

## **INSTITUTE OF LEADERSHIP DEVELOPMENT (ILD)**

**6/2 Jamdoli-Jaipur**

### **Request for Proposal (RFP)**

For Shortlisting Facilitating Agency for Providing Trainers for conducting Upskilling Programs / Employability and Proficiency Enhancement Programmes in Job roles as mentioned below

Institute of Leadership Development (ILD) invites applications from eligible and experienced organizations/individuals for providing eligible, qualified and experienced Trainers for the implementation of Upskilling Programs / Employability and Proficiency Enhancement Programmes in Job roles mentioned below for Dattopant Thengadi and Development, Ministry of labour and Employment (DTNBWED), GOI.

### **Job Roles –**

1. Street Food Vendor
2. Sewing Machine Operator
3. Processed Food Entrepreneur
4. Dairy Products Processor

### **Program Duration – 5 Days**

### **Location – Pan India**

### **The selected agency/individual will be responsible for:**

1. Deployment of qualified Trainers/Faculty Members for the above job roles
2. Ensuring availability of deployed trainers in the required locations as and when required
3. Coordination with ILD for trainer attendance, session delivery, student support, and reporting
4. Immediate replacement of trainers if required by ILD due to performance or conduct issues

### **Eligibility Criteria for the Agency**

1. Must be a registered organization (NGO, Trust, Company, LLP, etc.) working in the field of training, skill development, education or HR services
2. Must have at least 3 years of experience

### **Payment Terms**

- Payments will be made directly by ILD based on deliverables and achievement of KPIs.
- Payment structure will be shared upon empanelment or during the issuance of Work Order.
- No advance payments will be made from ILD owned funds. Payments will be made only on receipt of the same from government.
- Deductions may apply for non-achievement of deliverables.

### **Eligibility Criteria for Individual.**

1. Must have at least 3 years of experience working in the field of training, skill development and education.

**Assignment Duration** – 1 year

**Application Process** - Interested agencies must submit their application through Email along with the following documents:

- Organization Certificate of Incorporation if organization and Aadhar Card if individual.
- PAN Card
- Work experience details (Skill Development / Recruitment / Training / Placement)
- Proof of Work orders
- Financial Proposal (Rate / Candidate)

**Selection Process** - Shortlisted agencies will be invited for an online presentation

For physical submission

Address: Institute of Leadership Development (ILD), 6/2 Jamdoli-Jaipur

**Important Notes** - ILD reserves the right to cancel the process at any stage without assigning any reason  
**EOI Timeline** - EOI Submission Deadline: 31<sup>st</sup> Jan. 2026

Proposal to be sent on Email: [ildskills1@gmail.com](mailto:ildskills1@gmail.com); [info@ildindia.org](mailto:info@ildindia.org)