

Job Description

- Position** : **Contracts Expert- (Manager/Senior Manager)**
- Years of Experience** : Minimum 8 to 15 years with Tendering and Contracts expertise for Infrastructure Projects
- Qualification** :
 - B.E/B.Tech Graduation in Engineering (Civil/ Mechanical/ Environmental)
 - Additionally, Graduation in Law is preferable.

ROLES AND RESPONSIBILITIES

1. CONTRACT PROCUREMENT

Support to the procurement process under the project and manage overall procurement and contract management activities in line with kfw, ADB, JICA, AIIB, NDB and World Bank Procurement Regulations.

Developing the PPSD (Project Procurement Strategy for Development) Seeking clearances from funding agencies like World Bank, kfw, ADB, JICA, AIIB and NDB for Procurement Plan, TORs etc.,

Provide advice and implementation support on all aspects of procurement and contract management under the project as per World Bank, kfw, ADB, JICA, AIIB and NDB Procurement Regulations wherever required to Client.

Leading contract procurement activities Procurement of works, Procurement of goods, consulting and non-consulting services contracts under international funding agency terms

Reviewing FIDIC risk factors and finalize the contracts of ICB, LCB, LIB, International Shipping & Direct Contracting and offer solutions for PMU

2. TENDERING

Responsible for preparing PQ, consolidated bid documents including NIT, ITB, GCC, SCC, CA, Bid formats and any other necessary information required for successful tendering and implementation of contracts.

Responsible for assisting PMU in all aspects of procurement including Contract procure issuing bid invitation, addendum/corrigendum, and clarifications to the bidder's queries, assists in bid evaluation, selection of contractors/ implementing agencies.

3. CONTRACTS

Contract Management: Efficiently manage the project according to contract terms, ensuring compliance and adherence to regulations.

Claims Resolution: Handle negotiations and settlements of various contractors' claims, ensuring a fair and transparent process.

Job Description

Cost Estimates: Prepare preliminary cost estimates, finalize variations, and evaluate proposals for extensions of time (EOT).

Contractual Disputes: Resolve contractual disputes swiftly and amicably, fostering positive relationships with all stakeholders.

Tender Management: Evaluate tenders, prepare comprehensive tender documents, and assist in the tendering process.

Contract Amendments: Facilitate necessary amendments and modifications to contracts, keeping them updated and reflective of project needs.

4. BID MANAGEMENT

- i. Review tender requirements and interact with Clients and stakeholders to seek clarifications
- ii. Study of Tender Documents, prepare Tender Synopsis & Responsibility Matrix
- iii. Review the Terms and Conditions of the project, document it and share the same with the higher management for Bid / No Bid approval
- iv. Select and coordinate with partners and suppliers to obtain quotations and technical inputs for proposal preparation.
- v. Drive the preparation of technical and financial proposals, including comprehensive analysis of expected revenues, costs, profit and cash-flows
- vi. Address risks related to bid preparation and project implementation, including legal, financial, technical and safety risks
- vii. Co-ordinate with the different departments and office in the process of working for the Bid.
- viii. Preparation and Review of Pre-bid Queries to be raised to the client to get clarification and following up with the client for the same.
- ix. Regular follow up with client regarding submitted Technical and Financial Proposals and EOI.
- x. Assisting Business Development Managers for Identification of New Opportunities and Procurement Notices from various National and International websites and other sources like newspapers etc.