

# **JOB DESCRIPTION FOR PROCURMENT CONSULTANT AND CONTRACT MANAGEMENT CONSULTANT**

Key Responsibilities:

## **1. Preparation of RFP**

- Understand the project's requirements, objectives, and scope.
- Develop a comprehensive RFP for internal tenders related to Goods, Human Resources, and Consultancy services.
- Define the scope, technical specifications, and expected project outcomes.

## **2. Pre-Evaluation Stage**

- Familiarization with Tender Documents:
- Study the Request for Proposal (RFP) and tender documentation, including eligibility criteria, evaluation methodology, and key deliverables.
- Identify any gaps or ambiguities in tender documents and suggest clarifications.
- Training and Awareness:
- Assist the tender evaluation committee on the evaluation process, scoring methodology, and compliance requirements.

## **2. Monitoring Tender submission Process**

- Verification of Bid Submission:
- Ensure that all submitted bids meet the requirements specified in the RFP (e.g., submission deadlines, format compliance, EMD submission).
- Document the submission process for audit purposes.

## **3. Technical Evaluation Support**

- Eligibility and Responsiveness Check:
- Verify bidder compliance with the eligibility criteria outlined in the tender document (e.g., technical qualifications, financial strength, and past experience).
- Technical Bid Evaluation:
- Assist the evaluation committee in analysing and scoring technical proposals based on the defined parameters and weightage.
- Prepare comparative evaluation reports for technical bids.
- Clarification Management:
- Facilitate bidder clarifications, if needed, without deviating from the RFP terms.

## **4. Financial Evaluation Support**

- Financial Bid Opening:
  - Oversee the opening of financial bids and ensure the process complies with procurement rules.
- Bid Comparison and Analysis:

- Analyse and compare financial bids to identify the lowest evaluated responsive bidder or determine value-for-money.
- Price Breakdowns:
  - Validate pricing details and identify any anomalies or potential issues (e.g., abnormally low bids).

## **5. Compliance and Documentation**

- Adherence to Regulations:
- Ensure all tender evaluation processes align with applicable government procurement rules, regulations, and policies.
- Documentation of the Process:
- Maintain comprehensive records of the tender evaluation process, including minutes of meetings, scoring sheets, and evaluation reports.
- Audit Readiness:
- Ensure all documentation is organized and auditable to meet regulatory or internal audit requirements.

## **6. Post-Evaluation Support**

- Evaluation Report Preparation:
- Draft and finalize the Tender Evaluation Report (Technical and Financial) with detailed justifications for recommendations.
- Bidder Notification Assistance:
- Support the organization in preparing letters to inform bidders of the outcomes (e.g., selection, rejection).
- Contract Negotiation Support:
- Provide guidance during negotiations with the selected bidder, if applicable.
- Preparation of Letter of Intent, Work order and Agreement for the selected bidder.

## **7. Conflict Resolution and Risk Mitigation**

- Resolution of Disputes:
- Address any queries, grievances, or disputes raised during the evaluation process.
- Risk Management:
- Identify potential risks in the evaluation process and propose measures to mitigate them.

## **8. Continuous Improvement**

- Recommendations for Future Tenders:
- Provide a post-evaluation review and recommendations to improve future tender processes.

**9.** Assessment of documents with reference to cases where payments are pending, confirmation with departments on the supplies made, price discounts in certain cases, etc.

**10.** Assist the Director in onboarding the vendors/partners and prepare/verify the agreements to be entered into.

**11.** Scouting for business opportunities within and outside the state, e.g., monitoring the tenders being floated by various State Government

12. Any other responsibility entrusted by the MD.

## **JOB DESCRIPTION FOR FINANCIAL CONSULTANT**

### Key Responsibilities:

- Overseeing the Financial Management of KEONICS
- Provide opinion on matters concerning to the Board , Statutory compliances related to Companies ACT, IT Act, ESI, PF and all other Acts, rules, regulations pertaining to the business of KEONICS
- To coordinate with legal team on all matters which have financial implications.
- Strengthen Financial due diligence of all businesses being taken by KEONICS
- Processing financial concurrence, payment, monitoring receipts & payment, preparation of necessary statements, reports and other relevant accounting documents as per Accounting Standards .
- To coordinate and oversee the Internal Audit works
- Fund flow and cash flow management and strengthen internal control.
- To coordinate Audit & resolving Audit issues.
- To coordinate and prepare replies to matters pertaining to all legislature committees
- Coordinating on half yearly/ annual closure of books of accounts and preparation of financial statements.
- Coordinate for ERP implementation, integration of financial reports, MIS, statutory compliances.