

Rohit NT Rao

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Professional Summary

Assistant Tender Manager with 7 years of experience in government e-procurement and tender management across software, industrial, and defence sectors. Successfully managed tenders for ERP and IT solutions at Pre Walk IT Solutions, and steel furniture bids at Dimpal Iron Factory through GeM and CPPP portals. Handled defence equipment tenders at Security Instruments, a New Delhi-based provider serving armed forces and law enforcement. Skilled in bid strategy, contract negotiation, and ensuring end-to-end compliance. Known for timely delivery, cross-functional collaboration, and deep domain expertise.

Core Skills

- **Tender Management:** Preparation, documentation, and submission on GeM Portal
 - **Technical Analysis:** Specification review and strategy development for competitive bids
 - **Contract Negotiation:** Securing favourable terms with suppliers and clients
 - **Stakeholder Coordination:** Internal and external collaboration for successful project execution
 - **Bid Evaluation:** Comprehensive assessment and post-submission follow-up
 - **Software Proficiency:** MS Word, Advanced Excel, MS Sheets
 - **Languages:** English, Hindi, Marathi
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Professional Experience

Job Profile: Assistant Tender Manager

PreWalk IT Solution

June 2023 – Present

Key Responsibilities

- Managed the full tender lifecycle for a diverse portfolio of government software solutions—including ERP, financial management, HRMS, project management, and document control—ensuring compliance and timely submissions via GeM and CPPP portals.
- Conducted detailed analysis of government department requirements and matched them to suitable software products, such as e-procurement platforms, analytics tools, and bespoke applications.
- Coordinated with internal technical teams and external stakeholders to develop, customize, and deliver solutions aligned with public sector operational and regulatory needs.
- Prepared technical and commercial documents, participated in bid response strategies, and managed all aspects of proposal submissions for government technology projects.
- Supported the post-award implementation of software platforms, overseeing onboarding, training, and ongoing client support for maximum productivity and user adoption.
- Maintained up-to-date knowledge of industry best practices, compliance standards (RTI/FOIA, data protection, audit readiness), and government procurement trends to inform successful sales and delivery strategies.

- Negotiated contracts, facilitated smooth vendor and client communication, and managed follow-ups to ensure project success and client satisfaction.

Tender Executive

Security Instruments, New Delhi

February 2022 – April 2023

- Lead the full tender process for tactical equipment, serving major defence clients.
- Identify, create, and submit high-value tenders, ensuring 100% compliance with government and client requirements.
- Collaborate with cross-functional teams to tailor bids, optimize technical and commercial strategies, and maximize win rates.
- Maintain audit-ready documentation for all tender activities, supporting organizational transparency and regulatory compliance.
- Conduct in-depth market research and competitor analysis to inform bid positioning.
- Completed hands-on field training in portable generators, enhancing product expertise for technical demonstrations.

GeM Portal Tender Executive

Dimpal Iron Factory

August 2018 – January 2022

- Prepared and submitted tenders on GeM Portal for steel furniture projects, ensuring timely delivery and compliance with client specifications.
- Conducted technical analysis of tender requirements and developed strategies for optimized bids.
- Negotiated contracts with suppliers and clients to secure favourable terms.
- Coordinated with internal teams and external stakeholders for seamless project execution.
- Evaluated bid responses, managed post-submission activities, and followed up to secure orders.

Education

Qualification	Year	Specification	Institution
10th	2016	Arts	SD Sec School (Gujarat)
12th	2018	Humanities	Sarvodaya Bal Vidalya
Graduation	2021	BA Pol Sci (Hons)	Atma Ram Sanatan Dharma (DU)

Additional Information

- Field Training: Portable Generators (Dehradun, 2023)
- Product Expertise: Furniture Items, Tactical gear (door busters, combat boots, defence footwear), Software's Solutions.