

Job Description

Position: Tender Manager – CPaaS

Location: Noida, Sector 3 (Work from Office)

Employment Type: Full-Time

Experience: 3–6 Years

Industry: Telecom / CPaaS / IT Solutions / SaaS / Government Sales

About the Role

DGAS Skyworld SMS Technology Pvt. Ltd. is seeking an experienced **Tender Manager** to lead and manage the complete tender lifecycle for our **CPaaS (Communication Platform as a Service)** business. The ideal candidate should have hands-on experience in preparing and submitting government and enterprise tenders related to SMS, WhatsApp Business API, Voice, Email, RCS, and other digital communication solutions.

Key Responsibilities

- Identify and monitor relevant government and PSU tenders through portals such as GeM, CPPP, NIC, and state procurement portals.
- Analyze tender documents, eligibility criteria, technical specifications, and commercial requirements.
- Prepare, review, and submit technical and commercial bids within stipulated timelines.
- Coordinate with Sales, Technical, Finance, Legal, and Management teams to compile bid documentation.
- Prepare compliance matrices, technical write-ups, product documentation, and commercial proposals.
- Ensure complete documentation including EMD, Bid Security, OEM Authorizations, Certificates, and statutory compliance.
- Manage bid submissions on GeM and other e-procurement portals.
- Respond to tender clarifications, corrigenda, and post-bid queries.
- Maintain a repository of standard tender documents, certifications, and company credentials.
- Track tender status until award and coordinate with internal teams during project handover.
- Ensure compliance with government procurement policies and company standards.

Required Skills

- Strong knowledge of government tendering processes and e-procurement portals.
- Experience handling CPaaS, Telecom, Cloud, SaaS, or IT solution tenders.
- Excellent documentation and proposal writing skills.
- Strong understanding of technical compliance and commercial bid preparation.

- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Strong analytical, organizational, and time management skills.
- Ability to manage multiple tenders simultaneously under strict deadlines.

Preferred Qualifications

- Bachelor's degree in Engineering, Business Administration, Information Technology, or a related field.
- Experience with GeM, CPPP, NIC, and state e-tendering portals.
- Knowledge of CPaaS solutions including:
 - Bulk SMS
 - WhatsApp Business API
 - Voice Solutions
 - RCS Messaging
 - Email Communication
 - AI Chatbots
 - Omnichannel Communication Platforms

Key Competencies

- Tender & Bid Management
- Proposal Writing
- Government Procurement
- Commercial Negotiation
- Stakeholder Coordination
- Documentation Management
- Compliance Management
- Attention to Detail

Why Join Us?

- Work with one of India's growing CPaaS solution providers.
- Opportunity to manage high-value government and enterprise projects.
- Collaborative work environment with cross-functional teams.
- Career growth in the Telecom and Digital Communication industry.