



Workshop on Tender Management & Analysis

Associate Partner:



Organised by:



Objectives

- ✓ To Understand and differentiate between Tender, bid and contract.
- ✓ To recognise the Tendering & bid cycle to 'qualify' the opportunity.
- ✓ To understand the client's needs to determine the winning strategy
- ✓ To understand Terms related to a Tender & basic Check points before submission of a tender
- ✓ To understand Pre Qualification Criteria (PQC)
- ✓ Ways to effectively analyse the competition
- ✓ How to build your bidding / tender team & Establish a bid plan
- ✓ Pre-Bid preparation and questionnaires
- ✓ Preparation of a bid / tender document
- ✓ How to present an offer against the tender to the client
- ✓ Make the document which works for you to sell the benefits in your proposal
- ✓ How to understand Bill of Quantity (BoQ)
- ✓ Achieving high success in negotiations
- ✓ To understand the role of a tender / bid Manager
- ✓ How to encounter competition
- ✓ How can win rates be improved
- ✓ Seamless transformation of tender to bid & bid to contract

THE FACULTY



Anil Kumar Tyagi
Former Executive Director -
Materials and Contracts
Indian Oil Corporation Ltd.

Anil Kumar Tyagi has a diversified industry experience of over 36 years, which includes about 27 years in Project Management, encompassing engineering design, construction and materials procurement. He has been involved with Materials Management, Project Implementation Functions, Procurement & Contracts and Operations & Maintenance. He was in procurement team for 15 years catering to material requirements for operation & maintenance for and over 30 projects.

Mr. Tyagi is a victorious leader and believes in an organised approach towards tender management and hence looks forward to a defined bidding chronology for systematic and successful conversion. He led a team of professionals responsible for tendering and award for procurement of goods & services for various projects. He also developed efficient procurement techniques to expedite and smoothening of processes. This enabled transfer of expertise & knowledge promoting high standards of corporate governance and ethical conduct.

He graduated with Post Graduation Diploma in Business Management and excelled in his efficacy of work portfolio. He surrendered his duty stars to Indian Government in February 2014 as an Executive Director-Materials and Contracts of Indian Oil Corporation. During his tenure of service with Indian Oil Corporation, Mr. Tyagi has successfully implemented;

- ✓ Planning, sourcing, purchasing, moving, storing and controlling materials for over 30 successful projects
- ✓ Procurement of services including finalizing and awarding contracts, monitoring and closing of contracts under the Contract function.
- ✓ Ensured compliance to procedures and guidelines
- ✓ Coordination for legal matters arising out of contracts including arbitration, court cases and out of court settlements.
- ✓ Highly rated faculty at corporate level
- ✓ Has presented at various national & international conferences.
- ✓ Maintaining close coordination with external and internal agencies to achieve smooth ordering, execution and completion of contracts.
- ✓ Monitoring complete procurement process including receipt and review of indent, tendering activities, techno-commercial evaluation of bids, issuance of purchase orders, arranging inspection and dispatch clearance.
- ✓ Coordinated for timely award and execution of repairs and refurbishment of pipelines based on the analysis of Pipeline Integrity Test.
- ✓ Enhancing vendor development system: developing and incorporating advance techniques holding vendor meets.

The Art of Tender Management

Every client intends to procure best available goods or services at lowest cost through a tender. As an organisation is competing against many other competitors that may have the same or better qualities and lower prices than the art of tender management or writing a winning tender becomes a highly skilled process.

A good tender writer who really knows how to write a bid and who will make the tender stand out from the competitors is highly sought after.



ABOUT THE PROGRAMME



In today's competitive business world, many potential projects and services are put out to tender at global platform which has increased the challenges and complexity. The process of designing and writing these proposals or tenders, complete with the competitive pricing, is called tender management, proposal management or bid management.

Our training programme is an ideal way to learn how to deliver high quality tender and bids within strict timescales. This enables to effectively manage them in accordance with the specifications as required. The workshop will enhance and improve their approach to manage the various steps in tender preparation and increase success rate of a bid. The programme will enable delegates to accurately complete documents that support their tenders and proposals. It will ensure that tenders completely define the requirements, and gives clear guidelines on evaluations and conclusions.

On completion of the programme the participants will be equipped to embed a systematic process for managing the effective sourcing, structuring & submission of tenders, enabling a more effective and efficient approach.



PROGRAMME SCHEDULE

0830 - 0915 - Registration

0915 - 0930 - Welcome Coffee

0930 - 1030 - Session 1: Introduction & Definitions

1030 - 1100 - Coffee/Tea Break

1100 - 1300 - Session 2: Preparation & Issuance of Tender Document

1300 - 1400 - Lunch Break

1400 - 1500 - Session 3: Bid Preparation & Management

1500 - 1530 - Coffee/Tea Break

1530 - 1630 - Session 4: Evaluation of Bids, Negotiations & Placement of Orders

1630 - 1700 - Q&A Session



This workshop is ideally designed and suited for officials and specialists who are seeking a comprehensive understanding of the fundamentals in day to day Tender & Bid management and the steps necessary to manage a successful tenders and winning bids. Participants may come from many different backgrounds such as technology, management, regulatory, finance, and operations and from various industrial verticals. The course will cover the entire Tendering & Bid Cycle. It will provide you with proven and effective business tools and methods to:-

- ✓ Evaluate and analyse Tender / bid requirements
- ✓ Align your approach to what your customers need
- ✓ Determine and target the resources you require
- ✓ Identify the information you need to success
- ✓ Set up the internal review procedures required
- ✓ Effectively structure your tender and bidding documentation
- ✓ Differentiate your bid from that of the competition
- ✓ Ensure a clear, structured submission is made
- ✓ Plan and work efficiently, within tight timescales and deadlines
- ✓ Assess and review your submission, to ensure continuous improvement in your tender / bidding strategy



What
They will GAIN



Who Should
ATTEND

- ✓ Bid Managers
- ✓ Business owners and Top level Executives
- ✓ General Managers
- ✓ Divisional heads of Procurement, Construction, Finance, Projects, Contract & Operations
- ✓ Supply Chain consultants
- ✓ Vendors / Contractors
- ✓ Anyone responsible for or involved in Supplier Relationship Management
- ✓ Project Managers and Construction Managers
- ✓ Design Managers and Lead Engineers
- ✓ Contract Managers and Contract Engineers
- ✓ Project Controls and Planning Engineers
- ✓ Quantity Surveyors

Registration Charges (INDIA)

- 1 - 3 Delegates :- INR 8,500 + tax (per delegate)
- 4 - 6 Delegates:- INR 7,500 + tax (per delegate)
- More than 6 Delegates:- INR 7,000 + tax (per delegate)

Registration Charges (UAE)

- 1 - 3 Delegates :- USD 1000 (per delegate)
- 4 - 6 Delegates:- USD 900 (per delegate)
- More than 6 Delegates:- USD 800 (per delegate)

SCHEDULE

- 16.11.2015, Monday, Abu Dhabi
- 17.11.2015, Tuesday, Dubai
- December 2015, New Delhi
- 11.12.2015, Friday, Mumbai
- 18.12.2015, Friday, Chennai

ABOUT THE ORGANISER



ICONEX provides the highest level of client services by partnering for designing and creating Meetings, Interactive training & learning programmes, Conferences & Exhibitions which are professionally enlightening. Working with us is more than use of skills to manage conferences & exhibitions, but involves coordinating at par with International Standards which comes from a team to execute at best possible level of expertise.

Tech Eight Consultancy, an International strategy & business management consulting firm dedicated to eight different sectors works towards analyzing the market scenario and creating business opportunities for the respective stakeholders. T8C advises only to the decision makers of the business house to further strategies for future opportunities and assist them to anticipate the risks involved.

Organised by:



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