

## Position: Business Analyst - Tendering

Founded by Vibhav Nuwal & Vishal Pandya, the company has grown from 2 members in 2010 to over 160 team members spread across India and internationally. The company started with Renewable Energy Services as its foundational business through trading of Renewable Energy Certificates and quickly expanded to providing technology based solutions for electricity grid and renewable energy management. It achieved a major milestone in establishing Renewable Energy Management Centers across 11 control centers in India. The company has since expanded to providing a host of technology driven solutions to stakeholders across multiple sectors.

### Job Profile:

- Identification of the Tender by visiting different tendering websites especially state wise procurement portal.
- Searching tenders on relevant web portal Identifying bid opportunities.
- Monitoring of the bid management in order to ensure it is aligned with the organization's requirements
- Prepare Tender summary , clarification of bid documents w.r.t our eligibility and with consultation prepare pre- bid comments
- Coordination with the tender team for the preparation of the tender documents in the specific formats related to the bid.
- Coordinate with the respective dept. for document procurement in the process of tenders.
- Reporting bidding status online / offline on a daily basis.
- Preparing Datasheet maintaining records on a regular basis.
- Follow up with Vendors / OEMs / departments / clients; MIS Report preparation / competitive bidders comparison sheet;
- Follow up with Tender team for the collection of EMD / coordinate with accounts department for EMD / TENDER FEE;
- PROCUREMENT of EMD / post tendering works;
- Vendor Registration for Limited tenders;
- Tracking status of Tenders offers & Monitoring deadlines
- Well versed with document controlling;
- Liaison with Govt. Department for Vendor Registration
- Preparing the proposals (Technical & Commercial).
- Other Tender related works
- Coordinating Big opportunities with team to ensure bids are met in a timely and successful



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Limited**

*(formerly known as REConnect Energy Solutions Pvt Ltd.)*

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- Oversee the compilation and, when necessary, the drafting of high-quality proposals, bids, and tender answers to ensure that tenders and bids are handled professionally, quickly, and compliantly.
- Traveling if required for Pre- bid meetings
- Preparing and updating the Presentations, Marketing materials etc

**Experience:** 2-3 Years

**Educational Qualification:** B. Tech (Electrical or Power)

**Location:** Bangalore



**GRIDConnect**  
Driving Decisions Digitally

 **Registered Office & HQ :**

V.K. Kalyani, #22, 7<sup>th</sup> Floor,  
Sankey Road, Bengaluru - 560020  
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 **Other Locations :**

Gurugram, Mumbai, Chennai, London