

NICDC LOGISTICS DATA SERVICES LIMITED

Job description for the post of “Manager – Purchase & Procurement”

COMPANY PROFILE

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for a portfolio of product categories and suppliers to satisfy NICDC Logistics Data Services Limited’s business requirements.
- Lead purchase and procurement working with client managers to ensure activities are optimised to achieve maximum value from spend while fully supporting the needs of the client teams and the commercial bid team.
- Develop contracting and negotiating strategies with business owners, analyse total ownership costs, and conduct cost/price discussions.
- Preparation of Tenders & Procedures/ Bidding and submission of Tenders. Uploading/ Submitting the Documents (General/ Technical/ Commercial) in the online platform like GeM Portal. Liaison with Govt. Department for Vendor Registration.
- Preparing the proposals (Technical & Commercial). Preparing & filling E-Tenders. Bid Making. Follow-up with government officials regarding Tender related works.
- Establish strong vendor relationships, perform high-level negotiations, and manage the appointment of suppliers through comprehensive Invitation to Tender (ITT) process and contract negotiations to ensure satisfaction of NICDC Logistics Data Services Limited’s business requirements at the best possible terms.
- Review all existing and new contracts and schedules to ensure they are fit for purpose, support existing Client contracts and are aligned to legal requirements
- Coordinate the operational interface with our outsourced services to ensure each service contract is fulfilled, any issues resolved, and continuity and quality of service is maintained.
- To conduct regular reviews of existing contracts with suppliers to ensure continued competitiveness and value for money is being achieved and to exploit price review clauses to their fullest extent.
- To investigate new and alternative sources of supply to enhance competition between our suppliers and to exploit, for NICDC Logistics Data Services Limited’s benefit, new developments in goods and services.

- Identify savings opportunities through improved Procurement practices and work with managers to develop and implement plans to achieve sustained savings.
- To advise the Procurement Group on market trends and developments relevant to Procurement policy and practice so that the Group may keep itself abreast of such developments and exploit and adopt those that will provide benefit to NICDC Logistics Data Services Limited.
- Market Procurement capabilities internally and develop strong partnerships with executive managers in support of Client Procurement initiatives.
- Work closely with NICDC Logistics Data Services Limited internal businesses and support functions with involvement in resale projects, pre-sales, bid support and transition projects and to work with external suppliers to ensure “Best in Class” Procurement service delivery to NICDC Logistics Data Services Limited.
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- To identify, report and manage risk within the allocated area of responsibility to ensure that NICDC Logistics Data Services Limited’s commercial position is not compromised.

KNOWLEDGE AND SKILLS

- In depth knowledge and skill in purchase process (scoping, briefing, tendering, selection, evaluation, contract negotiation including service level agreements and management of supplier).
- Knowledge in several of car fleet management, facilities services, insurance market, IT business environment, travel services, HR benefits.
- Good commercial awareness of accounting processes, budgeting, forecasting, monitoring, and controlling, and commercial reporting.
- Knowledge and experience in conducting market research, analysis of information, interpreting findings and communicating results.
- Knowledge and experience of risk analysis and management and reporting
- Member of a recognised professional procurement body
- Considerable recent and relevant experience, preferably gained in the same or a similar service industry.
- A team player capable of working in a challenging and demanding environment.
- Demonstrable commercial awareness.
- Demonstrable experience of implementing cost saving initiatives.
- Able to communicate clearly, both written and verbally, with subordinates, peers, and senior management.
- Knowledge of ERP systems in Material Management.

MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate should not be more than 35 years as on **31st December 2022**.

3. **Academic Qualification:** B.E/B. Tech in Information Technology/Computer Science Engineering / Electronics Communication Engineering / Mechanical Engineering. Master's Degree in Logistics and Supply Chain Management shall be preferable.
4. **Experience:** Minimum 05 years of post-qualification experience.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be "**Manager – Purchase & Procurement**" and reporting will be directly to senior officials of NICDC Logistics Data Services Ltd.

The job location will be in Noida but may require frequent travel to other States.

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., www.nldsl.in (Careers > Current Openings > Apply Online) or the same may be sent on hr@nldsl.in.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

SALARY: CTC Rs.12 Lakhs per annum.