

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. No.: SNDT/PM-USA/25-26/120**Date: 19.09.2025****Invitation for the temporary post of GeM Portal Consultant/Firm**

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

SNDT Women's University invites applications for the position of **Temporary GeM Portal/Mahatender Consultant/Firm**. The consultant will be responsible for managing and facilitating procurement activities on the Government e-Marketplace (GeM) Portal, Mahatender Portal, etc., 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

Time required to configure & upload Tender after handover the Document: 1 Week

Last Date of Submission of Proposal: 27th September, 2025 till 05:00pm

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.
- AADHAAR Card
- PAN Card
- Experience Certificate, if any from the Govt./Non-Govt. Organisation.



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) 19/9
SNDT Women's University,
Mumbai


