

OFFLINE COURSE

TENDER & CONTRACT MANAGEMENT



A Complete Practical Training for
Highway Construction Projects



Tendering Process
& Documentation



Contract
Administration



Risk & Claim
Management



Payment &
Contractual Claims



Dispute Resolution
(DAB / Arbitration)



Legal Aspects
of Contracts



Practical Case Studies
& Templates

CONTRACT AGREEMENT

SIGNATURE _____
DATE _____

APPROVED



DURATION
1 MONTH



FEEES
₹15,500



PRACTICAL
TRAINING



EXPERT
FACULTY



REAL LIFE
PROJECTS



+91 97-111-555-85



reinforceqst.com



Plot 3A, GF, Westend Marg, Lane 2,
Near Saket Metro Station Gate No. 2, New Delhi 110030

About us

Reinforce Civiltech Private Limited is an ISO-certified training institute **established in 2016**, dedicated to providing practical and industry-oriented training in the field of construction and civil engineering. Our programs are designed to bridge the gap between academic learning and real-world industry requirements through hands-on training and expert guidance.

Over the years, we have trained and empowered **more than 1 lakh** students and professionals, many of whom are now working with reputed companies across India. We have also provided corporate training to leading companies such as **Patel Engineering, DLF , and Larsen & Toubro (L&T)** , along with conducting **100+ seminars and 500+ workshops** across colleges and construction organizations nationwide.

Vision

Our vision is to empower civil engineering students and working professionals with **practical knowledge and hands-on industry experience**. We aim to deliver training as per industry standards and requirements, helping trainees enhance their skills, improve employability, and secure rewarding career opportunities.

With more than **10 years of experience**, **Reinforce Civiltech Private Limited** has established itself as a trusted training provider in the civil engineering sector, supported by a team of experienced trainers and industry experts.

Training Glimpses

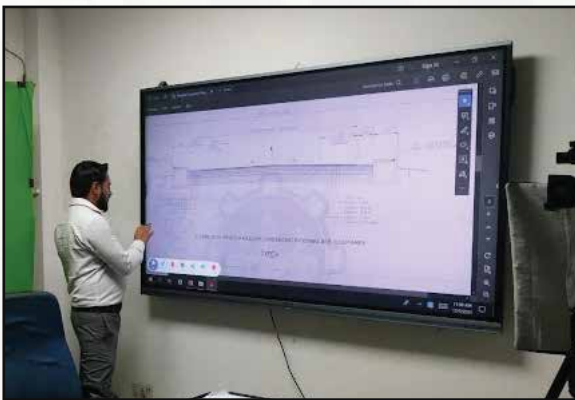


Training Process

This is our tried and tested training process method that helps to provide you with noticeable improvements in efficiency and communication among employees with the practical skills as per construction demand.



On-site Training



In-Class Training



Assessment & Certification

Professional Training Course

Master the most in-demand skill of Construction Industry, Engineering & Achitecture and boost your career

Get trained from Industry Experts worked at



Training Module

Module 1 (Introduction to Construction Contracts)

1. Construction Industry Overview
2. Project Lifecycle
3. Client, Consultant, Contractor Roles
4. Fundamentals of Contract Management
5. Indian Contract Act Basics
6. Essential Elements of Valid Contract
7. Contract Formation & Termination

Module 2 (Tendering Process Fundamentals)

1. What is Tender?
2. Purpose of Tendering
3. Types of Tenders
4. Open Tender
5. Limited Tender
6. Single Tender
7. EPC Tender
8. Turnkey Tender
9. Tender Notice (NIT)
10. Pre-Qualification Criteria (PQC)
11. E-Tendering Process (GeM, CPP Portal)

Training Module

Module 3 (Tender Documents Preparation)

1. Notice Inviting Tender (NIT)
2. Instructions to Bidders
3. Technical Specifications
4. Drawings & Scope of Work
5. BOQ Preparation
6. Conditions of Contract
7. Bid Security (EMD)
8. Performance Security
9. Tender Submission Checklist

Module 4 (BOQ Analysis & Estimation)

1. BOQ Reading
2. Quantity Verification
3. Rate Analysis
4. Material Cost Calculation
5. Labour Cost Calculation
6. Machinery Cost Analysis
7. Overheads & Profit Calculation
8. Tender Pricing Strategy

Training Module

Module 5 (Bid Preparation & Submission)

1. Technical Bid Preparation
2. Financial Bid Preparation
3. Bid Responsiveness
4. Common Tendering Mistakes
5. Online Tender Submission
6. Reverse Auction Basics
7. Bid Clarifications

Module 6 (Tender Evaluation & Award)

1. Technical Evaluation
2. Financial Evaluation
3. L1, L2, L3 Concept
4. QCBS Method
5. Bid Comparison Statement
6. Negotiation Process
7. Letter of Intent (LOI)
8. Letter of Award (LOA)

Training Module

Module 7 (Types of Construction Contracts)

1. Lump Sum Contract
2. Item Rate Contract
3. Percentage Rate Contract
4. Cost Plus Contract
5. EPC Contract
6. Design-Build Contract
7. Turnkey Contract
8. BOT Contract
9. PPP Projects

Module 8 (Contract Administration)

1. Contract Documents Management
2. Site Instructions
3. Work Orders
4. Material Approvals
5. Shop Drawings
6. Contractor Correspondence
7. Meeting Minutes (MOM) & Record Keeping

Training Module

Module 9 (Variations, Claims & Extensions)

1. Variation Orders
2. Extra Items
3. Substitute Items
4. Change Orders
5. Extension of Time (EOT)
6. Delay Claims
7. Cost Escalation Claims
8. Contractor Claims Management

Module 10 (Payment Management)

1. RA Bills
2. Interim Payment Certificates
3. Mobilization Advance
4. Retention Money
5. Security Deposit
6. Final Bill Preparation
7. Payment Certification Process

Training Module

Module 11 (Risk Management in Contracts)

1. Contract Risk Identification
2. Risk Allocation Matrix
3. Contractor Risks
4. Client Risks
5. Force Majeure
6. Insurance Requirements
7. Performance Guarantees

Module 12 (Dispute Resolution & Arbitration)

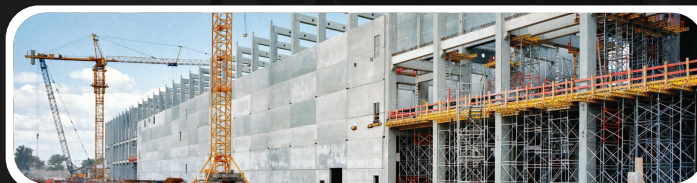
1. Construction Disputes
2. Negotiation
3. Mediation
4. Conciliation
5. Arbitration
6. Dispute Resolution Board (DRB)
7. Legal Proceedings
8. Case Studies

Training Module

Module 13 (FIDIC & Standard Contract Forms)

1. Introduction to FIDIC
2. Red Book
3. Yellow Book
4. Silver Book
5. CPWD Contracts
6. PWD Contracts
7. NHAI Contracts
8. Metro & Infrastructure Contracts

Industries Where Surveyors Work



**Building
Construction
Projects**

**Highway &
Expressway
Projects**



**Railway,
Metro & Bridge
Projects**

**Mining &
Infrastructure
Projects**



Who Can Join This Training



**10th, 12th
Students**



**ITI/ Diploma
/ B-Tech
Students**



**Civil
Engineering
Students**



**Working
Professionals**

Countries with High Demand



Australia



Canada



New Zealand



United Arab Emirates



Saudi Arabia



United States



Germany



Qatar



Singapore



Oman



Kuwait



Norway



Sweden



South Africa

Features of the Program

- Practical Site Oriented Training
- Live Instrument Handling
- Real Project Based Learning
- Industry Experienced Trainers
- AutoCAD & Excel Included
- Weekly Practical Sessions
- ISO Authorized Certification
- Interview Preparation Support
- Job Assistance