



Er. Sambit Sukumar Satapathy

Manager on Tendering in Liaisoning and Operation and Maintenance

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11 Years 6 Months of experience

PROFILE SUMMARY

Experienced professional with over 11.6 years in Tendering, Marketing, and Business Development. Skilled in preparing techno-commercial documents, coordinating with clients, and leading teams. Successfully executed EPC projects, quoted tenders in various sectors, and maintained client relationships. Proficient in MIS preparation, contract negotiation, and vendor management.

WORK EXPERIENCE

Manager on Tendering in Liaisoning and Operation and Maintenance

Aka Logistics Private Limited (AKAPL)

08-2023 - Present

Approval of Quoting Tenders from Management. Discussion with Management regarding Qualification Criteria in both Technical as well as Commercial Portions. Lead the Team for doing Documentation Sections. Ready the costing sheet as per Management Requirements. Guide the Team for doing online process in the Portal. Participated in every Pre-bid meeting in both online as well as Physical in the client mentioned office. Reply mail confirmation to the Client against short fall queries after participated the Tender in both online as well as offline. After qualifying the Techno-commercial part, then our Price bid will be opened, at that time make comparison statement of our competitors. After awarded the Tender to prepare

KEY SKILLS

Contract Management

Client Relationship Management

Vendor Registration

Proposal Management

project management

business development

Tendering

Market Intelligence

Marketing

SAP

Sales

Liaisoning

LANGUAGES

ENGLISH

HINDI

ORIYA

TELUGU

BENGALI

SOCIAL LINKS

<https://www.facebook.com/Sambit10>

Execution Summary approved by Management. Then co-ordinate with other departments to make contract agreement as well as Performance Bank Guarantee. At last reply to client for confirmation of Purchase Order/Work Order/Letter of Award/Notification on behalf of our company. Maintain the Tender MIS, QR Analysis, Bid Status, Execution Summary and Bank Guarantee MIS and review by management weekly. Client Lists: WBPDC, DVC, CESC (HEL, BBGS, DIL), TPCL (MAITHON, JOJOBARA AND PPGCL), NTPC, MPGL, UPRVUNL, MSPGL, RRVUNL, PSPCL HPGCL, APGENCO, TANGEDCO, NALCO and KPCL. Scope of Liaisoning: Supervision, Monitoring and co-ordination with Collieries, Railway, TPSA and Thermal Power Plants. Focus on Materialisation, Shortage (Transit Loss), Quality, Loading and Unloading Portions. Scope of Operation and Maintenance: Coal Handling Plant, Iron Ore Handling Plant, Ash Handling Plant, Yard Management, Quality, Crusher, House Keeping, Intra Plant transport in Thermal Power Plants.

Deputy Manager on Tendering, Execution works and Sales of products

Lumino Industries Ltd (LIL)

06-2018 - 08-2023

Prepare Opportunity Tracker in SAP.
Prepare Bid Status Tracker in SAP.
Prepare EMD Tracker in SAP. Preparation of Bid (Study of tender document, preparation, compilation & submission of tender as per customer requirement). Coordination of all techno-commercial documentation required for Manual or E-tendering. Communicate with clients regarding pre bid & post bid clarification. Preparation of Comparative statement after opening of Price Bid successfully in SAP. Create new user ID and Password for the purpose of Vendor Registration in the web-portal. Make EMD approval in terms of Bank Guarantee, Demand Draft and RTGS/Challan as well as Tender Document Fee and Tender Processing Fee

in terms DD, Credit Card, NEFT for the purpose of participation in Tender. After successfully awarded the Tender, follow up with Discoms to return our quoted EMDs in terms of BG as well as cash EMD from their officials as soon as possible. Prepare Vendor Approval Documentation and follow up with client to make Vendor Approval in respective Discoms. Key Person for attending Reverse Auction Process. Quoted Tenders in GeM Portal as well as published Items in this Portal. Executed EPC RDSS Projects (DVVNL, PuVVNL, KPDCL, JKPDD, APDCL). Quoted HTLS Tenders in various state and central discoms i.e. PGCIL, PSTCL, DVC, TSECL, MPPTCL, GETCO and UPPTCL. Quoted Railway Tenders i.e. RDSO, CORE and all IREPS. Vendor Approval process in IREPS Portal. Representative of Marketing Team for KPMG Audit Report. Executed WBSEDCL, WBSETCL, TPCODL, TPNODL, TPWODL and TPSODL Orders. Discussed with Clients for releasing our payments as per Payment Terms w.r.t Tax Invoices. Knowledge about The LONDON METAL EXCHANGE and DOLLAR EXCHANGE RATE. Operate SAP 10 in HANA Data Base since 2019.

Tender Executive

Gupta Power Infrastructure Ltd (GPIL)

04-2017 - 05-2018

Communicate with clients regarding pre bid & post bid clarification. Preparing all techno-commercial documents which are preferable for tender. Attending meeting for negotiation rates which is favourable for company. Co-ordination with site people regarding ongoing projects or awarded projects. Focus on commercial with financial activities i.e. Balance Sheet, MAAT, LA, Net Worth, PBT, PAT, EMD BG, and GST. Role as ISO Co-ordinator on behalf our department.

Engineer on Tendering, Marketing & Business Development

Vijai Electricals Ltd (VEL)

06-2015 - 03-2017

Collection of Tender information from electronic or print media e.g. Internet, News Papers, Tender portals, Regional offices of Different Discoms & Direct interaction with CLIENTS. Competition Information & Market Intelligence. Marketing Department Monthly Information System (MIS) preparation, coordination and presentation of Daily, Weekly, Monthly, Quarterly & Annual Marketing MIS report. Site visits & coordination of all Pre-Bid engineering activities by proper coordination with inter department, collect the clarification/queries & submissions to client. Attending Pre-Bid Meetings. Estimation & Preparation of Price Comparison for the Scope of Work. Negotiation & getting rock-bottom prices from suppliers. Preparation of Bid (Study of tender document, preparation, compilation & submission of tender as per customer requirement). Coordination of all techno-commercial documentation required for Manual or E-tendering. Attending Techno-Commercial & Price Bid Openings. Post Bid analysis & Re-corrective measures. Handling Post-Bid activities from Marketing end after receiving orders. Coordination of Post Bid Responses and organizing contractual review meetings. Achieving the order target set for a financial year by participating competitively.

Site Engineer on Panel Design & Erection, Cable Laying, Glanding & Termination works

TATA STEEL, Odisha Under Siemens

07-2013 - 06-2015

Two Years (July 2013 to Jun 2015)

Experienced in M/s TATA STEEL, Odisha Under Siemens as Site Engineer on Panel Design & Erection, Cable Laying, Glanding & Termination works in Project Division.

RF Engineer on Airtel Tower Survey with Signal Checking

Airfone Technology

01-2013 - 07-2013

Seven Months (Jan 2013 to July 2013)
Experienced in M/s Airfone Technology as
RF Engineer in Gurgaon on Airtel Tower
Survey with Signal Checking.



EDUCATION

B.Tech/B.E. - Electrical

2012

Gandhi Institute of Engineering and
Technology (G.I.E.T.)

Grade - 76%

Class XII

2005

Odisha, Oriya

Marks - 65-69.9%

Class X

2003

Odisha, Oriya

Marks - 75-79.9%