

SNDT Women's University

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**श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ**

१, नाथीबाई ठाकरसी मार्ग
मुंबई ४०० ०२०
Telegram : UNIWOMEN
Website : sndt.ac.in

Ref: Estb/Web Notification/2024-25/137

Date: 25 April, 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 the 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 03 May, 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.

Terms & Conditions :

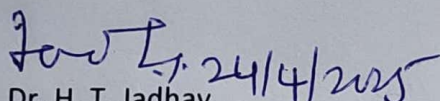
- Upload the tender finalised by University.
- Address the queries raised by bidder while uploading the tender by taking appropriate approval from the concerned authority.
- Draft purchase order for procurement of material from Gem/Mahatender.
- There will be no additional payment for addressing the queries raised by the bidder.
- No additional payment in case of extension of tender /Corrigendum given for the published tender.
- University will provide technical support such as computer with internet facility, printer and seating space for the technical person.

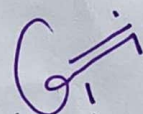
Application Process:

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.


Dr. H. T. Jadhav
Nodal Officer
PMUSHA


(Registrar)
SNDT Women's University,
Mumbai