

Job Description – Senior Tender Executive (Technical)

Role- Sr. Tender Executive-Technical

Exp required- 5+ years

Location - Gurugram

Industry Preference :- EPC/ Cooling Tower company only.

Role Overview

We are seeking a highly experienced **Senior Tender Executive (Technical)** to manage the complete tendering lifecycle for government, PSU, and private sector projects. The ideal candidate should possess strong expertise in identifying tender opportunities, preparing techno-commercial bids, coordinating with cross-functional teams, and ensuring timely and compliant bid submissions through various e-procurement portals.

Experience Required:-

- Experience in EPC, Cooling Tower, Industrial Equipment, Heavy Engineering, Power, Infrastructure, or Process Industry.
- Strong understanding of technical specifications and engineering documentation.
- Ability to manage multiple tenders simultaneously under strict deadlines.
- Detail-oriented with excellent organizational and problem-solving abilities.
- Strong interpersonal and stakeholder management skills.

Skills Required:-

- Minimum **5 years of experience** in tendering, bidding, and proposal management.
- Experience in handling **Government, PSU, State Government, and GeM tenders**.
- Strong knowledge of **Reverse Auctions, RFPs (Request for Proposal), and RFIs (Request for Information)**.
- Engineering background preferred (Mechanical/Civil/Electrical or equivalent).
- Hands-on experience in preparing and submitting tenders for organizations such as **NTPC, BHEL, BEL, HAL, HPCL, BPCL, IOCL, Coal India**, and other Public Sector Undertakings.
- Thorough understanding of government procurement guidelines, tender compliance, eligibility criteria, and documentation requirements.
- Proficiency in **MS Office (Excel, Word, PowerPoint), Google Workspace**, and tender management software.
- Excellent analytical, documentation, communication, and coordination skills.

Hands-on Experience Required on Tender Portals

- GeM (Government e-Marketplace)
- IREPS (Indian Railways E-Procurement System)
- Reverse Auction Platforms
- CPPP (Central Public Procurement Portal)
- NIC e-Procurement System
- State Government e-Procurement Portals
- Defence e-Procurement Portal
- HPCL, BPCL & IOCL Tender Portals
- SAP Ariba

- Procure Tiger
- SRM Portal
- NBCC e-Tender Portal
- BEL, BHEL & HAL e-Procurement Portals
- TNPL e-Procurement
- NTPC e-Procurement
- Tata Vendor Portal
- Coal India Tender Portal
- e-Nivida and other leading private procurement portals

Key Responsibilities

- Manage the complete tendering process, including identification, evaluation, preparation, submission, and post-submission follow-up.
- Monitor and track tender opportunities through GeM, CPPP, state procurement portals, SAP Ariba, and other government and private procurement platforms.
- Review tender documents, technical specifications, BOQs, drawings, commercial terms, and eligibility criteria to ensure complete compliance.
- Prepare techno-commercial proposals, bid documents, compliance statements, costing sheets, and supporting documentation.
- Coordinate with Sales, Engineering, Procurement, Finance, Projects, and Management teams to gather technical and commercial inputs for bid preparation.
- Ensure timely submission of tenders while adhering to all statutory, contractual, and customer-specific requirements.
- Coordinate the preparation of EMDs, Bank Guarantees, affidavits, declarations, certificates, and other contractual documentation.
- Participate in reverse auctions and online bidding processes as per customer requirements.
- Respond promptly to client queries, technical clarifications, and bid-related communications.
- Maintain comprehensive records of submitted tenders, bid status, quotations, EMDs, contract documents, and supporting files.
- Track upcoming tenders, market opportunities, and procurement notifications to support business growth.
- Assist in purchase order review, contract documentation, and seamless handover to the project execution team after order receipt.
- Prepare and maintain MIS reports on tender activity, bid conversion ratios, order status, and business opportunities.
- Ensure confidentiality, accuracy, and compliance of all tender-related information and documentation.