



**Engineering Staff College of India**  
Autonomous Organ of The Institution of Engineers (India)  
(An ISO 9001:2008 Certified, AICTE & CEA Recognised Institution)  
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032.TS, India



**MANAGEMENT AND TECHNOLOGY DIVISION**

**PROFESSIONAL DEVELOPMENT PROGRAMME**  
**Comprehensive Estimation, Tendering and Procurement Process**  
**24-27 October 2017**



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence**

## INTRODUCTION

**Procurement** is the act of finding, acquiring, buying goods, services or works from an external source, often via a tendering or competitive bidding process. It is essential to ensure that the goods, services or works are appropriate and that they are procured at the lowest cost to meet the needs of the acquirer in terms of quality and quantity, time, and location. Corporations and public bodies often define processes intended to promote fair and open competition for their business while minimizing risk, such as exposure to fraud and collusion.

In project, procurement of resources is a very important activity, which in turn plays a decisive role in cost and time estimation in the planning phase and controlling the deviation during the execution phase for any project. To procure the resources at right cost at right time and in right quantity Tendering is most sorted out process which can meet the objective with transparency if understood properly at each level.

With the unprecedented changes that are taking place in this era, the operating environment is becoming VUCA (Volatile, Uncertain, Complex and Ambiguous.)

To get aligned to the dynamics of the global alignment, understanding of the comprehensive estimation and tendering process is a must for any organisation doing projects.

## OBJECTIVE

The course is aimed at refreshing the participants on the basics of Tendering processes, sensitizing them on the dramatic changes due to ITCE (Information Technology and Computer Engg), various Legal Aspects, different types of processes, handling VUCA situations, Negotiation and enabling them to understand complete concept in letter and spirit to have effective and efficient Process in the best interest of their organisation.

## COURSE COVERAGE

### 1. Introduction to tendering

- Elements of costs, Importance of realistic estimates
- Impact of quality, urgency of delivery requirements, quantity, location, site conditions and reliability on cost
- Sources of data – last purchase price, inflation index, market survey and seeking information from other organizations etc.

### 2. Budgets, Budgetary and administrative sanctions

- Factoring installation, commissioning and warranty support, cost and benefits of acceleration
- Estimation errors, over- and under-estimation and their effect on subsequent tender processes

### 3. Handling uncertainties in Tendering process

- Revision of estimates, price falls, escalation clauses
- Selection of type of tender including negotiation

### 4. Legal aspects of purchasing, suitable terms and conditions

### 5. Tendering processes e.g. e-tender, reverse auction, E-procurement, Two Bids System

### 6. Negotiation

### 7. Tender Finalization

- Tender finalization and award of contract
- Audits, types of audit, answering queries on the estimation process

### 8. Vigilance aspects; prevention of corruption

### 9. Technological Tool for Material Management (MM) & SCM

### 10. Voice of Participants

- Group Discussion
- Sharing of ideas and problems faced

Note - Demo of e-tendering, reverse auctions and ERP on trial packages will be one of the highlights of this program.

## Methodology:

Methodology of the programme includes class room Sessions with Lecture/discussion with audio visual aid, benched marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences, etc. All the sessions will be interactive demanding active participation from all the members. CMI will be the main method of instruction.

## Target Participants

Scientists working in Research Laboratories, Engineers and Professionals from Governments, Private sector and Public Sector Undertakings (from product, process and service sectors), and Professors, Admn. Officers / Executives of various NIT's, Universities and Engineering colleges will find the programme useful. Middle and Junior level Executives, Engineers and Professionals from the areas of Production/Manufacturing, R & D/ Design, Finance, Inventory Management, Admin, Facility Management, Logistics and 3PL Providers, will be highly benefited by attending the programme.

## BENEFITS TO THE PARTICIPANTS

1. Revisit Tendering process in compressive manner and clear the fogs by mutual discussion and moderation by the experts
2. Identify advancement in the field of Tendering processes.
3. Clarification of doubt through solved case examples.
4. Enhance confidence to play their role in organisational growth by judicious use of knowledge gained.

## PROGRAMME ADVISOR & RESOURCE PERSON



**Mr. Kuldip Rai,**  
Former DGM, ECIL & Ex  
Chairman, Indian  
Institute of Materials  
Management and Sr  
Faculty, ESCI



**Maj Gen MSS Krishnan, VSM\*  
Retd**  
Global Mentor & Country  
Advisory Board Member of the  
International Supply Chain  
Education Alliance  
(ISCEA)



**Mr. Bhaskar Dontula**  
SAP (MM) Consultant

**FACULTY** The faculty for the programme consists of Eminent Experts from various Research and Manufacturing organisations besides the core faculty from ESCI.

## PROGRAMME DATES VENUE & TIMINGS

### Programme Dates

24-27 October 2017

### Venue & Timings

Venue is ESCI Campus, Gachi Bowli, Hyderabad. Registration will commence at 0900h on the first day. On all other days the programme will be from 0945 to 1715 hrs with breaks for lunch, tea and refreshments.

## COURSE DIRECTOR



**Gp Capt (Retd) BS Phillora** BE (ETC), AE (L), MMS (MS), M Phil, FIE, Certified Lead Auditor ISO 9001:2015  
**Dean of Studies, ESCI**  
**Sr. Faculty & Head, Management & Technology Division and Design & Prototyping Centre**

## COURSE FEE

₹ 20,000/- (Residential Fee) per participant. Fee includes, course material, course kit, twin-sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.

## DISCOUNTS

- ❖ Non-Residential Fee- 10% discount on course fee is allowed for non-residential participants.
- ❖ Group Discount: Additional 10% discount for three or more participants, if sponsored by the same organization.

**(All discounts are applicable only if fee is received at ESCI before the commencement of the programme.)**

**Goods and Service Tax @ 18%** is to be paid extra over and above the training fee. PAN Card No AAATT3439Q; **GST No. 36AAATT3439Q1ZV**. (Under commercial training or coaching services).

Programme fee is to be paid in favour of “**IE (I)-Engineering Staff College of India**” in the form of demand draft payable at Hyderabad at par cheques payable at any Bank Branches.

Alternatively, the payment may be made by Electronic Fund Transfer (EFT) to ESCI - **SB A/c No.0432104000039631 with The IDBI Bank Ltd., Gachi Bowli Branch, Plot No. 2-53/2, JNIBF, IIIT Junction, Gachi Bowli, Hyderabad-500032 by RTG's/ NIFT / IFSC Code No: IBKL0000432. ESCI PAN No. is AAATT3439Q. While using EFT/ Draft method of payment, kindly forward a covering letter giving details on the names of the participants, Title and the programme schedule so that proper accounting can be done.**

## REGISTRATION

Online registration shall be available on ESCI website.(URL:[www.escihyd.org](http://www.escihyd.org)) Please visit M&T Webpage: <http://www.escihyd.org/departments/management-technology/>

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

**Head,**  
**Management & Technology Division**  
**Engineering Staff College of India**  
**Old Bombay Road, Gachibowli, Hyderabad 500032 TS, India**  
**Phone : 040 6630 4111, 040 6630 4112 & 6630 4105**  
**Fax : 040-23000336 & 040 66304103. Email : [mt@escihyd.org](mailto:mt@escihyd.org)**

**Contact for registration:**  
**Mr. LV Rao,**  
Programme Manager,  
Land line:040 66304105  
Mob: 0 99491 45865

## CERTIFICATION

Participation Certificate to all the participants undergoing the programmes will be given.

## General Information

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well-developed Information Centre and Internet facilities are available to the participants Programme Dates Venue & Timings.

**Nominating authorities are requested to kindly send the contact details of the participants while sending their nomination letter. This will help us in making necessary administrative arrangement for them.**