

e-Procurement System

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Introduction & Objectives

Business transactions of any enterprise include undertaking some capital works and/or in supply or procurement of goods or services. In the present regime of corporate governance, there should be a vigilance proof and transparent E-procurement System while undertaking works or in supply or procurement of goods and services.

Programme Outline

The deliberations at this programme shall focus on e-Procurement System in regard to different types & methods for procurement of Goods, & services, undertaking works contracts etc. In brief it covers all the aspects such as the constituents of a sound procurement document, evaluation criteria, e-procurement module, security concerns, creation of data base, change management, implementation experience etc. The suggested modules take care of the following Multi level security checks.

- Introduction & Types of e-Procurements
- Contract Management
- Secured Hosting facility & Web security- SSL technology
- Two factor authentication with Digital Signatures
- Bid encryption at client system itself.
- Audit trail of each activity & Good backup policy
- Security audit by independent third party
- Time stamping & Access control systems
- Various Online threats and Safety
- Live Portal Demo and Hands-On

Programme Methodology

The Programme will be conducted in an interactive environment . Emphasis will be on a highly participative style of learning. Programme Methodology includes class room lectures with audio visuals and sharing of experiences, along with **LIVE PORTAL DEMO and Hands-On** to the participants.

Who Should Attend

This course is designed to meet the requirements of Internal users (Indenters–Maintenance & Operations team) i.e. all executives working in Vigilance, Purchase, Works, Maintenance, Stores, Finance, Commercial, Transport, Contracts and EDP Departments.