

YOGESH B PATIL

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Seeking career enhancing opportunities in the field of **Contract Management / Proposal Management** with a reputed organization

CORE COMPETENCIES	PROFILE SUMMARY
Contract Management Proposal Management E-Tendering Claim Management Techno-commercial Negotiations Business Development Coordination Team Management Contracts Administration	<ul style="list-style-type: none"> Nearly 13 years of comprehensive experience gained in the field of Contract & Risk Management, Tendering & Estimation, Business Development, proposal management Functions. Presently associated with TATA PROJECTS LTD. As Sr. Manager –Contracts & Risk Proficiency in, identifying discrepancies in work scope, resolution of claims and apprising management on financial or technical issues Proven abilities in handling contract management functions including costing, tender evaluation, floating enquires, drafting RFQs, preparing budgets & submitting quotations for Multi-Discipline Projects. Well-versed with modern prevalent contractual obligations / risks conditions of contract with skills in coordinating with Govt. Authorities/Other Agencies for regulatory matters and availing necessary sanctions To be a core of an organization , which believes in team work to achieve desired goal with complete professionalism, dedication and of course with an essential touch of human values

CORECOMPETENCIES

- Hands on experience in formulation of contract clauses, interpretation of clauses, Contracts Administration including client/consultant/contractor correspondence, delay analysis, claim management, negotiation, arbitration
- Facilitating the tendering process from floating of bids to awarding of contracts; analyzing costs as per DSR and Present market rates; coordinating with clients for negotiations of terms & conditions
- Preparing & reviewing the Schedules of Quantities(BOQ) of materials, labour & services required in Engineering works
- Final detailed estimate in consultation with management; attending pre-bid & post bid meetings, analyzing costing of items, overhead calculation & submitting the tender
- Supervising entire gamut of Bid related activities with various Departments Such Commercial, Legal & Designers
- Day to day administering during the execution to ensure fulfillment of the duties & responsibilities and to identify the contractual issues arising out.
- Developing proposals & appraising the value of proposed projects; collating the costs involved in order to develop an overall budget for any project

PERSONALITY TRAITS



WORK EXPERIENCE

Since March'19 to present

TATA PROJECTS LTD. as Sr. Manager –Contracts & Risk

Key Result Areas

- Ensure the portfolio of contracts in the business follows contract and claim management methodologies in accordance with internal standard procedure
- Identifies the contract baseline (including terms and conditions, specification, drawings, estimate, proposal, schedule and other documents incorporated in the contract) and highlights areas of potential risk. Ensure timely and accurate execution of commercial aspects in portfolio of contracts (i.e. Payments, claims, variation order, warranties, provision guarantees etc.)

- Fulfilling contractual obligations in time & harvesting contractual benefits. Timely documentation / Client correspondence. Performs all contract administration activities of the project
- Preparation of Contracts Appreciation Document for the present handling projects and ensuring the adherence to provision of the contract. Handling Project Contracts Management for Major project (on full time basis)
- Leverage technology solutions to maximize effectiveness and efficiency and reduce the risks & leakages in the Tendering/ Bidding/ Contract management & administrations process
- Provided support to the project for day to day contractual matter having Time & cost Impact. Contractual correspondences including timely notices pursuant to the provisions of the contract
- Tender Risk assessment as per internal processes, preparation of risk mitigation plans. Prepared the PROL for Project Analyze and understand insurable risks and potential risk mitigation opportunities.
- Ensured Document Management consistency across all Projects, rigorously, maintaining control and traceability of the documentation from Project initiation to till date.

Since January'18 to February '19

LEIGHTON INDIA CONTRACTORS PVT. LTD. as A Manager –Contracts

Key Result Areas

- Support to SCM Leads / Team in resolution of specific issues/ commercial deviations/ terms at the time of procurement/ finalization of orders.
- Preparation of contract appreciation document and interpretation of various contractual provisions
- Preparation of Contract documents for subcontractors.
- Preparation of contract variation statement and letter correspondence with client and consultant
- Provide pre-contract advice to Estimating department related to amended Terms and Conditions of Main Contracts and resource availability for forward workload. Ensure that all necessary contemporaneous records and documentation are maintained for maximum recovery in the event of Claims preparation and recovery.
- Ensure compliance of the contract Monitor progress of work to be carried out under the contract
- Identify risk and develop risk mitigation plan
- Develop & maintain relationship with client & subcontractors.
- Ensure timely and accurate work measurement, billing, certification and collection.
- Ensure effective claim and recovery management.
- Prepare Contractual letters to be sent to client/ subcontractors.
- Validation of subcontractors bills as per contract conditions, including reconciliation of material/quantities.
- Administration of subcontract contracts
- Responsible for timely resolution of any queries raised with respect to Contract management by any client, stakeholders or govt. authorities/officials in consultation with the concerned team or department
- Commercial Closure of POs/ WOs placed on Vendors/ Contractors (for Projects closed/ nearing completion.
- Vendor Claims management, in coordination with Projects/ SCM Leads and Engineering wherever required.
- Support legal department on matters relating to vendor/ contractor disputes.
- Experience in Contracts Management.
- Hands-on experience on delay analysis.
- Comprehensive knowledge about the industry and legal awareness (including Arbitration & Conciliation Act; Indian Contract Act etc.
- Familiar with FIDIC conditions of contract

Since May'10 to January' 18

LARSEN & TOUBRO LIMITED as A Manager –Contracts

Key Result Areas

- Studying requirements of Request for Quote (RFQ)/ Invitation to Tender (ITT)/Pre-qualification(PQ) Tenders, etc.
- Prepare tender Assessment sheets considering the contractual aspects (GCC, SCC, and PCC).
- Preparation of contract agreement for sub-contractors. Prepare technical reports/documents in accordance with project progress and contract documents Co-ordinate for technical correspondence Track the interim payments claimed/certified and report the variation Documentation
- Reviewing tender documents, scope of works, checking the feasibility for qualification, financial criteria,
- Arranging for Tender Bond/Bid Bond as required through Finance Team & conducting a Pre-Tender/Bid/Proposal Coordinating internally with Engineering (Mechanical, Electrical, plumbing & FPS) Team for their inputs.
- Tender working for projects up to Project Cost: US\$ 585 million.
- Involved in preparing a fully compliant Technical & Commercial Tender/Bid/Proposal ensuring adherence to RFQ and company policy, along with Man-hour estimate and costing and submitting to the management for review and approval
- Tender working of Turnkey, Design & Build, Item rate contracts for Elite housing, high rise residential building

project.

- Handling over/supporting/coordinating the project team after successful award of contract
- Based on the contractor's position w.r.t comparison statement, Finding the right contractors to capable to complete the packages with in stipulated time and budget
- Day to day administering the contract during project execution to ensure fulfillment of the duties & responsibilities and to identify the contractual issues arising out, which may lead to contractual disputes.
- Communicate with the client on various contractual issues to ensure the strong base.
- Preparing:
 - Pre-bid queries pertaining to the contracts
 - Tender appreciation notes
 - Contracts Appreciation Document (CAD) post award of the contract
- Drafting contractual correspondences including timely notices pursuant to the provisions of the contract.
- Proper documentation for their easy retrieval, coordination with document control department for availability of online data on contractual parameters.
- Post contract administration including administering contract correspondences, identification of variations, claims And notifications, application of interim valuation and final accounts, cost value reconciliation and sub contract administration

Since April'08 to April'10

UNITY INFRA PROJECTS LTD as Senior Engineer - Contracts

Key Result Areas

- Supporting senior managers in the development of risk and policy documentation.
- Noticing variation and recording additional or extra over and above the basic scope of work of the agreement
- Estimation of quantities for various items from GFC drawings
- Monitor project milestones, review and validate contractor's databases and deliverables for consistency with Company procedures
- To read review and manage Claims, Extra Items, Deviated Items and Variations in the Supply Chain if any from the Contract
- To monitor the running Projects and identify the scope for additional billing
- To make sure that all the contractual correspondences from the Clients are properly addressed.
- Joining Pre-Bid site visits/meetings & sending out comprehensive RFQs to Sub-Consultants/Original Equipment Manufacturers (OEM)/Vendors as required through the Engineering Team.

Since July'04 to Sept'05

HAWARE ENGG. & BUILDERS PVT. LTD as Junior Engineer

Key Result Areas

- Responsible for the execution of site activities as per approved construction drawing, method statements and quality standards.
- Maintaining Drawings & Records thereof including date of receiving and issuance of drawings etc.
- Estimating of the quantity for ongoing projects.
- Raising and maintaining complete record of inspection request.
- Coordination with sub-contractors for the smooth flow of work

TRAINING

- Attend workshop on UN fair contract condition in **EPC/Turnkey** projects conducted by Indian Business Management.
- Residential Executive Development program for future leaders in L&T
- Training on Hydraulic structure Contracts completed at "**CENTRAL WATER AND POWER RESEACH STATION**" Pune "GOVERNMENT OF INDIA"

PROFESSIONAL QUALIFICATION

First Class: Contract Law & Contract Management (Legal Accreditation Programme) National Law School of India University – December 2017

72.10% M. TECH in Construction Technology & Project Management- Andhra University

65.30 % B Tech. (Civil Engineering) Government Engineering College Nanded.

71.23 % Diploma (Civil Engineering) Government Engineering College Jalgaon.

ACADEMIC PROJECT EXECUTED

M-TECH PROJECT:

- Project Name: "Management of claims and Disputes in construction

B -TECH PROJECT:

- Project Name : "construction project management" using advance software for Shree Guru Granth Sahib Bhavan, Nanded (Under Nanded Development Plan for Guru-Ta- Gaddi Festival.

IT SKILL

- Well versed with SAP,MS Office,Excel,Word , MS- PROJECT, and Internet Applications

PERSONAL DETAILS

Date of Birth : 24th September 1984
Passport Details : R3608759; Valid up to july'2027
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi & Marathi