



**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**ALT Complex, Ghaziabad**

**No.1-13/DG-NICF/2015**

**Dated 07.09.2015**

To,

All Heads of Pr. CCAs/CCAs Circle

National Institute of Communication Finance, Ghaziabad proposes to organize course on e-procurement & tendering as per details given below -

<b>Duration</b>	<b>3 days</b>
<b>Period</b>	<b>05.10.2015 to 07.10.2015</b>
<b>Time</b>	<b>1000 to 1730 Hrs.</b>
<b>Venue</b>	<b>Room No. 408, ALT Complex, Ghaziabad</b>

**Course Description:**

- The In-Service Training will focus on Fundamental principles of public procurement, procurement planning, specifications, value analysis, eligibility and qualifying criteria, special terms and conditions.
- Preparation of tender documents, invitation of tenders, NIT, publication of tender in Indian Trade Journal, press, public procurement website etc.
- Custody of tenders, opening of tenders, evaluation of tenders, negotiations, contract award, drafting of contract and case study.
- Contract monitoring and management, receipt of goods, payment, legal aspects of contract, dispute resolution, e-procurement, e-auction, advantages of e-procurement.
- Disposal of goods and panel discussion

**Learning Objectives:** To make the participants familiarize with e-procurement process in Government. On completion of this training participants would be able to -

- Draft tender document
- e-procurement
- e-auction
- Examine tender document
- Recommend tender for approval
- Special terms & conditions,

**Target Population:** AAO to Jt.CCAs of the CCA offices.

**Last Date for Receipt of Nominations....28.09.2015**

**Course Director.....: Ms. Aprajita**

**Contact Phone Numbers.....: 0120-2702385(O)**

**Course Coordinator.....: Shri Niranjana Kumar,**

**Contact Phone Number.....: 0120-2728350(O), 09968665776(M)**

**Course Co-Coordinator.....: Shri S.S. Samanta**

**Contact Phone Number.....: 0120-2700519(O), 09437562285(M)**

**Contact email id.....: nicfghaziabad@gmail.com FAX No. 0120-2701219**

*Aprajita*  
*7/9/15*

1. All Heads of Pr.CCAs/CCAs Circle may kindly nominate the suitable officers from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officials nominated against this circular may be allowed to book their journey.
4. Officials may be requested to bring their copy of relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance. Family is not allowed in hostels. Upon their arrival to ALTTC they should contact the Reception of J.C. Bose/Bhabha/Raman Hostel. The officials may be intimated accordingly.

**The trainees / participants may be sanctioned and paid full TA and DA for the training period.**

**In case participants, finds hostel facility inadequate, participants may be allowed to stay outside by making their own arrangement.**

6. The nominations may be confirmed from course coordinator on phone no. 0120-2703628 and 09968665776 before relieving.

This issues with the approval of DG NICF.

*Aprajita*  
*7/3/15*

**(Aprajita)  
Director**

**Copy for information to:**

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(E&F), DoT(HQ), Sanchar Bhawan, New Delhi.
- DDG(Accounts), DoT(HQ), Sanchar Bhawan, New Delhi.
- Director (SEA), DoT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.