

Job Description (JD)

Assistant Manager – Proposals

Department: Proposals / Tendering

Industry: Cooling Towers & Industrial Cooling Solutions

Location: Gurugram, Haryana

The Assistant Manager – Proposals is responsible for preparing techno-commercial proposals, reviewing customer enquiries, coordinating with internal departments, estimating project costs, and submitting competitive quotations for cooling tower and industrial cooling system projects. The role requires close coordination with Sales, Design, Projects, Procurement, and Production teams to ensure timely and accurate proposal submissions.

Key Responsibilities

- Review RFQs, tender documents, and customer specifications to understand technical and commercial requirements.
- Prepare techno-commercial proposals for cooling towers, process chillers, pumping systems, side stream filtration systems, and related equipment.
- Study customer requirements, technical specifications, drawings, and BOQs to prepare accurate quotations.
- Coordinate with Design, Engineering, Procurement, Production, and Projects teams to obtain technical inputs and cost estimates.
- Prepare cost estimates considering raw materials, bought-out items, fabrication, transportation, erection, commissioning, and project execution costs.
- Evaluate customer deviations and prepare technical and commercial clarifications.
- Prepare tender documentation, compliance statements, deviation lists, and bid submissions.
- Participate in pre-bid meetings and clarify customer queries with internal stakeholders.
- Maintain proposal schedules to ensure timely submission of quotations and tenders.
- Coordinate with the Sales team during technical discussions and negotiations with customers.
- Prepare project budgets and profitability analysis before bid submission.
- Maintain proposal records, revision history, and tender documentation.
- Coordinate with vendors to obtain quotations for bought-out items and subcontracted services.
- Review contractual terms and identify commercial risks in consultation with management.
- Ensure proposals comply with customer specifications, company standards, and applicable engineering codes.
- Provide technical support during order finalization and hand over complete proposal documents to the Projects team after order receipt.
- Continuously monitor competitor offerings, pricing trends, and market developments to improve proposal competitiveness.

Educational Qualification

- Bachelor's Degree or Diploma in Mechanical Engineering (preferred).
- MBA (Marketing/Operations) is an added advantage.

Experience

- 8+ years of experience in Proposal Engineering, Estimation, Tendering, or Techno-Commercial Sales.
- Experience in Cooling Towers, HVAC, EPC Projects, Water Treatment, Industrial Equipment, or Process Cooling Solutions is preferred.

Technical Skills

- Strong understanding of cooling tower systems and industrial equipment.
- Ability to interpret GA drawings, P&IDs, BOQs, technical specifications, and engineering documents.
- Knowledge of cost estimation and project budgeting.
- Familiarity with tendering procedures and bid documentation.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Working knowledge of AutoCAD and ERP/SAP is desirable.