

Organisation	Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)
Title of post -	Senior Manager (Tender)
No. of vacancies	01 (One)
Place of Posting	Mumbai
Scale	E-4 (Rs. 70,000 – Rs.2,00,000)
Total emoluments including allowances and perks	Rs. 1,50,000/- p.m. approx. if appointed in E4 Category
Educational Qualification	B.E/ Diploma in civil engineering from a Govt. recognised University / Institute. Desirable knowledge of handling Civil Engineering Projects & its Planning.
Eligibility criteria for Absorption / on contract	<p>For Senior Manager (Tender) when operated in E4</p> <p>(A) Minimum 11 years work experience AND working in analogous grade / working in Rs.60,000 – 1,80,000 (IDA E3) OR minimum four years working in Rs.50,000 - 1,60,000 (IDA E2) on contract basis.</p> <p>^(B) (B) The candidate from Private sector should be drawing a gross salary (CTC) more than Rs. 15,00,000/- per annum.</p> <p>(C) The candidate should have experience of at least 4 years of working in the areas detailed in job description of the post.</p> <p>Note:</p> <p>1) Candidate working on contract basis in other Govt. / Semi Govt. Organisation OR from Private Sector, if selected, will be appointed on contract basis initially for a period of 2 years, extendable up to 3 years.</p> <p>2) The candidate may be appointed in lower / higher grade as per the suitability.</p> <p>3) MRIDC reserves the right to alter the eligibility criteria</p>
Maximum age limit as on closing date	For Contract employment: 45 years.
Mode of Selection	<p>1. Shortlisted candidates would be required to make a brief presentation on the jobs handled by them and their experience in the areas detailed in the job description of the post</p> <p>2. Interview.</p>
Job Description	<p>The officer will be expected to perform following functions:</p> <p>(A) Preparation of various types of bid documents.</p> <p>(B) Bid process management.</p> <p>(C) Contract management.</p> <p>(D) Standardization of bidding documents.</p> <p>(E) Budget / Financial planning of contracts</p>

	<ul style="list-style-type: none">(F) Coordination with consultants, field units and other agencies as needed.(G) Estimating and costing.(H) Quantity takes off from the Drawings Like PCC, RCC, Reinforcement, Shuttering etc.(I) Quantity Take off from the Architectural Drawings (Like Brickwork, Plaster, Painting, Misc work etc.)(J) Estimation of All kinds of Civil Works (Like Buildings, Roads and Railway works).(K) Costing Techniques of all kinds of Civil Works (Concrete work, Brickwork, Earthwork, Finishing work, Wood Work, Aluminium work, Steelwork, Demolishing Works etc.)(L) Labour Output Analysis.(M) Machinery Output Analysis as per Market Standards.(N) Drafting of BOQ (Bill of Quantity)(O) Rate Analysis of All kinds of Civil Works.(P) Construction Billing Procedures from Client Side as well as Contractor Side.
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