

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tender-filing-executive-work-from-anywhere-in-india/>

HIRING ORGANIZATION

Universal Security and Manpower Services Private Limited

EMPLOYMENT TYPE

Part-time

DATE POSTED

? October 6, 2026

JOB LOCATION

? Remote work from: India

TENDER FILING EXECUTIVE – WORK FROM ANYWHERE IN INDIA

BASE SALARY

INR 10000 - INR 50000

DESCRIPTION

Job Role: Tender Filing Executive

Company: Universal Security and Manpower Services Private Limited

Work Mode: 100% Work From Home

Location: Anywhere in India

Employment Type: Part-Time / Full-Time

Payment: Incentive-Based

Incentive: ?10,000 per Successfully Selected Bid

Experience: Freshers and Experienced Candidates

Working Hours: Flexible

Contact Details:

Mayank – Founder & Director

Call / WhatsApp: 9369060635

Email: usmspvtltd786@gmail.com

Universal Security and Manpower Services Private Limited is hiring **Tender Filing Executives**. The work involves government tender filing through the **GeM Portal**.

This is a 100% work-from-home opportunity. No prior tender filing experience is required. Free training will be provided to selected candidates.

Key Responsibilities

- Search relevant government tenders on GeM.
- Review tender requirements and eligibility.
- Check tender documents and compliance needs.
- Prepare tender-related documents.

- Prepare and submit bids on GeM.
- Check quotations and calculations.
- Ensure accurate and timely submission.
- Maintain tender and bid records.
- Follow company tender-filing procedures.

Payment Structure

- This is an incentive-based opportunity.
- There is **no fixed monthly salary**.
- ₹10,000 incentive is offered for each successfully selected bid.
- Payment depends on successfully selected bids filed by the candidate.
- No selected bid means ₹0 incentive.
- The source listing also shows a platform-listed pay range of ₹10,000–₹50,000 per month.

Training Provided

- Government tender filing.
- GeM Portal operations.
- Tender search and identification.
- Tender requirements and eligibility.
- Documentation and compliance.
- Bid preparation and submission.
- Quotation and rate calculation.
- Lowest rate calculation.
- Practical tender filing procedures.

Eligibility

- Freshers can apply.
- Experienced candidates can apply.
- Male and female candidates can apply.
- 10th and 12th pass candidates can apply.
- BA, B.Com, BBA, BCA and B.Sc. candidates can apply.
- Any graduate can apply.
- No prior tender filing experience is mandatory.

Work Requirements

- Personal laptop or computer is mandatory.
- Reliable internet connection is required.
- Basic computer knowledge is required.
- Ability to work with online portals and documents is required.

Work Conditions

- 100% work from home.
- Flexible working schedule.
- No fixed office timing.
- Work from anywhere in India.
- Desk-based and laptop-based work.
- No sales work.

- No sales targets.
- No field work.
- No client acquisition or client dealing.
- Free training and work guidance.

How to Apply

Send your updated **CV/Resume** through WhatsApp or email.

Mayank – Founder & Director

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