

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tender-documentation-filling-executive/>

HIRING ORGANIZATION

SHIV ENGINEERING

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

TENDER DOCUMENTATION FILLING EXECUTIVE

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Job Role: Tender Executive – Government E-Tendering

Company: SHIV ENGINEERING

Location: Work From Home – Pan India

Job Type: Full-Time

Experience: 1–3 Years Preferred

Salary: ₹15,000–₹20,000 per month + Incentives

Working Hours: 8:00 AM – 5:00 PM

Tender Portals: GeM, IREPS, CPPP and State eProcurement

Contact Details

WhatsApp: +91 8559066003

SHIV ENGINEERING is hiring a Tender Executive to manage government e-tenders. The role includes finding suitable tenders, preparing documents and submitting bids online.

Responsibilities

- Search and check government tenders.
- Check eligibility and tender requirements.
- Prepare and submit technical and financial bids.

- Track deadlines and maintain daily reports.
- Meet monthly tender targets.

Requirements

- Experience in government e-tendering.
- Knowledge of tender portals and documentation.
- Basic computer and Excel skills.
- Own laptop or desktop.
- Reliable internet connection.

Salary & Incentives

- Bonus of ₹10,000 for completing the 50 eligible tender target.
- Extra ₹500 for each qualifying tender submitted beyond 50.
- Incentives depend on successful submission and management approval.

Benefits

- Work from home.
- Mobile phone reimbursement.
- Commuter assistance.
- Paid sick leave.

How to Apply

Send your resume via WhatsApp to **+91 8559066003**.