

BHAUMIK SATHVARA

(Sr. Proposal & Tendering Engineer)

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| Objective | To work with Industrial, EPC, PSU, CapEX Project, Dairy & Pneumatic sector company providing Industrial/Field solution based products backed by R&D, where I can utilize my skills to develop customer base and simultaneously enhance my skill set for organizational & Personal growth. |
| Professional Summary | Sr. Marketing & Proposal Engineer with 7 Years of experience in Industrial, EPC, Turnkey Project in Dairy & Pharma line, Government sector, PSU, Refinery, Oil & Gas, Pneumatic, Textile Industry and knowledge in Marketing, Sales, Proposal & Tendering principles and procedures, proven track record of strong organizational and management abilities, support business development activities (i.e. Bidding, Proposal, Cost Estimation) and provided best solutions to the customer. |
| Skills | <ul style="list-style-type: none">▪ Proposal Management▪ Leadership▪ Negotiation▪ Bidding and Cost Estimation▪ Support Business Development Activities▪ In-depth knowledge of Tender & Proposal procedures▪ Depth Knowledge of SAP B1, Tally ERP9, ERP Software▪ Application Engineering▪ Client Management▪ Good at coordinating team management▪ Good communicative skills▪ Problem solving and analytical skills.▪ Able to develop effective working relationships with the sales team▪ In-depth knowledge of various eProcurement Portal▪ Excellent Knowledge of MS Excel. |
| Sectors Handled | <ul style="list-style-type: none">▪ Govt. PSUs sector▪ EPC project▪ Refinery▪ Oil & Gas Industry▪ Turnkey Project in Dairy and Pharma▪ Food and Beverages Industry▪ Pharma Industry▪ Chemical Industry▪ Textile Industry▪ Industrial & Pneumatics Industry▪ Aerospace & Defense |

Work History

Since 27th
January 2020
to till date

Company Name: Precision Mass Products Pvt Ltd

Plant Address: Chhatral, Kalol

Precision Mass Products Pvt. Ltd. is one of the most recognized manufacturer of wide range of Pressure and Temperature measurement instruments in India and all over the globe. "Mass" has established this reputed brand image by offering highly durable, robust and proven products to premium customers in various industrial sectors.

Precision Mass Products Pvt. Ltd is authorize distributor of "Ashcroft", "Heise" and "Nagano Keiki" MAKE in india.

Ashcroft is the one of the leading source of temperature and pressure instrument solutions for critical Process and Industrial/OEM (original equipment manufacturer) applications across the globe. They have extensive industry experience and customer-driven approach allow us to provide solutions that fully accommodate the needs of your critical processes and applications ensuring accurate and safe operations.

Sr. Proposal and Tendering Engineer

Key Responsibilities:

- Extensive experience in searching and reviewing Pressure and Temperature measurement instruments related tenders across the India from various eprocurement portals including GeM (Government e-Market Place).
- Proficient in studying the scope of work and tender documents, preparing tender review sheets, estimating BOQs, and linking them with client BOQs.
- Experience of supervising the tender process from pre-qualification to final bid submission, contract award, and engagement close-out.
- Skilled in creating catalogues in GeM portal for various bid (Bid, Bunch Bid, Custom Bid) and has in-depth knowledge of preparing catalogue in GeM portal.
- Able to prepare technical offers, summary sheets, and coordinate with Plant & Engineering for economic cost analysis to win orders.
- Proficient in filling various schedules given in bids to prepare price bids.
- Expertise in uploading and submitting General/Technical/Commercial documents in the ONLINE GeM and various E-procurement platforms.
- Proven ability to provide technical support during technical support during technical meetings, product presentation, negotiation, and offer product/solution/service related training.
- Attending Price-bid (Commercial opening) meetings; Preparing the price comparison Analysis report Etc. & submitting of the same to the respective Manager and director.
- Keeping track of live (submitted) tenders from the tender floating stage up-to award of work.

- After winning award, Attending Post Bid / Pre-award discussions and preparation of MOM (minutes of the meeting) Verification of LOA / LOI / Detailed order in line with specifications and check for deviations, if any.
- Tracking of EMD refund payment by making constant follow-up with concern person.
- Post Order help to project teams / Clients for various queries, amendments, etc.

❖ **Sales Activity:-**

- Leading the preparation of technical and commercial proposals for new business opportunities.
- Analyzing customer specifications, requirements, and inquires to determine the scope of work.
- Coordinating with the sales and business development teams to develop competitive proposals that resulted in a win rate of 75%.
- Preparing cost estimates, technical write-ups, and project schedules.
- Reviewing and analyzing proposal documents to ensure they are complete and accurate.
- Conducting risk assessments to identify potential project risks and develop mitigation plans.
- Providing technical support to the sales team during negotiation with customers.
- Managing proposal timelines and deadlines to ensure timely submission of proposals.
- Collaborating with cross-functional teams, including engineering, procurement, and project management to ensure proposal compliance.
- Developed and maintained databases and tools to track and analyze sales performance, market trends, and customer feedback, and used the insights to improve processes and decision-making.
- Maintaining and updating proposal templates and documentation to ensure accuracy and consistency.
- Negotiated contracts and terms with customers and partners, and maintained good relationships with key engineer to maximize customer satisfaction and repeat business.
- Participating in bid clarification meeting and technical discussion with customers.
- Conducting market research and competitive analysis to stay abreast of industry trends and identify new business opportunities.

Since
1st August
2017 to 20st
January 2020

- After receiving order, Send order acceptance copy along with deviations, if any.
- Providing technical details to post order team, if required.
- Working, preparation and follow-up for pending payment.
- Submitting documents for getting new registration as approved vendor.
- Mentored and trained junior team members in tendering and sales techniques, and provided technical guidance and support throughout the project lifecycle.
- Ensured compliance with relevant regulations and standards, and maintained accurate and up-to-date documentation for all projects and proposals.

Company Name : ATMAN Solutions Pvt Ltd

Plant Address : Sanand

ATMAN executes turnkey project for clients using EPC model. Turnkey Project includes Design, Manufacturing, Supply, Installation & Commissioning of entire plant. It covers various engineering discipline like Automation, Instrumentation, Electrical, Mechanical etc....

ATMAN also executes projects which include various plant utilities like Dairy Turnkey Project, Refrigeration system, Boiler System, Compressed air Supply & Distributions, WTP & Electrical Systems.

Sales & Tendering Engineer

Key Responsibilities:

- Managed the tendering process for engineering projects (i.e Dairy, Pharma, Chemical), from initial inquiry to submission of bids, ensuring compliance with customer requirements and company policies and standards.
- Conducted technical and commercial analysis of customer specifications and scope of work, and developed competitive and accurate proposals that meet customer needs and maximize win rate and profitability.
- Collaborated with cross-functional teams, including engineering, procurement, legal, and finance, to prepare high-quality proposals and to address technical and commercial issues.
- Coordinated with subcontractors and suppliers to obtain competitive quotations and to ensure timely delivery of materials and services, while minimizing costs and risks.
- Conducted risk assessments and developed risk mitigation strategies, and ensured that all proposals and bids are reviewed and approved by relevant management.

- Participated in negotiations with customers and partners, and provided technical support to sales teams to close deals and secure contracts.
- Maintained accurate and up-to-date documentation for all tendering activities, including proposal and bid templates, pricing models, and performance metrics.
- Provided technical guidance and support to junior team members, and contributed to the development of best practices and continuous improvement initiatives.

Experience

Company Name: SIDDHI ENGINEERS

Plant Address: Ahmedabad.

Manufacturers of Precision cold drawn Aluminium alloy tubes for Aerospace & Defense applications. It is also supplying Alu. tubes to renowned Textile machine mfg & accessories mfg. Companies; Pneumatics/Automation sector Companies for more than 28 Years. It is closely working with & supplying to Aero-Def PSUs for strategic important developmental projects.

Marketing Engineer

Key Responsibilities:

- Handling sales, marketing & business development operations across India.
- Relationship building with customers, Enquiry generation, converting Business opportunities in to orders thru direct and Business Associate network.
- Explore new market/product segment, its development, identifying new customers, understand their requirements, communicate to Innovation team & meet their expectations.
- Follow up existing customer for getting repeat orders.
- Visiting Companies & Customers to understand their requirement and discuss techno-commercial facets of product according to End application of customer and suggesting possible solutions if required.
- Negotiating with Local & other buyers for converting enquiries into order.
- Preparing quotations for received enquires.
- Coordinating with factory and preparing sales order for factory as per buyers' requirement.
- Daily Follow up with factory & Customer intimation for Dispatch, Complain documentation.

Since
1stSeptember
2015 to 31st
July 2017

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| | <ul style="list-style-type: none"> ▪ Maintain & Analyze Delivery schedule compliance & complain register on daily basis. ▪ Well versed with EN 9100 C (Equivalent to AS9100)&ISO 9001:2015 (QMS), Its application in organization and its documentation. ▪ Developing rapport and maintain communication with companies/customers. ▪ Represented & Led Company in many National Exhibitions, conferences, seminars and Institutional Events held in India. ▪ Single point of contact for all sales related documents like Dispatch, complain, Payment, POs, Standard related documents & Customer Feedback documents. |
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| Passions | I want to work in Proposal & Bidding management because I enjoy the challenging nature of the various industry and how fast-paced it is. I thrive under pressure. I enjoy problem-solving and analyzing data. |
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| Languages Known | <ul style="list-style-type: none"> ▪ English ▪ Gujarati ▪ Hindi |
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| Computer Skills | <ul style="list-style-type: none"> ▪ MS-Word, Excellent knowledge of MS-Excel, MS- PowerPoint. ▪ CRM ▪ Tally ERP9 ▪ ERP Software ▪ SAP Business One Software |
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| Education | <ul style="list-style-type: none"> ▪ Diploma in Mechanical Engineering (2012-2015) CGPA – 7.58 V.P.M.P Polytechnic, Gandhinagar, Gujarat under Gujarat Technological University. ▪ 10th SSC with 78.00%(2011 – Gujarat Secondary Examination Board) |
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| Summary | Detail oriented Engineering Professional with good analytical and technical support abilities along with quality oriented working approach. |
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| Personal Detail | Name : Bhaumik Maheshbhai Sathvara |
| | Father's Name : Maheshbhai Jayantibhai Sathvara |
| | Date of Birth : 25/05/1997 |
| | Address : A/8 Chandraprabha Society, Near Shivkeddar Flat , Chandlodia Ahmedabad – 382481. |
| | Marital Status : Unmarried |
| | Notice Period : 60 Days |

Declaration

Dear Sir/Madam,

I confirm that the My Résumé information provided and other details enclosed herewith are true to the best of my knowledge and belief.

Signature

Bhaumik Sathvara