



PR/110015 | Associate Manager- Tender Business

Job Information

Recruiter

JAC Recruitment India

Job ID

1574889

Industry

Medical Device

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 11:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Role Summary

The Tender Associate Manager will oversee the complete tendering cycle across government, PSU, institutional, and private procurement platforms. The role requires excellent coordination, strong documentation skills, and meticulous compliance to ensure timely and successful participation in tenders.

Key Responsibilities

Tender Identification & Tracking

- Monitor government, PSU, institutional, and state procurement portals (GeM, CPPP, eProcurement, etc.) for relevant tenders.
- Evaluate eligibility criteria and assess feasibility for participation.
- Maintain an updated database of active, upcoming, and completed tenders.

Tender Preparation & Submission

- Download and review tender documents, technical specifications, terms, and conditions.
- Coordinate with Sales, Technical, and Finance teams to collect technical data, pricing inputs, authorization letters, and other required documents.
- Prepare and compile complete tender submissions (technical and commercial).
- Ensure timely online/offline submission of tender documents.
- Verify accuracy of all annexures, forms, declarations, and signatures.

Documentation & Compliance

- Maintain updated statutory documents such as GST, PAN, registration certificates, financials, and experience certificates.
- Ensure compliance with tender requirements including EMD, PBG, bid security declarations, and other mandates.
- Track bid validity, performance guarantees, and contract renewals.

Coordination & Communication

- Liaise with dealers and channel partners for product listings and portal-related activities.
- Communicate with tender authorities to obtain clarifications or respond to amendments and corrigenda.
- Coordinate with Sales, Product, Marketing, and Accounts teams for seamless tender execution.

Post-Tender Activities

- Follow up on bid status and attend bid openings when required.
- Prepare comparative statements and management summaries.
- Support order processing, contract signing, and documentation after tender finalization.

Reporting & Record Keeping

- Maintain organized records of all tenders, submissions, and outcomes.
- Prepare weekly and monthly reports on tender activities and progress.
- Support internal and external compliance reviews related to tender documentation.

Additional Responsibilities

- Undertake any additional tasks assigned by the Department Head.

Required Skills & Competencies

- Strong understanding of end-to-end tendering processes (government and private).
- Familiarity with GeM, CPPP, and various state eProcurement portals.
- Excellent verbal and written communication skills.
- Strong coordination, organizational, and follow-up abilities.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- High attention to detail and ability to work under strict deadlines.
- Basic understanding of commercial terms, pricing structures, and contract management.

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Company Description