

INSTITUTE OF LEADERSHIP DEVELOPMENT (ILD)

6/2, Jamdoli, Jaipur - 302031

REQUEST FOR PROPOSAL (RFP)

FOR EMPANELMENT OF KNOWLEDGE, TRAINING AND CONSULTING AGENCIES / NGOs

For Conducting One-Week Leadership Development & Assessment Programmes

Date of Upload	13 / 7 / 2026
Last Date and Time for Submission	Up to 5:00 PM on 19 / July / 2026
Submission E-mail	info@ildindia.org;

1. Invitation

The Institute of Leadership Development (ILD), Jaipur invites proposals from eligible NGOs, consulting companies, Section 8 companies, societies, trusts, LLPs, companies, academic or training institutions and other competent knowledge organisations for empanelment to design, facilitate and conduct recurring One-Week Leadership Development & Assessment Programmes for middle-management and emerging senior-level executives.

The programmes may be residential or non-residential and may be organised at the ILD Campus, Jaipur or at any other location decided by ILD. Empanelled agencies may be engaged independently or jointly with ILD and its institutional or knowledge partners through programme-specific Work Orders.

2. Objective of the RFP

- Create a panel of capable knowledge and training organisations for timely delivery of structured leadership programmes.
- Strengthen leadership mindset, communication, team management, emotional intelligence, decision-making, problem-solving, strategic thinking, ethical orientation, execution and change-readiness among participants.
- Combine training with structured behavioural assessment, participant-wise feedback and practical leadership-development planning.

3. Indicative Programme Framework

Parameter	Indicative Requirement
Duration	Seven days / one week
Format	Residential or non-residential, as specified in the Work Order
Ideal Batch Size	20-25 participants
Target Group	Middle-management and emerging senior-level executives, generally having 5-15 years of professional experience
Indicative Themes	Leadership foundation and self-awareness; communication and influence; team leadership; emotional intelligence and conflict management; decision-making and problem-solving; strategy and execution; coaching; leadership labs and assessment centre

Parameter	Indicative Requirement
Expected Outputs	Programme delivery, course material, assessments, Individual Leadership Skill Assessment Report, Leadership Assessment Index / readiness interpretation, 90-day development plan and programme completion report

4. Scope of Work of the Empanelled Agency

- Prepare or customise a complete seven-day course plan aligned with ILD objectives and the participant profile.
- Deploy qualified lead faculty, trainers, assessors, facilitators and guest resource persons approved by ILD.
- Develop session plans, presentations, reading material, cases, exercises, simulations, leadership labs, assessment tools and participant handouts.
- Conduct classroom sessions, group exercises, case discussions, individual presentations, simulations, peer-learning activities and guided reflection.
- Undertake pre-programme and post-programme assessment and maintain structured evidence of participant performance and engagement.
- Prepare participant-wise Individual Leadership Skill Assessment Reports, including competency scores, key strengths, development areas, readiness interpretation and a practical 90-day improvement plan.
- Submit attendance records, participant feedback, faculty observations, assessment sheets and a consolidated programme completion report within the period stated in the Work Order.
- Maintain confidentiality of participant information, organisational data, assessment results and all materials supplied by ILD or sponsoring organisations.

5. Eligibility Criteria

Applicants must meet the following minimum requirements:

- Legally registered NGO, society, trust, Section 8 company, consulting company, LLP, company, academic/training institution or similar entity.
- Minimum ten years of organizational experience in one or more knowledge fields such as capacity building, institutional development, research, study report, governance, entrepreneurship or allied professional services.
- Completion of at least two relevant training, capacity-building assignments, study reports during the last five years for Government departments, PSUs, corporates, cooperatives, academic institutions, development organisations or similar clients.
- Valid PAN and applicable statutory registrations. GST registration and NGO Darpan registration shall be submitted wherever applicable.
- The applicant, its directors/trustees/partners and proposed key experts must not have been blacklisted or debarred by any Government department, public institution or statutory body.

6. Documents to be Submitted

- Covering letter and application form in the format at Annexure-I.
- Organisation profile, registration certificate, constitutional documents, PAN, GST registration and NGO Darpan details, as applicable.
- Summary of relevant assignments with copies of Work Orders, agreements, completion certificates or client references.
- Proposed approach, seven-day programme architecture, training and assessment methodology, expected deliverables and indicative implementation timeline.

- CVs and consent/availability of the proposed Programme Director, lead faculty, assessors and key resource persons.
- Audited financial statements or turnover certificate for the last three completed financial years.
- Signed declaration regarding correctness of information, non-blacklisting, conflict of interest and acceptance of RFP conditions.
- Financial Proposal in the format at Annexure-II, submitted separately from the Technical Proposal.

7. Selection and Empanelment Process

1. Preliminary scrutiny of eligibility and completeness of documents.
2. Technical evaluation of organisational experience, relevant assignments, proposed methodology, faculty profile and assessment approach.
3. Presentation / interaction with shortlisted applicants, if considered necessary by ILD.
4. Assessment of the financial proposal for reasonableness and finalisation of programme-specific professional fees or rate arrangements.
5. Empanelment of one or more agencies. ILD is not bound to select the lowest financial quote and may empanel agencies based on overall capability, quality, suitability and value for money.

Indicative Technical Evaluation:

Criterion	Indicative Weight	Basis
Organisational experience and knowledge-domain capability	10	Years, nature and breadth of work
Relevant assignments and client credentials	10	Similarity, scale and satisfactory completion
Programme approach and assessment methodology	50	Clarity, practicality and outcome orientation
Presentation	30	Understanding, responsiveness and delivery readiness

8. Empanelment and Work-Order Terms

- Empanelment will initially be valid for Threeyear and may be extended by ILD based on requirement and satisfactory performance.
- Empanelment does not guarantee award of any minimum number or value of programmes. Work will be assigned through separate Work Orders based on programme requirement, sector fit, faculty availability, approved rates and past performance.
- ILD may review participant feedback, assessment quality, timeliness and programme outcomes. Unsatisfactory performance may result in withholding of payment, reduction of future allocation, suspension or termination of empanelment.
- Intellectual property in pre-existing proprietary material will remain with the respective owner. Programme-specific material, reports, data and assessment outputs prepared for ILD may be used by ILD for programme delivery, institutional records and research, subject to agreed confidentiality conditions.
- No sub-contracting or transfer of the Work Order will be permitted without prior written approval of ILD.

9. Financial and Payment Terms

- The applicant shall quote an all-inclusive professional fee per seven-day batch, excluding GST, and shall clearly disclose faculty honorarium, assessment/reporting cost, course-material cost, travel/local conveyance and any other reimbursable item.

-
- Unless otherwise stated in a Work Order, ILD will arrange the venue and standard training infrastructure. Participant boarding/lodging and faculty accommodation, where approved, may be arranged by ILD or reimbursed as specifically stated in the Work Order.
 - Normally, no advance payment will be made. Payment will be released against satisfactory completion of the programme, acceptance of deliverables and submission of a valid invoice, subject to statutory deductions.
 - Any incomplete, delayed or deficient deliverable may attract proportionate deduction. No additional payment will be admissible unless approved in writing by ILD before incurrence.

10. Submission Guidelines

Applicants shall submit the Technical Proposal and Financial Proposal as two separate, signed and stamped PDF files by e-mail. The e-mail subject should read: "Proposal for Empanelment - One-Week Leadership Development & Assessment Programmes". A hard copy may also be delivered at the address below, but timely receipt of the e-mail submission will be mandatory unless ILD specifies otherwise.

Submission Address: Institute of Leadership Development (ILD), 6/2, Keshav Vidyapeeth Road, Jamdoli, Jaipur - 302031, Rajasthan.

E-mail: info@ildindia.org; | Website: www.ildindia.org

Last Date: Within seven calendar days from the date on which this RFP is uploaded on the ILD website, up to 5:00 PM on the date specified in the RFP schedule.

Owing to the short-notice requirement, ILD may begin preliminary scrutiny and interactions on a rolling basis as proposals are received. However, all proposals received up to the closing time will be considered in accordance with the RFP conditions.

11. General Conditions and Disclaimer

- ILD reserves the right to accept or reject any or all proposals, empanel any number of agencies, seek clarification, negotiate terms, modify the scope, extend the deadline, postpone or cancel the RFP, without assigning any reason and without incurring liability to applicants.
- Any false, incorrect or misleading information may lead to rejection, cancellation of empanelment or termination of a Work Order without any claim against ILD.
- Any attempt to influence the evaluation process may lead to disqualification.
- The decision of ILD regarding eligibility, evaluation, empanelment, allocation of work, programme schedule, deliverable acceptance and performance shall be final and binding.
- Costs incurred in preparing or submitting the proposal, attending an interaction or negotiating terms shall be borne entirely by the applicant.
- By submitting a proposal, the applicant confirms acceptance of all conditions of this RFP and agrees that no legal right or entitlement arises merely from submission, shortlisting or empanelment.

ANNEXURE-I: APPLICATION FORM

Particulars	Information to be Provided
1. Name, Legal Status and Year of Establishment	
2. Registration No.; PAN; GSTIN; NGO Darpan ID, as applicable	
3. Registered Office Address	
4. Contact Person, Designation, Mobile and E-mail	
5. Key Knowledge / Training Domains and Years of Relevant Experience	
6. Proposed Programme Director / Lead Faculty	
7. Details of Blacklisting / Litigation, if any	

Relevant Assignment Details

S. No.	Client	Assignment / Programme	Year	No. of Participants / Duration	Evidence Attached

Declaration

I/We certify that the information submitted is true and complete; that the applicant and its key persons are not blacklisted or debarred; that no conflict of interest has been concealed; and that the applicant accepts all terms of the RFP. I/We understand that ILD may verify the information and reject or terminate the empanelment if any information is found to be false or misleading.

Place: _____ Date: _____

Name and Signature of Authorised Signatory: _____

Designation and Seal: _____

ANNEXURE-II: FINANCIAL PROPOSAL

The applicant shall quote professional fees for one complete seven-day programme for an indicative batch of 20-25 participants. GST shall be shown separately. All assumptions and exclusions must be stated clearly.

S. No.	Cost Component	Unit	Amount (Rs.) excluding GST	Remarks / Assumptions
1	Professional fee for complete seven-day programme delivery	Per batch		
2	Leadership assessment tools and participant- wise reports	Per batch / included		
3	Course material, cases, exercises and printing	Per batch / participant		
4	Faculty travel and local conveyance	Actual / lump sum		
5	Any other cost (specify)	Specify		
	Total Professional Cost excluding GST			

Commercial Validity: The quoted rates shall remain valid for at least 90 days from the last date of submission. Final rates, reimbursables and payment milestones will be recorded in the empanelment communication or programme-specific Work Order.

Place: _____ Date: _____

Name and Signature of Authorised Signatory: _____

Designation and Seal: _____