

Programme on

# e-PROCUREMENT

June 25 - 27, 2018



## INTRODUCTION

e-Procurement (Electronic Procurement) is the Business-to-Business purchase and sale of goods and services through the Internet as well as other electronic networks. e-Procurement has been found to offer benefits in the form of bringing down the procurement time, superior price discovery due to larger participation and also reduced cost of procurement.

## PROGRAMME OBJECTIVES

The purpose of the proposed training Programme on e-Procurement is to enhance the capacities of the participants in :

- Acquiring knowledge on the contemporary management practices in procurement.
- Gaining better understanding of Internet and Electronic networks as a medium of doing business.
- Appreciating the issues involved in migrating from conventional procurement processes to Electronic Procurement.
- Providing exposure to the technology and commercial options available for implementing e-Procurement.
- Analyzing the options to choose appropriate options and create a road-map for implementation of e-Procurement.
- Preparing them to face the challenges in implementation of Electronic Procurement.

## PROGRAMME CONTENTS

**The proposed Programme will draw upon the successful current practices in Electronic Procurement** and will present an integrated perspective of the change process together with what it takes to implement and use it successfully.

Accordingly, the Programme will cover :

- How Internet is being used to transact business?
- What are the contemporary management practices to bring efficiency in Procurement?
- What are the tangible and intangible benefits that Electronic Procurement can deliver?
- Business Process re-engineering opportunities and challenges while migrating from traditional to Electronic Procurement
- How organizations have implemented e-Procurement successfully, including Government e- Marketplace (GeM)
- Explore the technology and commercial options available for implementing e-Procurement?

The Programme will draw upon case studies of successful examples of Electronic Procurement implementations.

## PEDAGOGY

- Lectures by faculty drawn from ASCI, software consultants, government and industry.
- Demo of e-Procurement software.
- Simulation of reverse auctions.
- Theme-based group discussions.
- Experience-sharing, participative & Interactive learning.
- Group work exercise.
- Case study illustrations & analyses.

## WHO SHOULD PARTICIPATE

Government of India has made e-Procurement a priority and is insisting Government departments and Public Sector Units to implement e-Procurement in their organizations.

The large companies who have significant purchase budgets, seeing the benefit of efficiency and superior price discovery are embarking on e-Procurement projects. The Programme therefore ideally suits officers / executives involved in Purchase / Projects / IT from these organizations who have the responsibility for implementing the e-Procurement initiatives in their organizations. Organizations who have implemented e-Procurement may send users for awareness building.

***Organisational sponsorship is essential***

## PROGRAMME OUTCOME

It is envisaged that at the end of the Programme, participants would gain a better understanding of the elements of successful e-Procurement implementation, such as :

- Leveraging Internet for procurement
- Process improvements in procurement.

- Software tools and technologies available for e-Procurement.
- Developing a road-map for e-Procurement implementation.
- Managing e-Procurement projects.

## VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms in the Bella Vista or the College Park Campus of the College at Hyderabad. The College does not provide accommodation for the family. Transport between Airport / Railway Station and Campus will be arranged by the College. The College is WiFi enabled in a comprehensive way.

## DURATION

The Programme duration is from **June 25 – 27, 2018**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

## PROGRAMME FEE

Rs. 34,000/- (US\$690 if foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee : Rs. 28,000/- plus GST as applicable, presently 18% per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, credited the payment is made in to our Bank account before June 22, 2018.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code(Prg/2018-19/1/16) to [income@asci.org.in](mailto:income@asci.org.in) for confirmation.**

Bank details are given below:

### For Indian Participants :

Bank Name	State Bank of India
Address line 1	6-3-1092, 1st floor, A Block
Address line 2	Bellavista Branch, Raj Bhavan Road
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500002306
NEFT IFSC Code	SBIN0020063

### For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBBH04
Bank Name	State Bank of India
Branch Address	Bella Vista, Raj Bhavan Road, Somajiguda, Hyderabad -500082
Nostro Account (optional)	6550992180

## MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalization.

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date is June 18, 2018. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

June 19, 2018. Any withdrawals after this date will entail forfeiture of fee paid, if any.

## ASCI ALUMNI ASSOCIATION

Participants of College Programmes will automatically become members of ASCI Alumni Association.

## CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Program for Senior Executives –  
Session - July Session  
Advanced Management Program (Study Tour)

16-Jul-18 10-Aug-18  
30-Jul-18 10-Aug-18  
9-Sep-18 23-Sep-18  
26-Nov-18 30-Nov-18  
03-Dec-18 07-Dec-18

Program for Young Managers  
MDP for Women Executives  
General Management Program for Senior Executives –  
Session – January Session

07-Jan-19 01-Feb-19

## BUSINESS COMMUNICATION

Leadership through Self-Discovery  
Individual Excellence for Organizational Effectiveness  
Leadership Skills Development  
Communication Skills for Managers  
Managing Creativity & Innovation

25-Jul-18 27-Jul-18  
26-Nov-18 30-Nov-18  
17-Dec-18 21-Dec-18  
21-Jan-19 25-Jan-19  
04-Mar-19 06-Mar-19

## ECONOMICS

Financial Systems, Management and Accountability in Government  
Assessment and Monitoring of Business Performance  
Creating Development Roadmap for India through Sustainable  
Development Goals: Vision 2030

26-Nov-18 30-Nov-18  
21-May-18 23-May-18  
05-Sep-18 07-Sep-18

## ENERGY

Regulating Electricity Tariffs and Related Issues  
Renewable Energy Regulation  
Smart Grid Technology and its Application in Power Sector

17-Sep-18 21-Sep-18  
21-Jan-19 23-Jan-19  
10-Dec-18 12-Dec-18

## ENVIRONMENT

Environmental Impact Assessment for Projects  
SDGs and Climate change: Opportunities and challenges of  
adaptation and mitigation  
Climate Change Adaptation and Disaster Risk Reduction  
Sewage Treatment Plants – Design Principles O&M Practices

11-Jun-18 13-Jun-18  
03-Dec-18 05-Dec-18  
04-Feb-19 06-Feb-19  
07-May-18 09-May-18

## FINANCE

Finance for Non-Finance Executives  
Infrastructure Financing  
Entreprise Risk Management  
Strategies for Cost Leadership  
Advanced Financial Management

10-Dec-18 12-Dec-18  
19-Nov-18 23-Nov-18  
04-Feb-19 07-Feb-19  
23-Jan-19 25-Jan-19  
11-Feb-19 13-Feb-19

## HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality

28-Nov-18 30-Nov-18

## HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery  
Ensuring Health Care Quality: Risk Management and Innovation  
Educational Leadership for Senior Officials of Universities/  
Educational Institutions  
Program on Ethics and Values in Administration  
Program for Enhancing Skills of Young Women Professionals  
Programme on Conflict Management and Negotiation Skills  
Programme on Building and Leading Effective Teams  
Enhancing Managerial Effectiveness  
Personal Effectiveness  
Leading with Emotional Intelligence  
Positive Organizational Behaviour  
Decision Making for Effective Leadership  
Managing Recruitment, Selection and Induction  
Team Dynamics: Activity Based Approach  
HR Analytics  
HR Audit and Analytics  
Effective Trade Union  
Leadership Engagement and Development

14-Nov-18 16-Nov-18  
16-Jan-19 18-Jan-19  
06-Jun-18 08-Jun-18  
20-Jun-18 22-Jun-18  
24-Sep-18 28-Sep-18  
10-Dec-18 12-Dec-18  
04-Feb-19 08-Feb-19  
23-Jul-18 25-Jul-18  
17-Sep-18 19-Sep-18  
22-Oct-18 26-Oct-18  
04-Feb-19 06-Feb-19  
18-Feb-19 20-Feb-19  
07-May-18 09-May-18  
10-Dec-18 14-Dec-18  
11-Jun-18 13-Jun-18  
05-Sep-18 09-Sep-18  
05-Nov-18 09-Nov-18  
10-Dec-18 14-Dec-18

Enhancing Interpersonal Effectiveness through Transactional Analysis 18-Feb-19 20-Feb-19  
Strategic Human Resource Management with International Study Tour 11-Mar-19 23-Mar-19

## INFORMATION TECHNOLOGY

e-Procurement  
Research Excellence in Organizations  
E-learning and Digital Education  
Strategic R & D Management  
Leveraging Big Data and Analytics

25-Jun-18 27-Jun-18  
08-Aug-18 10-Aug-18  
24-Sep-18 26-Sep-18  
10-Dec-18 12-Dec-18  
19-Dec-18 21-Dec-18

## INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda  
Urban Infrastructure Project Preparation and Management  
Urban Infrastructure Project Preparation and Management

21-Jun-18 23-Jun-18  
27-Sep-18 29-Sep-18  
07-Feb-19 09-Feb-19

## LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Social Impact Assessment  
ASCI-NRCR Joint Certificate Program in Improved Management of  
Land Acquisition, Resettlement and Rehabilitation  
Corporate Social Responsibility:  
Need Identification to Impact Assessment  
Effective Land Acquisition, Resettlement and Rehabilitation  
Index-based Crop Insurance-Concepts, Design and Implementation

09-Apr-18 13-Apr-18  
16-Apr-18 29-Apr-18  
09-Jul-18 13-Jul-18  
24-Sep-18 28-Sep-18  
17-Dec-18 19-Dec-18

## MARKETING

Customer Centric Brand Management  
High Impact Sales Management  
Creating Social Value Through Corporate Social Responsibility

04-Oct-18 06-Oct-18  
10-Dec-18 15-Dec-18  
14-Jan-19 16-Jan-19

## OPERATIONS

Procurement Procedures for World Bank Aided Projects  
Inventory Management  
Project and Contract Management  
Procurement Procedures for World Bank Aided Projects  
Materials and Supply Chain Management  
Project and Contract Management  
Procurement Procedures for World Bank Aided Projects

16-Jul-18 27-Jul-18  
30-Jul-18 01-Aug-18  
24-Sep-18 28-Sep-18  
19-Nov-18 30-Nov-18  
03-Dec-18 07-Dec-18  
07-Jan-19 11-Jan-19  
11-Feb-19 22-Feb-19

## PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance

25-Mar-19 29-Mar-19

## POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Program on Rural Industrial Development  
and Entrepreneurship

07-Jan-19 11-Jan-19

## STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers  
Creating Progressive Boards  
Driving performance through Transformational Leadership

23-Jul-18 27-Jul-18  
17-Sep-18 19-Sep-18  
18-Feb-19 22-Feb-19

## URBAN GOVERNANCE

Integrated Solid Waste Management  
Towards Universal Sanitation in Urban Areas  
Public Private Partnership in Urban Infrastructure and Service Delivery  
Change Management for Achieving Continuous Water Supply (24/7)  
For All In Urban Areas  
Faecal Sludge Septage Management  
International Certification Programme – Change Management  
for Achieving Continuous Water supply for All in Urban Areas -  
(India , Jerusalem and Tel Aviv, Israel)  
Creating and Managing Digital Presence  
Water Sanitation and Hygiene in Schools  
Non-Revenue Water and Water Loss Control Management:  
Smart Solution for Indian Cities  
Infrastructure Planning and Implementation for Smart Cities  
Towards Zero Waste- Decentralised Solid Waste Management

16-Apr-18 18-Apr-18  
11-Jun-18 13-Jun-18  
09-Aug-18 11-Aug-18  
29-Nov-18 01-Dec-18  
21-Jan-19 23-Jan-19  
21-Jun-18 23-Jun-18  
21-Jun-18 23-Jun-18  
09-Jul-18 11-Jul-18  
19-Sep-18 21-Sep-18  
28-Jun-18 30-Jun-18



## Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

## Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

Website : <http://www.asci.org.in>



## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Phone : 0091-40-66533000 13 Lines, 66534247(Programmes Office) 66533085 (Direct)

Fax: 0091-40-66534356, Email: [poffice@asci.org.in](mailto:poffice@asci.org.in), URL : <http://www.asci.org.in>

**Prof. G. MOHAN**  
Programme Director

April 06, 2018

Dear Sir / Madam,

### **Programme on e-PROCUREMENT (June 25 – 27, 2018)**

e-Procurement (Electronic Procurement) is the Business-to-Business purchase and sale of goods and services through the Internet as well as other electronic networks.

e-Procurement has been found to offer benefits in the form of bringing down the procurement time, superior price discovery due to larger participation and also reduced cost of procurement. The Central Vigilance Commission (CVC) and Ministry of Finance have been issuing several Administrative Orders and Guidelines, urging government departments and establishments as well as public sector undertakings to use their website and e-Procurement in order to increase transparency in procurement / sale. Under Digital India, Government of India has implemented Government e-marketplace (GeM)

The objective of the Programme is aimed at enhancing the capacities of managers and executives in appreciating how to leverage Internet and current management practices to implement e-Procurement in their organizations.

I therefore invite you to nominate your officers / executives, engaged in procurement and materials management as well as IT/EDP officers who are responsible for implementing e-Procurement in your organization. I am sure they will find the Programme beneficial and rewarding.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's Medical coverage in the event of hospitalization.

With kind regards,

Yours sincerely,

G. Mohan

Encl : Programme Brochure along with Nomination form



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

**Nomination Form**  
**Programme on**  
**e-PROCUREMENT**  
**(June 25 – 27, 2018)**

**Nominee's Contact Information**

Name (Mr/Ms) _____	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____	Mobile: _____ Home: _____
e-mail : _____	Fax : _____

**Sponsors Details**

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____	Mobile: _____
e-mail : _____	Fax : _____

**Fee particulars**

Amount Payable :	Mode of Payment (DD/Ch/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT

**Medical Insurance :**

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

**Signature and Official Seal of the Sponsoring Authority :**

**NOTE :** Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in)