

Tendering Specialist - GeM

Location: Mumbai

Experience: 5 to 10 years

Industry: System Integration / IT Hardware / AV / Networking / IT Solutions

Employment Type: Full-time

Job Summary:

We are seeking an experienced GeM and Tender Specialist to lead and manage the end-to-end government e-marketplace (GeM) bidding and tendering process.

The ideal candidate will have deep knowledge of government procurement procedures, tender documentation, and compliance standards related to system integrator or IT infrastructure projects.

Key Responsibilities:

- Manage the entire tendering process on the GeM portal – including Identifying bids, preparation, submission, and follow-ups.
- Identify and analyze suitable tenders and EOI/RFP/RFQs relevant to system integration and IT projects.
- Coordinate with internal teams (sales, pre-sales, technical, finance, legal) to gather necessary documentation.
- Prepare tender documentation as per RFP requirements – technical bid, commercial bid, and supporting documents.
- Ensure compliance with all guidelines, timelines, and formats prescribed by the tender authorities.
- Track and update status of submitted tenders, follow up on clarifications and results.
- Maintain an organized database of past submissions, key learnings, and documentation templates.
- Handle vendor registration, e-procurement portals (GeM, eProcure, etc.) and ensure timely renewals and updates.
- Interface with government agencies for any bid-related queries or clarifications.
- Monitor new tender notifications, amendments, corrigenda, and deadlines.

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Key Requirements:

- Minimum 10 years of relevant experience in government tendering, specifically on the GeM portal.
- Strong understanding of system integration/IT solution tenders.
- Experience in preparing detailed BOQs, compliance matrices, and documentation.
- Proficient in MS Office, GeM/eProcurement portals, and documentation tools.
- Excellent communication, negotiation, and coordination skills.
- Ability to handle multiple tenders simultaneously and work under deadlines.

Preferred Qualifications:

- Graduate/Postgraduate in Engineering, Business Administration, or related field.
- Prior experience in a System Integrator or similar IT/Infra solutions company is mandatory.