

Programme on  
**Proposal Making and Bidding Process**

**Identification, Short listing and Selection of Domain experts / consultants**

**Friday, December 2, 2016 • 9.30 am to 12.30 pm**

**Venue:** Torrent-AMA Management Centre, Core-AMA Management House ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad

**Background:** This is the era of wide spectrum of projects and tasks to be undertaken by an organisation. This could be Private sector, Semi- Government Corporations, Banks or Government departments. The existing set of employees in these organisations has to do multi- tasking irrespective of their background. While this is being done, it has limitations resulting in time overrun, cost overrun and below par quality.

Hiring / retaining a domain expert / resource person / consultant / agency of the respective field in the team have now been accepted as the right way out for the above mentioned problem. At the same time identification and selection of such a domain expert is a challenging task. Mere reference and / or word of mouth have limitations.

A systematic process comprising mainly of Expression of Interest (Eoi), Request for Proposal (RFP), Proposal evaluation and final selection is considered to be an appropriate mode and has been accepted and practiced by Government and Private sector organisations.

**Program coverage & Mode:** The proposed half day program would cover mainly following aspects by way of an overview

- Preparation of Expression of Interest(Eoi)
- Preparation of Request for Proposal (RFP)
- The Process, Proposal making and Evaluation highlights: Setting eligibility criteria, Advertisement ( if any), Pre-bid meeting, Ranking methods, Evaluation, Short listing, Methods of selection and Final selection
- Contract / agreement with the selected resource person / agency - key issues
- E- Bidding / Tendering
- Statutory norms, if any
- Illustrative examples and mini exercise

**For Whom:** All those dealing with projects / new assignments in private sector firms, Government / Semi Government agencies, Banks, Management professionals & Students would find this program relevant and useful.

**Coordinator & Faculty : Mr Padmin Buch:** A project management professional with more than 25 years of experience in project identification, selection and project finance. Former Managing Director of GITCO. Presently senior visiting faculty with EDI and CEPT University.

**Faculty :** A senior professional practicing in the relevant field.

**Fee :** Rs.700/- per participant inclusive of Service Tax. Fee includes course fee, cost of reading materials & refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.

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**December 2, 2016**

**REGISTRATION FORM:** Please fill-in and return this form along with participation fee to:

**Ahmedabad Management Association, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.**

**Phone:** 079-26308601-6 • **Fax:** 079 - 26305692 • **E-mail:** ama@amaindia.org • **Website:** www.amaindia.org

Cheque should be drawn in favour of "Ahmedabad Management Association".

<b>Name(s)</b>	<b>Designation:</b>
1. _____	_____
2. _____	_____
<b>Organization:</b> _____	
<b>Address:</b> _____	
	<b>Pin Code:</b> _____
<b>Telephone(s):</b> _____	<b>Mobile:</b> _____
<b>E-mail:</b> <input style="width: 100%; height: 20px;" type="text"/>	