



E-Tendering E-E Process Training

As per new GR of Govt. of India, any procurement/work contract in government departments / public sector units for amount over and above two lacs will be carried out using E Tender process. To keep the pace with this change one must understand the process of participating in E Tender.

At Tender Training India, we provide complete end to end guidance on how to participate in E Tender. What are the challenges in E Tendering and how to overcome it?

Our two day course is design for every individual /company who wants to bid in E Tender or assist others for participating in E Tender. These courses are run in-house and customize to each individual client's needs.

Tender Training Course is designed for anyone who is:

- Inexperienced with tenders
 - Not aware of the tender process
 - Intimidated by complex tender processes
 - In need of a tender workflow solution, or
 - Looking for a competitive advantage

Who should attend?

This course is designed for those tasked with managing their organization's tendering processes.

Whether you are new to this role or have some experience this course will improve your approach to managing, writing and improving your organizational capability to tender.

- Trade people
 - Small business owners
 - Submission coordinators
 - Bid managers,
 - Tender Assistance

Training Outline:

1. Understand the tender process
 1. What is a tender?
 2. The procurement process.
 3. Type of Tenders
 4. Type of Bids
2. Digital Signature and Encryption
 1. Use of Digital Signature
 2. Type of Digital Signatures



3. Opportunity Finding
 1. Search for proper Tender
 2. How to find correct opportunity
5. Preparing to tender
 1. Best Practice
 2. Documentation
6. Bid Submission
 1. System Configuration and Setup.
 2. Digital Signature Set up
7. Hands on / Practice Sample Tenders website

One central government website and one state government website will be covered during practice session