

GOPISANKAR MURUGAN

Project Engineer – Bids, Presales & Tendering

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Profile

Developed and managed core teams to evaluate customer requirements and produce technical responses to formal requests for proposals from current and potential customers. Resourceful Tender with proven ability to manage tender processes from conception through to submission efficiently, ensuring all tasks are completed within tight deadlines. Specialized in analyzing tender documents, coordinating with cross-functional teams for accurate information gathering, and developing compelling bid proposals. Excel in communication, negotiation, and organizational skills which facilitate seamless collaboration and project management.

TECHNICAL SKILLS

- HV & MV Switchgears
- Presales & Post Sales
- Project Management
- Techno-Commercial Offer preparation
- SaaS Products
- Tender management
- Cost estimation
- Vendor management

WORK EXPERIENCE

Tender Manager - IT Software & Hardware Solutions, Truseve Enterprises Private Limited

04/2024 – Present
Chennai, Tamilnadu

- Manage the complete tender process for software licensing, cloud solutions, and computer hardware projects, from bid documentation to submission and post-award activities.
- Coordinate with technical, sales, finance, and legal teams to gather accurate requirements, product specifications, and compliance documentation for tenders.
- Review and analyze tender documentation, proposals, and contract terms to ensure compliance with client expectations, regulatory standards, and company policy.
- Develop and present comprehensive tender responses, including technical proposals, cost estimates, and pricing schedules, tailored to software and hardware product requirements.
- Facilitate cross-departmental communications, meetings, and strategy sessions to address challenges, risks, and questions related to IT procurement tenders.
- Evaluate supplier proposals, vendor qualifications, and pricing structures for software licenses (e.g. SaaS, on-premise, subscription) and hardware solutions.
- Negotiate terms and conditions with vendors, suppliers, and subcontractors, ensuring competitive positioning in the technology marketplace and compliance with licensing requirements.
- Maintain accurate records and documentation for all tenders, including customer specifications, contracts, schedules, RFPs, and bid evaluation reports.

- Monitor trends in the IT industry, including emerging licensing models, product innovations, regulatory changes, and competitive offerings to inform tender strategies.
- Mentor and guide junior staff on best practices for preparing, submitting, and supporting IT-related tenders.
- Implement process improvements in the tendering workflow, leveraging technology tools and market insights for greater efficiency and success.

Sr. Marketing Engineer-MV Switchgears (3.3kV to 36kV),

A Bond Strands Private Limited

05/2022 – 11/2023

Chennai, Tamil Nadu

- Acknowledged and analyzed customer enquiries, prepared tailored techno-commercial proposals, and clarified all pre-bid queries.
- Reviewed prequalification documents, technical specifications, and tender requirements to ensure compliance.
- Produced competitive cost estimates and pricing through evaluation of tender instructions, specifications, drawings, BOQs, and internal discussions with technical and procurement teams.
- Prepared detailed offers including cost sheets, Guaranteed Technical Particulars (GTP), Manufacturer's Authorization Letters (MAL), company catalogues, and credentials for submission to clients.
- Handled government and PSU tenders (NTPC, KSEB, KPTCL, ARIBA, JSPL, JSW, Tata Steel) both online and offline, with expertise in GeM portal submissions.
- Managed order booking and ensured timely order finalization through consistent follow-up with customers.
- Verified purchase orders, resolved discrepancies, and issued order acceptance in coordination with the group lead.
- Liaised with the engineering team to release contractual drawings, secured customer approvals, and coordinated BOM release upon receipt of Manufacturing Clearance (MFC).
- Updated sales and project execution plans in line with lead times and priorities.
- Coordinated with planning for project scheduling, raised inspection calls, and ensured smooth execution.
- Managed customer communications for dispatch clearance and aligned with stores and logistics for timely delivery.
- Submitted delivery challans, coordinated with accounts for invoice processing, and followed up for proof of delivery (POD).
- Executed efficient payment follow-up with customers to ensure timely realizations.

Tendering & Proposal Engineer-High Voltage Disconnectors (12kV to 420kV),

S&S Power Switchgear Equipment Limited

11/2019 – 04/2022

Chennai, Tamil Nadu

- Functioned as Tender Executive by organizing and preparing documents in accordance with tender requirements and specifications.
- Demonstrated excellent knowledge in the preparation, bidding procedures, and timely submission of tenders.
- Thoroughly reviewed and interpreted clients' techno-commercial requirements, addressing any deviations or queries effectively.
- Coordinated with internal departments regarding design suitability, project scheduling, costing, and overall offer preparation.
- Engaged and liaised with subcontractors for technical specifications, delivery timelines, and pricing negotiations.
- Acquired working knowledge of international shipping Incoterms such as Ex-Works, FOR, CFS, FOB, CIF, and CFR.

- Prepared comprehensive technical and commercial proposals for submission to customers.
- Prepared techno-commercial offers and submitted them to concerned EPC contractors and end users in strict accordance with their requirements.
- Ensured on-time creation of CRM offers post-submission of tenders to track progress and follow-ups.
- Experienced in order entry within SAP application for order execution processes and releasing confirmed orders to internal teams for timely project execution.
- Handled domestic and export projects, including EPC (Engineering, Procurement, and Construction) contracts, ensuring compliance with varied project requirements and regulations.

EDUCATION

BE-EEE, COLLEGE OF ENGINEERING GUINDY (CEG), ANNA UNIVERSITY, CHENNAI (PART TIME)	05/2025 Chennai
DIPLOMA-EEE, ELUMALAI POLYTECHNIC COLLEGE, VILLUPURAM	07/2019 Villupuram
HSC, GANDHI MEMORIAL.HR.SEC. SCHOOL, TIRUVENNAINALLUR	05/2017 Villupuram
SSLC, GOVERNMENT HIGH SCHOOL, T. EDAYAR	05/2015 Villupuram

COMPUTER PROFICIENCY

Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)

Skilled in Google Workspace (Docs, Sheets, Slides, Drive)

Experienced with project management tools (Zoho CRM, SAP ERP)

STRENGTH

Strong communication skills: Ability to clearly convey information and collaborate with teams

Adaptability: Quickly adjusting to new situations, technologies, or challenges

Time management: Prioritizing tasks to meet deadlines efficiently

Team player: Collaborating effectively with colleagues to achieve objectives

Languages Known

- Tamil
- English

PERSONAL PROFILE

Father's Name : Murugan.M

Date of Birth : 10-10-2000