

**NICDC LOGISTICS DATA SERVICES LIMITED**  
**Job description for the post of “Senior Manager – Purchase & Procurement”**

**COMPANY PROFILE**

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India. For more detail log on to [www.nldsl.in](http://www.nldsl.in).

**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 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.
- Prepare annual procurement plan with understanding of the company requirements in discussion with Administration & Operation team.
- Develop contracting and negotiating strategies with business owners, analyze 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.
- 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 company 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.

- 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.
- 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).
- Working experience with GeM portal
- 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 shall not be more than 42 years as on 31.10.2024.
3. **Academic Qualification:** B.E/B. Tech in Information Technology/Computer Science Engineering/Electrical Communication Engineering/Mechanical Engineering. Postgraduate in MBA/ PGDBM in Logistics and Supply Chain Management shall be preferable.

**Or**

Graduate in any discipline and MBA/ PGDBM in Business Management/Operations Management/ Project Management/Logistics and Supply Chain Management or any equivalent discipline.

4. **Experience:** Minimum 10 years of relevant experience.

### **JOB LOCATION**

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

## **HOW TO APPLY**

Resume and duly filled application, in the prescribed format for the above post may be sent to email [recruitment@ndsl.in](mailto:recruitment@ndsl.in) No manual /paper in hard copy shall be accepted/entertained.

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

Application will be accepted till 30.11.2024

**SALARY:** CTC Rs.15 Lakhs per annum.