

भारत सरकार / Government of India
दूरसंचार विभाग / Department of Telecommunications
राष्ट्रीय दूरसंचार नीति शोध, नवप्रवर्तन एवं प्रशिक्षण संस्थान
National Telecommunications Institute
for Policy Research, Innovation & Training



No.: 3-126/2024-NTI.Admn

14-03-2024

Subject: - Webinar on "GeM Essentials: The buyer's toolkit" being conducted by NTIPRIT on 20th March 2024.

Respected Sir/Madam,

National Telecommunication Institute for Policy Research, Innovation and Training(NTIPRIT), Department of Telecommunications, Ministry of Communications, Government of India is organizing a Webinar on "**GeM Essentials: The buyer's toolkit**" on 20th March 2024 from 1100 hrs - 1330 hrs. The webinar is being organized to familiarize all the participants with the procurement procedures for goods and services through the Government e-Marketplace (GeM) Portal and the latest features of the GEM Portal.

2 . All the information regarding the webinar is available in the enclosed information brochure.

3. In this regard, it is requested to kindly give wide publicity, circulate the information about the above webinar among Officers posted in your unit/wing and to encourage officers of your unit/organisation to participate in the webinar.

Enclosed: As above.

Signed by

Ravi Kumar Mathur

Assistant Director General (Admin & M) (Date: 14-03-2024 18:08:50)

Email ID: adgadm-nti-dot@gov.in

To,

1. Heads of LSAs
2. Wireless Advisor, DoT
3. DG-NICF
4. Sr. DDG (TEC)
5. Sr. DDG (NCCS)
6. All DDGs, DOT HQ
7. GM (Trg), BSNL CO

Copy for kind information to:

1. Sr. PPS to Member (Services)/ Member (Technology)/ Member (Finance), Digital Communications Commission, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Director General (Telecom), Sanchar Bhawan, New Delhi.
3. PS to DG (NTIPRIT).
4. DDG (Admin)/ DDG (Training) NTIPRIT.

5. Director (Training) - DOT HQ with a request to upload the letter on DOT Website.
6. All Officers of NTIPRIT with a request to participate in Webinar.



National Telecommunications Institute for Policy Research, Innovation & Training (NTIPRIT)

Conducting a Webinar on **GeM Essentials: The Buyer's Toolkit** [20.03.2024 | 1100-1330Hrs]



Flow of Events

Session	Event(s)
Inaugural Session (1100 hrs – 1115 hrs)	Welcome Address – Sh. Yatinder Agrohi, DDG (Admin) NTIPRIT Keynote Address – Sh. Deb Kumar Chakrabarti, Director General- NTIPRIT
Session 1: (1115 hrs – 1215 hrs)	(a) Registration and Role Management for Buyers: Step-by-step registration process for buyers, managing user roles, and ensuring secure access within organizations. (b) Effective Search and Discovery on GeM: Techniques to efficiently search and discover products and services that meet government specifications and requirements. <i>Trainer: Expert from GeM</i>
Session 2: (1215 hrs – 1330 hrs)	(a) Direct Purchase and e-Bidding Processes: Understanding direct purchase methods, participating in e-bidding, reverse auctions, and ensuring compliance with procurement policies. (b) Resolving Disputes and Enhancing Buyer-Seller Relationships: Effective communication with sellers, resolving disputes amicably, and building long-term relationships. (c) Advanced Procurement Strategies: Leveraging analytics, understanding market trends, and adopting advanced procurement strategies for better decision-making <i>Trainer: Expert from GeM</i>
Session 3: Question and Answer	
Vote of Thanks	Sh. V N Rai Director (Admin), NTIPRIT

**Click here or scan the QR to join the webinar
to join the Webinar on 20.03.2024**

