

SNDT Women's University

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१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram : UNIWOMEN

Website : sndt.ac.in

Ref: Estb/Web Notification/2024-25/3795

Date:26 March, 2025

Invitation for the temporary post of GeM Portal Consultant/Firm

Subject: Temporary GeM Portal Consultant/Firm at SNDT Women's University, Churchgate.

SNDT Women's University invites applications for the position of **Temporary GeM Portal/Mahatender Consultant**. The consultant will be responsible for managing and facilitating procurement activities on the Government e-Marketplace (GeM) Portal, ensuring compliance with procurement policies, and providing necessary support for smooth operations.

Position: Temporary GeM Portal/Mahatender Consultant/Firm
Location: SNDT Women's University, Churchgate
Consultant Fees per GeM/Mahatender Tender: In Rs.
Time required to configure & upload Tender after handovering the Document :
Last date of submission of proposal 02 April, 2025 till 5:00 p.m.

Key Responsibilities:

- Handling procurement processes on the GeM Portal/Mahatender, including vendor registration, product listing, and order management. (Self Undertaking of Experience)
- Minimum 3 years experience in similar field. (Self Undertaking of Experience)
- Ensuring compliance with government procurement guidelines. (Self Undertaking of Experience)
- Providing technical support and guidance to University staff regarding GeM Portal/Mahatender operations.
- Generating reports and maintaining procurement records.

Eligibility Criteria:

- Proven experience in handling GeM Portal/Mahatender operations in the Govt./Semi Govt./Private Organisation. (Self Undertaking of Experience)
- Knowledge of government procurement policies and procedures. (Self Undertaking of Experience)
- Proficiency in computer applications and data management. (Self Undertaking of Experience)
- Strong communication and coordination skills.
- Aadhar Card
- PAN Card
- Details of Proprietary if any
- Experience Certificate, if any from the Govt./Non-Govt. Organisation.

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Application Process:

Interested consultant/firm are requested to submit their proposal along with relevant documents to The Registrar, SNDT Women's University, 1 N. T. Road, New Marine Lines, Churchgate, Mumbai-400 020.

Note: Only shortlisted Consultant/Firm will be contacted for further process.

SNDT Women's University reserves the right to accept or reject any application without assigning any reason.



(Registrar)

SNDT Women's University,
Mumbai