

Manager – Tendering **NOIDA**

JOB PURPOSE

- Achieve increased OI targets and attend to Tenders , to pro-actively respond to market opportunities through proper team management
- To receive RFQs, 'GO-NO-GO' analysis
- To prepare Tenders for submission and to participate in pre & post Tender negotiations
- Analyze information pertaining to order inputs and Tenders lost for improving the process
- Analyze future strategic Tenders, co-ordinate with other product units, estimate resources required
- Provide inputs during order processing, to ensure proper implementation of orders received

MAIN RESPONSIBILITIES

- Pre-Tendering - Actively supporting ISOs through inputs during RFQ stage
- Receipt of RFQs, 'GO-NO-GO' Analysis
- Estimation, Approval, preparation of Tenders, submission of Tenders
- Post Tender negotiations, finalization of order
- Lost Tender Analysis and developing future strategies
- Providing inputs during order processing to ensure proper implementation of orders received

PROFILE EXPECTED

- Engineering Graduate (Electrical Engineering)
- 10- 12 years of experience
- Experience in Tendering, contracts & commercial, particularly turnkey electrical projects
- Market intelligence , estimation, planning & time management, commercial & contractual conditions, risk analysis, negotiation skills
- Co-ordination, communication and analytical skills, goal focus and team management

LOCATION

NOIDA