

<u>Job Description – Assistant Manager</u> <u>Procurement</u>	
Position	<u>Assistant Manager</u>
Position Purpose	We are seeking a procurement professional responsible for supporting and executing the procurement, sourcing & tendering function aligned to BFSI Industry standards and regulatory frameworks in the public domain. The role requires sound understanding of Procure to Pay Cycle, public tendering, compliance, and procurement policies ensuring transparent, competitive and value-driven acquisition. This role will be responsible for facilitating procurement processes as per directives and providing inputs to Procurement Committee Members for fair and compliant onboarding of product/service providers to BGSSL in line with Procurement Policy, GFR, CVC and GeM guidelines.
Role & Responsibilities	Operational & Functional Responsibilities - Support implementation of Procurement and Tendering strategy in alignment with internal policy and public procurement regulations. - Ensure procurement governance aligned with CVC guidelines, GFR rules, GeM procedures and e-procurement framework. Tendering & Compliance Execution - Execute end-to-end tender processes including: - e-Tendering through GeM / other portals, open tenders, limited tenders and rate contracts. - Preparation of EOI, RFP, RFQ, RFI, bid documents, corrigendum and addendums. - Assist in public opening of bids, technical evaluation, commercial evaluation and preparation of comparative statements. Ensure adherence to: - GFR 2017 provisions, CVC guidelines, GeM policies and internal procurement policies. - Transparency, fairness, competition and audit compliance in procurement. - Proper documentation, file noting and audit trail maintenance. Vendor Management & Sourcing - Support vendor registration, due diligence, onboarding and empanelment processes. - Assist in vendor evaluation, performance monitoring and contract compliance. - Maintain vendor database and records. Commercial & Evaluation Support - Support techno-commercial evaluation including: - Eligibility criteria verification

	- Technical compliance - Price comparison and L1 determination - Preparation of justification and approval notes Operations, Risk & Governance - Maintain procurement records, documentation and compliance registers. - Assist in audit responses, compliance review and inspection readiness. - Support risk identification and mitigation in procurement activities. Digital Procurement & Platforms - Work on GeM portal and other e-procurement platforms. - Maintain procurement MIS, reports and dashboards as required.
Job Specific skills	Working knowledge of Procure-to-Pay (P2P) cycle including PR, PO, GRN, Invoice processing and payment reconciliation, along with GFR / GeM / e-procurement processes. Knowledge in tender preparation, bid documentation, evaluation processes and contract handling. Expert proficiency in MS Excel (data analysis, comparative statements, vendor evaluation sheets), MS Word (drafting tender documents, file noting, reports) and MS PowerPoint (presentation of procurement summaries, committee notes), along with e-procurement portals.
Educational Qualification	Minimum Graduate – required - Preferred: MBA (Finance/Operations/Supply Chain)
Minimum Experience	- Minimum 5 years of experience in Procurement / Tendering / e-Procurement domain preferably in BFSI / Government / PSU environment
CTC offered	As per Industry standards
Location of posting	Gift City, Gandhinagar