

KUMAR SATYAJEET
J-4/17, Khirki Extension. Malviya Nagar. New Delhi – 110017
Mob: 9990545324, 9990545328
E-Mail:ksatyajeet75@gmail.com,

TENDER DOCUMENTATION EXECUTIVE

Proactive decision maker, with above 15 years+ of comprehensive experience in online & offline bid submission.

- **Bidding Experience-** JVs/Consortiums, partner firms & Pvt. Ltd.

PROFESSIONAL EXPERIENCE

- | | |
|---|---------------------------|
| 1. STEP INDUSTRIES PVT. LTD.
(Power Cable Manufacturing Company) | (MARCH 2017 TO TILL DATE) |
| 2. SPAN COMMUNICATIONS.
(Media Communications) | (JUNE 2015 TO FEB. 2017) |
| 3. PAMM ADVERTISING & MARKETING
(Media Communications) | (FEB. 2013 to MAY 2015) |
| 4. SURESH GOEL & ASSOCIATE
(Architecture Firm) | (OCT. 2006 TO JAN. 2013) |
| 5. RAM LAL ANAND COLLEGE
(South Campus) New Delhi | (MAY 2004 to SEPT. 2006) |

FEW DETAILS OF CLIENT,^S FOR SUBMISSION OF ONLINE & OFF-LINE TENDER BID & EMPANELMENTS DOCUMENTS SUBMISSION - NBCC, CPWD, PWD,

RAILWAYS:-

MINISTRY OF RAILWAYS, IRCTC, CRIS, IRCON, RITES, CONCOR, RLDA, DFCCIL, CENTRAL RAILWAY, NORTH WESTERN RAILWAY, NORTHERN RAILWAY, RAIL WHEEL FACTORY BANGALORE, CHITRANJAN LOCOMOTIVE WORK, etc,

POWER SECTOR-

Powergrid, NHPC, BHEL, PFC REC, THDC, , NTPC, EESL, SOLAR ENERGY CORPORATION OF INDIA LIMITED., GUJARAT POWER CORPORATION LIMITED (GPCL),.

OIL SECTOR-

ONGC, BPCL IOCL, HPCL, EIL

EDUCATIONAL AND RESEARCH INSTITUTES SECTOR-

IIT-Mumbai, Kanpur & Guwahati, EdCIL, Central University, IGNOU, NIOS, ICAI, ICSI, NCERT, AICTE, G.G.S Indraprastha Univ., Delhi Univ., Gautam Budha Univ., Rajasthan Univ., Punjab Univ., Central Univ., AIIMS, CEC, NIFTEM, NIELIT, CSIR HQ and Institutes, ICAR Institutes etc.

BANKING SECTOR –

Reserve Bank of India, Dena Bank, Oriental Bank of Commerce, Punjab & Sind Bank, Vijaya Bank, Canara Bank, UCO Bank, Allahabad Bank, Bank of Maharashtra, State Bank of India, SPMCIL, Power Finance Corporation of India, Delhi Financial Corporation, IRDAI, Oriental Insurance Company, UTI Mutual Fund, LIC, Maharashtra State Lotteries, BRBNMPL etc.

PRIVATE/CORPORATE CLIENTS DETAILS -

Alkem Laboratories, PSI, Silvetta, M3M, Haldiram's, Shriram Universal School, Tiger Balm, Dermawear, Sterling Developers, findmystay.com, Indian Dairy Association, Deal Jeans, Hero Cycles, Star Plus TV, Phoenix etc.

GLOBAL TENDER EXPERIENCE :- Albania, Bhutan, Bosnia and Herzegovina, Botswana, Bulgaria, Croatia, Ghana, Greece, Italy, Kenya, Kosovo, Lesotho, Liberia, Mauritius, Montenegro, Morocco, Namibia, North Macedonia, Romania, Rwanda, Senegal, Serbia, Seychelles, Slovenia, South Africa, Tanzania, Togo, Turkey, Uganda, Zambia etc.

AND OTHER MISC. EXPERIENCE

Election Commission of India, DDA, EIL, Shipping & Transport, Water Resources, Social Justice, AAI, , NHAI, TCIL, MMT, ESIC, DIPR, NIPER, NABI, MMRDA, DGIPR, Unicef , Tourism Sector, NSIC, ESI, ITPO, Department of Income Tax, NSDC, etc. PRINT MEDIA, SOCIAL MEDIA, ELECTRONIC MEDIA, OTDOOR MEDIA, PR, EVENTS & EXHIBITION etc.

MANAGE ALL STAGES OF THE BID INCLUDING

- Searching Govt. / PSUs, Pvt. Tenders & Business Leads.
- Check the eligibility criteria for tender participation.
- Online & offline submission of Govt. PSUs Tenders.
- Empanelment with various Govt. Departments
- Prepare the online/offline tender bid
- Attend Pre-Bid meetings
- Prepare BOQ, technical specifications, list of makes & special conditions.
- Clarification of bid conditions and management of the tender preparation
- Co-ordination with all team to process bid/Tender related activities and PO related process.
- Follow up for EMD refund and Payments.
- Follow up with the vendors /suppliers, procure the material and dispatch to the sites.
- Monitoring the progress, supervision of works. Preparing daily/weekly progress reports.
- Documents & maintenance good records in office documents.
- Handling all the queries & records of files.

❖ APPLICATION SOFTWARE

Ms-office, Excel, Auto Cad, BDS, Design Suite, Revit, 3D Max, Lumion, Google Sketch up, V-Ray, Archi Office, New Forma.

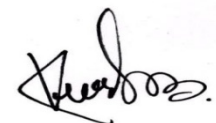
ACADEMIC DETAILS

GRADUATION	:	B.S.C Physics (H) from TilkaManghi Univ.,
Diploma	:	Diploma in Electronics and Computer Hardware Network Engineer from JETKING New Delhi

PERSONAL DETAILS

Marital Status	:	Married.
Proficiency in Language	:	English & Hindi
Father's Name	:	Shri,C.P.Verma
Current CTC	:	40,000/-
Expected Salary	:	45,000 +

Place: New Delhi



Kumar Satyajeet