

CURRICULUM VITAE

VIKRAM DEV VARMA

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CAREER OBJECTIVE :-

Seeking senior-level opportunities in Tendering Documentation within a dynamic and growth-focused organization.

SUMMARY :-

A dedicated professional with 9 years of experience in Tendering Documentation and E-Bidding. Expertise in preparing documents to meet tender specifications and sourcing tenders from leading newspapers and various e-tendering online portals.

EXPERTISE :-

- Extensive knowledge of MEP, Electro-Mechanical, HVAC, and Civil Construction tender documents, with expertise in qualifying PQ criteria as per tender requirements.
- Proficient in managing E-bids for organizations such as DDA, DMRC, CPWD, PWD, DTTDC, I&FC, NII, RCB, THSTI, NIPGR, AAI and NBRC, covering both pre-bid and post-bid processes.

WORK EXPERIENCE:-

1) Manager (Tender & Commercial)

Airwell Corporation from April, 2017 to present



AIRWELL CORPORATION

COMPANY PROFILE:-

The Airwell Corporation is one of the reputed organization in engineering and contracting in the field of HVAC and Electro-mechanical works. Their objective is to produce quality (MEP) Mechanical Electrical and Public Health & Safety measures services in a positive closely controlled, well managed and professional manner. They are proficient in the

execution of pre-design and design built projects. Their field of experience covers all types of electro-mechanical projects comprising of HVAC plants and system, captive power generation and supply, HT /LT electrical works, LT panels, associated works and supplying, installation, testing and commissioning also includes designing of Air - conditioning plants, DG Sets, Acoustics of DG rooms, Electrical works etc.

MAJOR RESPONSIBILITIES:-

- Track, prepare, control, and manage the entire tender process (preparation, submission, etc.) for offline/online tenders on various E-Procurement platforms (Government and Private sectors).
- Search for relevant tenders online and from newspapers..
- Develop and maintain strong relationships with key officials in various Government departments (State and Central).
- Liaison with Govt. officials for RFQ & Tenders.
- Prepare Estimation, Bid Prices & related documents.
- Attend tender opening and pre-bid meeting when required.
- Prepare quotations, proposals, and offers for the clients.
- Manage and Issue of (DSC) Digital Certificate.
- Handle documentation and maintain records.
- Manage emails and communications as per senior management's direction.
- Coordinate appointments and meetings, maintaining confidentiality of company records.
- Maintain records of payment and make payments to the clients/ vendors etc.
- Maintain company's confidential records.
- Manage courier dispatch and receipts.

2) Tender Executive - cum - Office Assistant

KCC Buildcon Pvt. Ltd. - November, 2014 to December, 2016



KCC Buildcon Pvt. Ltd.

COMPANY PROFILE:-

The KCC Buildcon Pvt. Ltd. is an ISO 9001:2008 certified company incorporated with the ROC (Delhi and Haryana) in the year 2009 with the objective to take over the running business of M/S Kundu Construction Co. a partnership firm established in the year 1999. One of the experienced and leading companies in the field of construction of roads, highways, bridges and Runway etc.

MAJOR RESPONSIBILITIES:-

- Prepare Purchase Order, Receipt Notes.
- Maintain list of Supplier & Identify New ones.
- Issue enquiries and obtain quotation.
- Follow up with vender for timely deliveries.
- Prepare Technical & Commercial proposals.
- Search and review tenders from websites, newspapers, and magazines.
- Liaise with prospective clients, both government and private, before tender submission.
- Follow up to procure/download tenders and submit them online/offline.
- Search and review of tenders from website and newspaper and magazines.
- Pre – Tender Liasoning with prospective clients of Government & others.
- Follow up to procure/ download tender & submission of the same offline/ online.
- Coordinate with various departments to resolve queries related to tenders..
- Prepare and compile tender documentation..
- Maintain proper filing and record-keeping.

ACHIEVEMENTS & EXTRA INITIATIVES :-

- **Single-handedly managed and secured tenders** for major projects in Delhi - NCR, ranging from 6 lakhs to 5 crores, with prominent government organizations like DDA, DMRC, DOT (MTNL/BSNL), RCB, THSTI, NII and the Department of Biotechnology etc.
- **Independently obtained vendor approval** from Tender Wizard CPWD and successfully submitted an online bid, resulting in securing an order worth Rs. 3.32 Crore from CPWD Jamshedpur (TATA).
- **Achieved a 50% hit rate** on tenders, contributing to the successful acquisition of key contracts and overall company growth.

PROFESSIONAL QUALIFICATIONS :-



- **Diploma in Computer Applications** from F-TEC Computer Education (now F-TEC Skill Development), an ISO 9001-2008 certified organization under 'Pradhan Mantri Kaushal Vikas Yojana', Rohini, Delhi.

COMPUTER PROFICIENCY:-

- Microsoft Office:- Word, Excel, Power Point.

- Autocad:- 2D and 3D
- Operating System:- DOS, Windows -XP/ 7/10/11.
- Installing Windows, various Drivers, Softwares etc.
- Internet:- E-mail management, uploading/ downloading, browsing and surfing.

ACADEMIC QUALIFICATIONS :-

- Graduated in Arts from Manav Bharti University, Solan, Himachal Pradesh, India.
- Senior Secondary from National Institute of Open Schooling, Delhi.
- Secondary from Central Board of Secondary Education, Delhi.

PERSONAL DETAILS:-

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| 1) Father's Name | :- | Late Sh. B.L. Verma |
| 2) Date of Birth | :- | 24 th October 1989 |
| 3) Permanent Address | :- | A-3/200, Sector - 17, Rohini, Delhi - 110089 |
| 4) Linguistic Ability | :- | English and Hindi |
| 5) Interest & Hobbies | :- | Listening to music, Gyming, Partying etc. |
| 6) Marital Status | :- | Married |

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