

ANKIT BHANDARI
PROCUREMENT OFFICER/RESIDENT ENGINEER (HQ) – CIVIL



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PROJECT MANAGEMENT | PROCUREMENT & PURCHASING | CONTACT MANAGEMENT | NEGOTIATING CONTRACTS | QUALITY CONTROL | QUANTITY ESTIMATION | PLANNING ACTIVITIES | AUTO CAD | DSR AND BOQ | CPWD SPECIFICATIONS | IS CODES.

WORK HISTORY

Senior Procurement Specialist

Date: Feb'2023 to Till Date

Rural Enterprise Acceleration project (REAP) (IFAD funded)

Uttarakhand Gramya Vikas Samiti (UGVS)

Nature of Job as a Sr. Procurement Specialist :

- 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 on the basis of SPD shared by the IFAD
- 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
- Assist DPMUs in drafting of requests for proposals, specifications, terms of reference, evaluation criteria and sole source justifications,
- Formulation of tender documents for consultancy services & works related Non-consulting services,
- Floating tenders, arranging pre & post bid technical meetings, clarifying technical issues, receiving Techno-commercial bids, preparation of comparisons, evaluation, negotiations, final award of contract by seeking approvals
- Coordination with auditors for procurement/contract related queries,
- Any other tasks/duties as assigned from time to time.

Procurement Officer/Resident Engineer- HQ, PIU (Public Building)

Date: Jun' 2020 to Till Date

Uttarakhand Disaster Recovery Project (World Bank Funded)

Project Costs: INR 180 Cr.

Dehradun, Uttarakhand

Sub-Projects Undertaken:

- Construction of Uttarakhand State Disaster Management Authority (USDMA) Building at IT Park, Dehradun
- Construction of SDRF Battalion HQ cum Training Centre at Jollygrant, Dehradun

Nature of Job as a Procurement Officer:

- Preparation of TOR(s), REoI(s), RFP(s) or bid documents for consulting and non-consulting activities (such as Goods, Works, Non-Consulting services) etc.
- Engaged in monitoring & execution of various procurement activities such as tendering works, preparation and uploading of Bid documents on the e-procurement portal for ensuring compliance of procurement regulations.
- Arranged Request for Proposal (RFP) and RFP explanation meetings, Pre-Bid meetings & drafting/finalization of contract documents, Minutes of Meetings & other documents related to procurement activities.
- Contract negotiation with the bidders/proposers & issuance of minutes of contract negotiation meeting.
- Timely uploading/submission of procurement plans on the **STEP** portal to get the necessary clearance from The World Bank in order to proceed with the bidding/tendering process.
- Preparation and taking necessary approvals on EOT, Price Variations, necessary Amendments etc. for both the sub-projects from competent authorities, time to time.
- Timely updating the upgradations/modifications made in the contracts in terms of necessary Amendments

made in the contracts due to Extension of Time or due to changes in Contract Amount etc.

- Continuous monitoring & ensuring the fulfilment of all necessary compliance of the procurement activities.
- Checking & verification of R.A. Bills and all relevant documents as per specifications and drawings before processing the same for payment.
- Checking & monitoring the performance of Design & Supervision Consultant (DSC), Construction Supervision Consultant (CSC) as per the deliverables specified in the Lump-Sum contract & Time Based Contract.
- Coordinated with contractors/vendors for labor relations activities, such as renewals and clarifications of disputes with respect to the contract terms.
- In addition, compliance of all inspection notes & all the day to day assignments/jobs given by the competent authority.

Nature of Job as a Resident Engineer- Civil:

- Continuous monitoring the execution of all activities during the construction of USDMA Building & SDRF Project.
- Continuous monitoring the progress of both the sub-projects and preparation of MPRs & QPRs for submission to The World Bank.
- Preparation of Presentations & other necessary documents related to the overall physical & financial progress of the sub-projects, to be furnished before the World Bank during the World Bank ISR Mission.
- Preparation of Action Taken Reports against the Aide Memoire issued by the World Bank after the respective ISR Missions.
- Ensured that construction project is in accordance with the quality standards & as per CPWD specifications.
- Checking & verification of measurement of work at site entered in Measurement book by JE.
- Checking and verification of material test reports tested by the NABL accredited labs duly submitted by the Field PIUs & thereafter, processing the bills for payment.
- Compliance of all inspection notes & other works earliest given by sr. officials during site visits.

Civil Engineer- Contracts

Jan' 2018 to May' 2020
Dehradun, Uttarakhand

Indian Institute of Remote Sensing (IIRS)

Project Undertaken: Construction of New Academic Block, IIRS

Project Cost: 30 Cr.

Nature of Job:

- Execution, Estimation, Labor Management, QA/QC, Assisting client for various construction & documentation works at site throughout the project.
- Structural work and Finishing work of New Academic Block (G+3).
- Day-to-day testing of Concrete and other building materials as per specifications.
- Communicate with contractor regarding deployment of staff, labor management & to procure materials, equipments & other T&P machinery as per the contractual obligations, to meet the project requirements.
- In contact with the Architect regarding changes/updates in drawings (If any).
- Checking of measurements and other documents against the R.A. Bills
- Sampling of various material samples for testing in the NABL certified labs.
- Preparing of Daily Progress Report and Monthly Progress Report.
- In addition, timely completion of all the day-to-day assignments/jobs given by the Senior Authority.

Civil Engineer- QC & Contract Management

Aug'2015 to Dec'2017
Dehradun, Uttarakhand

Archquake Designers (PMC)

Project Undertaken:

**HIG Housing Development Scheme of MDDA,
Dehradun (Pile & Raft foundation)**

Project Cost: 150 Cr.

Nature of Job:

- Communicate with contractor regarding deployment of staff, labor management & to procure materials, equipments & other T&P machinery as per the contractual obligations, to meet the project requirements.
- Preparation of checklists/guidelines for ensuring that the execution has been done as per the contractual obligations & as per specifications.

- Day-to-day testing of formwork, reinforcement, concrete and other building materials as per specification.
- Assuring the acceptable quality of materials, processes, and workmanship in the project work.
- Day-to-day testing of Concrete and other building materials as per specification.
- Reviewing all quality related activities & preparing all quality related reports on site.
- Engaged in various procurement activities such as tendering works, preparing bid documents, Contract Management, enrollment of NABL Certified Testing labs for material testing & other miscellaneous works etc.

KEY SKILLS

Design Tools/Computer Work	Expertise
AutoCAD (2013, 2017, 2018 & 2019)	Proficient
Basics- MS Office (Word, PowerPoint and Excel)	Proficient

EDUCATION & CERTIFICATION

Year of Completion	Degree/Certificate	Institution/University/Board
2015	B.Tech in Civil Engineering	Uttarakhand Technical University
2011	Intermediate/Class 12 th	KV OFD
2009	Matriculation/Class 10 th	KV OFD

SPECIALIZED KNOWLEDGE

#	Particulars	Expertise
1	Procurement	Preparing & Evaluation of REoI(s) or bids/proposals, Pre-Bid Minutes/ Corrigenda/Addenda, Contract Negotiation/Award etc.
2	STEP (World Bank's Portal for Systematic Tracking of Exchanges in Procurement)	Well versed
3	Contract Management	ITB, BDS, Conditions of Contract, EOT, Amendments etc.
4	Invocation of Price Adjustment/ Price Escalation clause	Well versed with all the procedures to be followed while opting for Price Adjustment clause for the contracts with duration more than 18 months
5	Quantity Estimation	Price Variation, AOR of Extra Items, Price Escalation, DSR & DAR etc.

REFERENCES

Name & Designation	Contact Details
• Er. Yuvraj Giri, Procurement Consultant, PIU (PB) UDRP-AF	M. No. 9456590707
• Mr. Shivanshu Negi, Manager Contract Management, PIU (PB), UDRP-AF	M. No. 9837748148

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief. **DATE: 05/07/2023**

PLACE: Dehradun


Ankit Bhandari