

## Job Description for Technical Consultant

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| <b>Position</b>        | Technical Consultant  |
| <b>Qualification</b>   | BCA/MCA/BE in CS  |
| <b>Experience</b>      | 2+ Years  |
| <b>Division</b>        | Finance & Investment Division, KBITS  |
| <b>Job Description</b> | <ul style="list-style-type: none"> <li>- Will be trained for the thorough understanding of E Procurement processes.</li> <li>- Assisting in uploading tender documents, reply to prebid queries, and corrigendum/addendum of the tender in E-Procurement portal.</li> <li>- Assist in comparative analysis of any equipment to be brought by the department and suggest the competitive pricing with specification of the model.</li> <li>- Certify the specifications of the equipments ordered versus received.</li> <li>- Assist in preparation of any presentations.</li> <li>- Assist on the inputs required for describing the scope on some of the RFPs such as website development, wifi, and design specifications etc.</li> <li>- Assist in periodic backups, antivirus for the systems.</li> <li>- Formatting of tender documents, preparation of templates (RFP, Presentations, legal docs etc.)</li> <li>- Once the vendor is identified for website, wifi &amp; design. This resource will be assisting in tracking their scope of work &amp; SLAs and highlight the breach</li> <li>- Any other assignment as and when required.</li> <li>- Vetting of technical proposals.</li> </ul> |