

## Opening for Lead- Tenders & Stakeholder Coordination

**Last Date to Apply: 10th October 2026 or until the position is filled.**

*IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.*

**IIT Mandi Catalyst**, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies, including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

**To know more, visit our website:** [www.itmandicatalyst.in](http://www.itmandicatalyst.in)

|                            |                                                 |
|----------------------------|-------------------------------------------------|
| <b>Job Title</b>           | Lead- Tenders & Stakeholder Coordination        |
| <b>Location</b>            | Mandi, Himachal Pradesh                         |
| <b>Company</b>             | IIT Mandi Catalyst                              |
| <b>Employment Type</b>     | Full Time                                       |
| <b>Remuneration</b>        | ₹40,000 – ₹70,000 per month.                    |
| <b>Application through</b> | Application links provided in the advertisement |

IIT Mandi Catalyst is looking for enthusiastic and resourceful individuals to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism, and career growth.

### Role Overview:

We are looking for a proactive and experienced professional to lead **tender management, business development, stakeholder coordination, and partnership activities** for the Incubation Centre. The role will be responsible for identifying business opportunities, managing the complete tender lifecycle, developing relationships with key stakeholders, and establishing processes and SOPs to support the Centre's business growth.

## Key Responsibilities:

### 1. Tender & Business Development

- Lead the identification and tracking of relevant **tenders, RFPs, RFQs, government projects, institutional opportunities, and business proposals.**
- Manage the complete tender lifecycle from **opportunity identification to submission, follow-up, and closure.**
- Coordinate with internal teams for preparation of technical, financial, and commercial proposals.
- Identify new business opportunities through **market research, networking, industry interactions, and stakeholder engagement.**
- Develop and maintain a pipeline of potential **clients, projects, partnerships, and revenue opportunities.**
- Follow up with prospective clients and stakeholders to convert opportunities into business engagements.
- Support management in developing strategies for **business expansion and revenue generation.**

### 2. Stakeholder & Relationship Management

- Develop and maintain relationships with **government departments, corporates, institutions, industry bodies, investors, partners, and other key stakeholders.**
- Coordinate with external stakeholders for business discussions, proposals, partnerships, meetings, and follow-ups.
- Identify opportunities where startups, corporates, institutions, and other ecosystem stakeholders can be connected for **business collaboration, market access, partnerships, and other opportunities.**
- Represent the Incubation Centre in relevant industry meetings, conferences, networking events, and business forums.

### 3. Partnership & Business Opportunity Development

- Identify opportunities for **MoUs, strategic partnerships, institutional collaborations, projects, programs, and other business engagements.**
- Develop and maintain relationships that can create long-term opportunities for the Incubation Centre.
- Coordinate with relevant internal teams to evaluate and execute potential partnerships and business opportunities.

### 4. SOP & Process Management

- Develop, implement, and regularly update **SOPs for tender management, business development, stakeholder coordination, and partnership activities.**
- Establish standardized processes for **lead identification, opportunity assessment,**

**tender preparation, proposal submission, stakeholder follow-up, and closure.**

- Develop templates, checklists, trackers, and documentation systems to ensure consistent execution.
- Identify process gaps and recommend improvements to increase efficiency and accountability.
- Ensure proper documentation and compliance with defined processes.

## **5. Reporting & MIS**

- Maintain updated records of **tenders, business leads, clients, stakeholders, partnerships, and opportunities.**
- Track the status of ongoing and upcoming tenders and business opportunities.
- Prepare periodic **MIS and management reports** covering the tender pipeline, business development activities, stakeholder engagement, and partnership status.
- Provide regular updates to senior management on key opportunities, challenges, and progress.

## **Educational Qualification**

### **Essential:**

- Bachelor's degree in **Business Administration, Management, Commerce, Economics, or Engineering** from a recognized university/institution.

### **Preferred:**

- **MBA / PGDM** in Business Management, Marketing, Business Development, Finance, Operations, or a related field.

## **Experience**

- 3+ years of relevant experience in tender management, business development, client/stakeholder management, institutional partnerships, government projects, or related areas.
- Experience in handling tenders, RFPs, RFQs, proposals, client relationships, and partnership development will be preferred.

## **Compensation**

- **Salary:** ₹40,000 – ₹70,000 per month.
- Compensation will be **determined based on the candidate's relevant experience, skills, qualifications, and performance during the interview process.**

## Key Objective of the Role

The primary objective of the Lead – Tenders & Stakeholder Coordination is to drive business opportunities for the Incubation Centre through effective tender management, business development, stakeholder coordination, and strategic partnerships, while establishing structured SOPs and processes for efficient execution and follow-up.

## Terms/Instructions:

- 1. Only shortlisted candidates will be contacted/informed through email/phone.*
- 2. Catalyst reserves the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or in part without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
- 3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
- 4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.*
- 5. If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.*
- 6. The applicants will be considered till the post is filled.*

**Note: All applications should be routed through the application link provided in the advertisement. Email us only in case of questions**

**Application Link-**<https://forms.gle/a2qbjUxU54kLt6e26>