

CURRICULUM VITAE

SUNEEL KUMAR VERMA

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OBJECTIVE

To Work Hard In A Competitive And Changing Environment With A Purpose To Blend My Communication Skills. Dynamism, Knowledge And Creativity In Order To Achieve Organizational Goals.

ORAGANISATION EXPERIENCE

Since August 2018 to Present: with “**M/s Medilife Technologies as “Assistant-Tender Manager”**

M/s Medilife Technologies provides innovative and quality medical products in Audiology and ENT. It is a 14 years young and includes our group companies in the field of ENT, Audiology, Neonatology, Neurology, Radiology and Psychiatry. The first group company was started in 1987 and pioneered many medical innovations in both manufacturing in India or bringing these technologies to India. Medilife has partnered with reputed manufacturers.

Job Description: -(Tendering & Procurement)

- Responsible for Tender/RFQ commercial and contractual review.
- Commercial and contractual review of clients’s Tender/RFQ.
- Manage the accurate and timeous preparation and submission of tender documentation.
- Manage tender activities with the process team and the costs estimators.
- Generate and maintain a sub-contractors/suppliers data base.
- Generate and maintain a competitor’s data base.
- Compile tender documents.
- Prepare RFQ’S and obtain competitively priced offer from suppliers and sub-contractors, as required for enquiries and tenders.
- Bidding on GEM portal for our products.
- Submission of Techno-Commercial documents for bid/tender
- Review on tender’s daily basis.
- Prepare weekly reports of bid/tender status by collecting the information from various departments/organizations
- Prepare Technical queries for Pre-bid meeting regarding tenders with support of Technical team
- Time to time updating list of running tenders and previous done tenders in Pipeline.
- Time to time updating regarding tender opening result like opening of tenders Technical and Commercial bid opening
- Making papers for PBG for new orders and many time for extension of PBG
- Making letter of Confirmation/Acceptance for receiving newly purchase orders
- Liaising with sales/service team regarding to make Performance satisfactory reports regarding our old orders.
- Maintaining MIS data for EMD,Bank guarantee and running and past tenders.
- Timely submission of Agreement/bond on Stamp paper as required for newly purchase orders

- Time to Time give the details of old purchase orders like about its warranty period, CMC Period, Rate Contract
- Provide the EMD,PBG details time to time to the team and many times give the draft letter to refund of EMD/PBG
- Submission of Billing documents to Payment/billing process.
- Time to time submit the CMC/AMC contract Agreement contract for proceed the orders

Since May 2016 to July 2018 : with “**VCAREALL SOLUTION PVT. LTD.** Delhi as “**Assistant-Tender Manager**”

VcareAll is one of the distinguished and renowned names in India and all over the world covering a wide ground in the field of IT solution provider. Web Designing & Web Application Development, E-commerce, Mobile Application Development (Android/iOs), Custom Software Development.

Job Description: -

- Searching and identification of relevant tenders from tender websites, Central and State government procurement portals and others.
- E-Tender and offline tendering preparation and submission of commercial and technical bid documents. Preparing High quality tenders documents.
- Participated tendering process for different PSU Organization.
- Vender Development/Registration of product in various Government Organization.
- Maintaining MID data for sales Figure, EMD, Bank Guarantee, Security Deposit, Tender search, Tender Opening, L1 Sheet, Preparation of bid win/loss analysis, maintaining the records of bids and tenders and bid opening results.
- Cost Analysis of BOQ materials from purchase/Production department & Preparing estimated rates for tender.
- Complete responsibility of bid submission, material delivery as per contract, payment etc.
- Management, Negotiation, Estimation, Proposal writing, RFP/RFT/RFQ/Pre-Sales.
- Coordinate with Sales, Service, Finance team for collecting the information required to fill/submit the tenders.
- Attending the Tender opening pre bid meeting financial bid when required.
- Reply on technical query for submitted tenders.
- Submission of performance guarantee, performance bonds etc papers for awarded tenders.

Since Oct.2015 to April 2016: Pal Mohan Electronics Pvt. Ltd. Delhi as “**Tender Executive cum Pre-Sales**”

Pal Mohan Electronics Pvt. Ltd. is one of the leading Manufacturers and Suppliers of static watt Hour Meters, AMR meters, AVR and solution provider in India with the track record of supplying LT static Kwh meters in million.

Job Responsibilities:

- Collecting sales volume and price data for the preparation of business forecast for strategic product.
- Responsible for the preparation of tender able specifications and standard offer for the product.
- Searching & identifying new opportunities, approaching them, preparation of proposals / Tenders / Expression of Interest / Client Presentations and follow up.
- Raising development requirements for products to R&D and arranging solutions.

- Business development through technical discussions and explore new areas of market during Bid Activities
- Mapping Prototype execution processes for different services and providing specifications and subsequent changes in system hardware and software for input to service design
- Liaison with customer for issue of vending system software and finding out Periodic customer satisfaction.
- Carry out client presentations expressing the value plan of products, solutions, and service offering.
- Have been involved in Tenders of MSEDCL, BSES, WESCO, NESCO, SOUTHCO, Various State Governments, and various other Private Power & Infrastructure Developers.
- The responsibilities included business development and perusal of existing customers had been assigned big clients like MSEDCL, BSES and NESCO.

Since August 2010 to October 2015 with “Hi-Tech Accurate Communication Pvt. Ltd. Delhi as “Tender cum Presales Executive”

Role:

- Act as a technical consultant for all integrated Electronic security solution and technologies.
- Manage to contracts and Tenders. Knowledge of E-tendering.
- Registered sites, getting registration, e-tendering online.
- Responsible for RFP/RFT. Coordination with vendor.
- Preparation of technical and price bids after getting technical details of catalogues from the concerned specialty and general certificates as asked in the tender,upload the documents online in case of e-submission.
- Research, update records and maintain detailed information of Tenders.
- Check various Tender Search systems on a daily basis.
- Responsible for ensuring tenders are submitted consistently ahead of the deadlines set by the tendering authority or body.
- To follow relevant procedures for Tender compilation, authorisation and dispatch.
- Prepare Quotation, Compliance sheet, Rate Evaluation.
- Create Techno-Commercial Proposals and response to RFQ/RFPs.
- Design of Low voltage system: IP CCTV, ACS, PA System,Video surveillance system.
- Solution Designing, Architecture BOM & BOQ Design as per Tender.
- To ensure each Tender submitted contains the correct proposed solution.
- Submit and present the technical offer to the customer.
- Proposal Draft and solution engineering of security and virtualization.

IT Skills:-

Software-Auto-CAD, Corel Draw, Ms-Office suite (Word, Power Point & Excel) Programming Languages C, C++

EDUCATIONAL QUALIFICATION

- Diploma in **Electronic & Communication Engineering** (2007-2010) from CRR Institute of Technology. B.T.E Delhi.
- 12th passed from C.B.S.E board From Delhi in 2005 with science stream
- 10th passed from C.B.S.E board From Delhi in 2003.

KEY STRENGTH

- Analytical skills
- Technical Knowledge of Products

- Ability to work under pressure and leadership capability
- Hard working and can accept any challenging jobs.
- Positive attitude, self- confident
- Has capability to communicate and satisfy the person

PERSONAL DETAILS

Date of Birth	1 st Jan 1988
Marital Status	Married
Linguistics Language	Hindi, English
Address	H-10/4 Surya Vihar, Sadatpur, Karawal Nagar, Delhi-94

Place

Date.....

(SUNEEL VERMA)