

**Job Description – Bid Evaluation Specialist**

* + **\*\*Company\*\*: PNB Investment Services Limited, SEBI Registered Category 1 Merchant Banker**  
    **\*\*Location\*\*: NCR and Kanpur**  
    **\*\*Qualifications\*\*:  
    - Educational Background: Graduate and MBA- Finance  
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    **Responsibilities:**

**1. Tender and Bid Evaluation**: CANDIDATE shall review and evaluate all technical and financial bid documents submitted by bidders in response to the tender published by GOVERNMENT AUTHORITY. This evaluation will strictly adhere to the technical and financial criteria set out in the tender document.

**2. Compliance and Verification**:

CANDIDATE shall ensure that all bids conform to the technical and financial requirements specified in the relevant tender documents. Specifically, CANDIDATE is responsible for verifying the Earnest Money Deposit (EMD) and tender document fees, in coordination with GOVERNMENT AUTHORITY's Finance Department.

**3. Technical Evaluation**: CANDIDATE shall verify the technical bids submitted by bidders against the criteria specified in the tender document

**4. Financial Evaluation**: CANDIDATE shall review the financial submissions, comparing the bids against the Bill of Quantities (BOQ) and other financial evaluation parameters defined in the tender document

**5. Documentation Review**: CANDIDATE shall be responsible for verifying the completeness, validity of all documents submitted by the bidders.

**6. Certified Reporting**: CANDIDATE shall prepare and submit detailed Bid Evaluation Reports (in the format approved by GOVERNMENT AUTHORITY) for both technical and financial evaluations. These reports will contain recommendations, rankings of bidders based on the evaluation criteria, and a summary of the vetting results.

**7. Management Information System (MIS)**: CANDIDATE shall develop and maintain a Management Information System (MIS) to track and monitor the bid evaluation process in real-time.

**8. Regulatory and Policy Compliance**: CANDIDATE shall ensure that the entire evaluation process adheres to GOVERNMENT AUTHORITY’s procurement policies.

**Requirements:**  
§ Prior experience in Bid Evaluation will be preferred.  
§ Excellent written and verbal communication skills in English  
§ Self-motivated, with a strong desire to learn and deliver  
   
**Soft Skills:**  
§ Self-driven and Dynamic  
§ Able to think out-of-box and come up with innovate ideas  
§ Excellent written and oral communication skills in English  
§ Results oriented  
§ Problem solving skills