

Curriculum Vitae for the post of Bid / Tender Manager



Name :- Devang Rasiklal Somani

Address :- 206, “Jay Madi Prerna”, Opp. Kamla Park,
DPS Road, Bopal, Ahmedabad - 380 058.

Gender :- Male

Date of Birth :- 05/01/1987

Caste :- Hindu, Jain Bhavsar

Height and Weight :- 5’7”, 72 kg

Marital Status :- Married

Contact No. :- +91 99984 11200.

E-mail Id :- devangsomani5187@gmail.com

Languages Known :- Gujarati, Hindi, English

Nationality :- Indian

Hobby :- Reading Spiritual books, listening Music etc

Education Qualification :-

Sr. No.	Education	Board / Uni.	Month -Year	Class
1	H.S.C	H.S.C.E.	Mar - 2004	Second
2	B.A (English)	Gujarat Uni.	Mar - 2007	Second
3	P.G.D.C.A	Saurashtra.Uni	Oct.- 2009	Second
4	M.A. part- 1 (English)	Gujarat Uni.	-	-

Skill

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- ❖ Capable to prepare and submit bid Physically & Online e-procurement portal
- ❖ To know the procedure of Online Tender Bidding.
- ❖ Checking Product Permission and Market Standing certificate of our products.
- ❖ Prepare Market Standing Certificate
- ❖ Select our products which we manufacturer or Trading in tender document.
- ❖ Get LPR from department / liaison agent for quote in bid.
- ❖ Checking Rate in DPCO and analyze the rate.
- ❖ Checking Logogram in Artwork as per Tender.
- ❖ Planning PO for Government Supply
- ❖ Drafting Letters and Pre-bid Query for Clients / Department
- ❖ Maintain and follow up EMD and Performance BG or Security Deposit from Client / Department.
- ❖ Maintain list of approved product rate as statewise.
- ❖ Arrange Documents for technical proposal / bid from Account department/ Banks / CA office / Advocate office.
- ❖ Making of Agreement and other contractual documents (i.e. Power of Attorney, Declaration, Affidavit and other notarized documents)
- ❖ Prepare Tax invoice in Pharma cloud software for supply goods
- ❖ Dispatch FG (finish good) in domestic against Government Purchase order.
- ❖ Good Communication Skill and Supportive Nature with Superior and Co-worker.

Experience

:- (6.5 Year Experience in Bidding) (Total 14 Year Exp.)

1. I have been working with **Swiss Parenterals Limited (Pharmaceutical firm) As Tender / Bid Manager** at Kerala Industrial Estate, Near Bavla, Gujarat for the period of July 2022 to Till date.
2. I have been working with **Lallooji & Sons (Event Management Agency) As Tender / Bid Manager** at Ahmedabad Gujarat for the period of February 2021 to June 2022.
3. I have been working with **MaRS Planning & Engineering Service Pvt. Ltd (Consultancy Firm) as Assistant Manager in Tendering (Bussines Department)** at Iscon cross road, S.G. Highway, Ahmedabad from **July 2016 to August 2020**. I also have been working as **MIS-Co-Ordinator** in **Socio Economic and Caste Census (SECC) project** by **Central Government** Since **Dec 2011** and also have been working as **Data Operator** in **Unique Identification (UID) program** at **Dhandhuka Mamlatdar Office**.
4. I have been working as **English & Computer Teacher** in **Dhandhuka English Medium High School** at **Dhandhuka** from **7th July 2008 to 14th Oct 2011**.

Intrested in Field

:-

- Traveling, listen to music & walking etc.

Yours Faithfully,

(Devang Somani)

Place: Ahmedabad