's
- Change Order
- Claims

Back to back terms with vendors /Contractors

○ Managing Cash flow for Project

- Aligning vendor payment terms with customer payment terms
- Cost v/s Billed
- Progress V/s Billed
- Preparing Commercial health sheet for the project

○ Contractual Communications .

- Communications with Customer
- Raising issues at a right time
- preparation back ground for EOT, Claim
- Preparation for closure
- Communications with vendors/ Contractors - Defending claims



Day 3 : cont..... Managing Project Commercial

- Extension Of Time ,Delay analysis.
 - Critical Path.
 - Float.
 - Concurrent delay.
 - Hindrance register.
 - Delay Analysis
 - Extension of Time .

- Project closure
 - A check list for project closure
 - All liabilities are closed properly

