



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-23/DG/WS on Tendering/2016-NICF

Dated: 22.09.2016

To,

All Pr. CCAs / CCAs.
All GM (F) / DAPs.

Sub: Workshop on "Tendering, Procurement & e-procurement"

The workshop on "Tendering, Procurement & e-procurement" is scheduled to be held as per the particulars given below:

Course No. : 22091617
Duration : 2 days
Period : 24.11.2016 to 25.11.2016 (Thursday & Friday)
Venue : NICF Campus, Ghitorni, New Delhi.

Introduction:

The workshop intends to familiarize the participants with the Basic concept of "Tender/e-procurement". Various aspects on subject would be discussed like public procurement, procurement planning, specifications, value analysis, eligibility and qualifying criteria, special terms & conditions, preparation of tender documents, invitation of tenders, NIT, publication of tender in press, custody & opening of tenders, evaluation of tenders, negotiations, contract award, drafting of contract and case custody etc.

Learning Objectives:

To make the participants familiarize with tender/e-procurement process in Govt. Organization. On completion of the training participants will be able to-

- Draft tender document.
- E-procurement.
- E-auction.
- Examine tender documents.
- Recommend tender for approval.
- Special terms & conditions.

Target Population:

All Gr.'A' and Gr.'B' Officers/officials dealing with tender directly or indirectly in DoT HQ, CCA Units & Postal Accounts Offices.


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Last date of receipt of nominations : 16/11/2016
Course Director : Ms. Aprajita Sharrma
Contact phone numbers : 011-26502582 (O)
Contact email id : niefghitorni@gmail.com
Course coordinator : Sh.S.C.Kapoor
09868135512 (M)
Course co-coordinator : Sh. R. Krishna Kumar
09412220133 (M)

- Heads of CCA Circles / PAOs are requested to nominate suitable officers/officials.
- The contact telephone numbers of the officers/officials nominated must be mentioned in the nomination form to enable this office to contact the officer/official, directly to convey information on last minute change of scheduled course, if any.
- The officers nominated against the circular may be allowed to book their journey tickets.
- Officers may be requested to bring their copy of relieving order.
- All related correspondence may be sent to the course coordinator at the following address.

Shri S.C.Kapoor, AO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047

- Accommodation: The Participants are requested to make their own arrangement for stay in hotel. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment by the participants. The Controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
- Transport: - All the participants are hereby requested to make their own arrangement to reach the hotel from Airport/ Railway station and vice versa.


(Aprajita Sharrma)
Director

Copy to:

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Secretary (Posts), Deptt of Posts, New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (PAF), DoP HQ, Dak Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.