

NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION (NICDC) LIMITED

Job description for the post of “Manager (Procurement & Contracts)”

COMPANY PROFILE

National Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing, Investment Destination Hubs and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, ‘plug n play’, ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

KEY DUTIES AND RESPONSIBILITIES

- Provide day-to-day contract administration support and manage and administer the full life-cycle of procurement and contract process,
- Draft legally binding contracts, agreements or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts,
- Assist in negotiating contract terms and conditions, minimize risk and are in compliance with applicable laws, regulations, policies and procedures,
- Exercise good judgment in selecting best contracting methods, techniques and evaluation criteria for obtaining results,
- Serve as a subject matter expert in procurement and contracting and develop standards for legally binding agreements, contracts, policies, procedures, templates, tools and systems,
- Examine, evaluate and participate in developing and negotiating contracts, and provide technical advice and guidance to minimize risk, ensure compliance with laws, regulations, and policies, and realize operational effectiveness and efficiency in these functional areas,

- To support various procurement functions such as strategic sourcing, subcontracting, vendor file management, and assist in drafting of requests for proposals, specifications, terms of reference, evaluation criteria and sole source justifications,
- Provide quality assurance and oversight to contract and procurement-related functions by evaluating and identifying gaps in legal instruments, policies, procedures, business systems, processes or tools, and recommend and implement updates and/or improvements ensuring organizational efficiency, effectiveness and standardization,
- Establish and maintain positive working relationships with internal and external clients and stakeholders,
- Formulation of tender documents for consultancy/PMC/EPC works,
- Floating tenders, arranging pre & post bid technical meetings, clarifying technical issues, receiving Techno-commercial bids, preparation of comparisons, evaluation of bias, negotiations, final award of contract by seeking approvals and vendor performance evaluation,
- Communicating and coordinating post contract/procurement activities like timely submission of bank guarantees,
- Benchmarking, costs, collecting market intelligence,
- Creating policies and procedures for risk management and mitigations,
- Periodic updation of tender terms and conditions of RFP/RFQ based on circulars/notifications issued by Government Ministries, CVC etc,
- Coordination with auditors for procurement/contract related queries,
- Perform close out of contracts, finalise outstanding contract issues, management of claims including drafting of amicable draft agreements and the settlement and conciliation etc,
- Any other tasks/duties as assigned from time to time.

MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.

2. **Age:** Candidate shall not be above 35 years of age as on **31st December, 2022.**

3. **Academic Qualification:** Should be BE/B.Tech in Civil/Mechanical/ Materials Management.

4. **Experience:** Minimum 07 years of experience with atleast 5 years in procurement and contracts management.

KNOWLEDGE & SKILLS

- Understanding of planning and implementation of multifunctional nature of industrial and infrastructure projects.
- Knowledge of contractual commercial, financial and legal regulations.
- Decision making ability, communication skills, stakeholder management.
- Planning and coordination skills, experience in collecting and analysing data.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage.
- GFR guidelines- conversant with Government procurement guidelines like GFR, Manual of procurement of works, services and consultancy of FIDIC.
- Experience in procurement through GeM portal/CPP.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Manager (Procurement & Contracts)**” and reporting will be directly to the Department Head and to other senior officials of NICDC Ltd. The job location will be in Delhi but may require frequent travel to various states.

PAY BAND: Rs. 60,000-1,80,000/- (CTC approx. Rs. 15 lakhs per annum)

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company’s website i.e. www.nicdc.in (Careers> Current Opening) or the same may be mailed on jobs@nicdc.in. Last date for submission is **27th December, 2022** by **17:00 HRS**. Applications received in hard copy/manual/paper shall not be accepted or entertained.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NICDC is not a Government Company.