Sandeep Kumar Jaiswal

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**Construction industry professional with 25 years’ international experience in pre & post contract techno-commercial functions of projects with specialty in contracts life cycle management, seeking assignment as...**

**Manager – Contracts**

Extensively experienced in techno-commercial management of pre and post contract stages of projects both in contracting & client domain, including techno-commercial evolution of proposals, RFQs contracts /subcontracts, management of contracts journey from tendering/bidding, award, administration and successful close, while controlling cost and administering claims. Hands on experience in pre & post award of contracts supervision of multi-disciplinary construction, site supervision & project management functions. Proficient in nullifying commercial & contractual risks and holistic administration of contractual liabilities and entitlements. Proactive andefficient in cost management and administering change management process, while optimizing construction budget.

**Areas of Expertise**

* Pre-award process of Contract
* Contract Documentation
* RFQ/Tender Documentation
* Tender Process Management
* Bid Evaluation & Negotiation
* Contract Awards & Admin
* Change & Variations Mgt.
* Construction Claims Mgmt.
* Budgeting & Cost Controls
* Project & Construction Mgmt.
* Stakeholders’ Relations Mgmt.
* Team Management/Leadership

**Professional Synopsis**

* Rich experience in engineering, contracts solicitation & bidding, negotiation, award, execution and administration of construction contracts & subcontracts as well as procurement contracts mainly in oil & gas / energy projects environment.
* In-depth experience in budgeting and featuring of contract/subcontract/vendor packages to provide a clear picture of overall budget and facilitate financial planning for the project.
* Proactive and highly effective in driving & implementing cost control measures at all stages of projects to secure best value for contract budget and accrue financial benefits to the company or project owner.
* Proactive in identifying contractual risks and opportunities in commercial as well as execution terms, while effectively mitigating risks and leveraging opportunities for satisfactory performance of the contracts, ensuring benefit to the company.
* Excellent ability to engage, manage engineering and QS functions to develop tender technical and commercial document with estimated cost, while controlling final documentation and approval process.
* Hands on leadership expertise in buildup of pre-tender BOQ, MTO, cost & estimates; preparation of tender prequalification, processing for tendering, responding to post tender queries, evaluation of tenders, progress valuation, cost tacking & reporting, preparation of claims (including EOT, change & variation claims), payments authentication, resolution of contractual disputes etc.
* Effective in site administration and execution of construction programs, administering contracts/subcontracts as per contractual agreements, ensuring on time delivery of materials & construction documents, ensuring progress as per plan by resolving issues, implementing QC & site safety procedures, liaising with stakeholders as needed, initiating claims, preparing for handover, etc.
* Proven leadership and team management skills, flexible & adaptable, and ability to communicate with all levels of people internal or external to the organization, and raise performance levels through coaching, mentoring and problem solving.

**Recent Experience**

**Career Contour**

**Principal Engineer – Subcontracts, Petrofac International Ltd. – Thailand/Kuwait/Abu Dhabi Sep 2014 - Present**

Growth Path

* Sep’14 – Aug’18 Senior Engineer – Subcontracts,
* Sep’18 – Present Principal Engineer – Subcontracts

**Contracts Officer, Nesma & Partners Company – Al-Khobar, KSA Nov 2013 – May 2014**

**Contracts & Cost Engineer, Yemen LNG Company Ltd. – Yemen / Abu Dhabi Mar 2011 – Sep 2013**

**Contracts & Proposal Manager, Techno Engineering Services Pvt. Ltd. - Dubai, UAE Jul 2009 – Feb 2011**

**Sr. Subcontracts Engineer, Dodsal Engineering & Construction Pte. Ltd. - Dubai, UAE Oct 2008 – Jun 2009**

Ongoing Project

* **Clean Fuel Project, Thai Oil Limited, Sriracha, Thailand (Petrofac)**

Previous Projects

* **Lower Fars Heavy Oil (LFHO) Development Project, Kuwait (Petrofac)**
* **Upper ZAKUM Island Surface Development Project (ZADCO Project), Abu Dhabi, UAE (Petrofac)**
* **LNG Development Project (Yemen LNG Company)**
* **AHDEB Oil Field Project (EXL1), Iraq.**

Client: China Petroleum, Engineering & Construction Corporation / Al-Waha Petroleum Company Limited.

* **Abu Dhabi Crude Oil Project (ADCOP), UAE.**

Client: China Petroleum, Engineering & Construction Corporation / International Petroleum Investment Company (IPIC).

* **TRANSCO Project, UAE.**

Client: Abu Dhabi Transmission & Dispatch Company.

Key Responsibilities

***Pre Contract***

* Discuss and finalize project-specific contracting/subcontracting strategy with senior management.
* Study, analyze and interpret scope, drawings, functional requirements and specifications of RFQs for bidding.
* Prepare, review and process comprehensive techno-commercial document for RFQs for bidding.
* Manage RFQs for bidding, including pre bid correspondences.
* Identify the requirements and work with design and engineering team in costing.
* Prepare, review and compile cost submissions for different packages and finalize contract cost with senior management.
* Attend pre-bid meetings, coordinate submission of bids, and participate in pre-award negotiations.
* Develop preliminary estimates of contract’s with detailed scope, T&C, budget etc.
* Prepare subcontractors / vendor’s prequalification and replies to pre-bid queries of bidders.
* Evaluate, negotiate and finalize contracts tenders & quotes, process awards, and establish LOI & Agreements.
* Administer and control preparation of tender process & tender evaluation report, tecno-commercial negotiations & award.

***Post Contract***

* Analyze and review contracts/subcontracts/procurement contracts in the light of scope, timeframe, cost, risk, constraints, opportunities & profitability, and develop contracts management strategy for successful execution and delivery of the project
* Evaluate contracts’ performance in the spirit of contractual agreement, and resolve contractual disputes.
* Communicate key contractual deliverables to respective departments, including key analytical observations, to key members of the construction management team to help them proactively chalk out action plan.
* Administer overall process of contracts’ journey, and manage their performances through to final execution and close out.
* Analyze awarded contracts and contractual submittals, highlight and assess potential risks/opportunities and communicate them to management and concerned parties for necessary action.
* Track/monitor/review contracts performance in terms of progress, cost and overall compliance, and initiate CAPA in conjunction with department managers, while expediting process of finalization of change & variation orders.
* Govern changes to the contract in order to protect the legitimate contractual rights of the Company.
* Resolve contractual disputes from contractors and suppliers, in conjunction with Division managers & Legal cell.
* Provide expertise advice on contractual matters to the senior management, support & provide guidance for process development regarding compliance with Contract requirements and Company procedures.
* Train junior contract engineers in contracting & commercial practices and procedures.
* Implement procedures, scrutinize and develop operational process flows for contract management and administration.
* Refer key contractual/commercial issues to Commercial Head prior to avoid escalation at later stage.
* Ensure that the financial aspects and impact of a contract are clear to all parties.
* Control interim measurement & valuation, and timely preparation and submission of payment applications.

**previous Experience**

**Sr. Engineer, Mukand Ltd. (Road Construction Div.) - Fatehpur, India Oct 2003 – Oct 2008**

Project: Golden Quadrilateral (Road) Project.

**Engineer, S&T Dept. Jharkhand Govt. - Jamshedpur, India Dec 1996 – Oct 2003**

Project: Construction of New Polytechnic Building (World Bank Project).

**Production Engineer, Swastik Rolls/ Swastik Laminators Pvt. Ltd. - New Delhi/Noida, India Nov 1995 – Nov 1996**

**Executive, Kirti Enterprises - Gorakhpur, India Jan 1995 – Oct 1995**

**credentials**

**Education**

* **MBA** from National Institute of Business Management, India, 2015.
* **B.E. (Mechanical)** from Nagpur University, India, 1994.

**Professional Development**

* **Diploma in AutoCAD** from MIT Computer Education, Jamshedpur, India.

**IT Literacy**

* MS Office & SAP

**personal particulars**

* **Date of Birth:** October 21, 1972.
* **Languages Known:** English & Hindi.
* **Nationality:** Indian.
* **Marital Status:** Married (one child).
* **Passport Status:** No. M2959956, valid till 2024.