

Request for Proposal (RFP)

Bids are invited for: Empanelment of Agencies/Consultant for Mobilization and Placements of Candidates in Pune

Ref: AIFT/RFP/DL/2025-26/020

I. Summary of Deadlines:

Release of Request for Proposal	3rd December 2025
Online Pre-bid Meeting Date and last date send queries	9th December 2025 (16:00 Hrs IST) <i>Link for Registration:</i> https://forms.gle/SDkRBcY1MgX7J5q47
Bid Submission Closing Date (Last Date to Apply)	11th December 2025 <i>Link for submission of proposals:</i> 1. Technical: https://forms.gle/JKeaZqKaDNLeA1tG7 2. Financial: https://forms.gle/z1V4BcKQ3abjjgMXA
Technical Bid Opening	12th December 2025
Financial Bid Opening	15th December 2025
Finalization of Contract	17th December 2025 (Tentative)

Please note that The American India Foundation Trust (AIFT) reserves the right to modify this schedule as needed. All prospective bidders who have confirmed interest by the due date as above, will be notified of any changes simultaneously by email.

II. AIFT Statement of Business:

The American India Foundation Trust is registered as a public charitable trust in India. And is committed to catalyzing social and economic change in India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIFT partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact.

III. Scope of Work:

Scope of work:

Selected Consultants/Agency/ies will be offered to enter into a Service contract with the AIFT for Mobilization and support Placements of Candidates in Pune (500 candidates out of 1500 Candidates) by 31st March 2026, AIFT may assign an additional number of candidates for the entire end to end deliverables based on bidders capacity and expertise; as per below Scope of Work. Bidders are requested to read the terms and quote accordingly:

ABOUT THE PROGRAM

AIFT aims to influence the skilling and employment ecosystem for inclusion and empowerment of youth from the marginalized and economically weaker sections of society through a project over a period of 17 months in Chennai (Tamil Nadu), Hyderabad (Telangana), Vijayawada

(Andhra Pradesh), Mumbai and Pune (Maharashtra). This program aims to empower the Sales professionals to excel in their roles by focusing on skilling in credit processing, store security, product expertise, personalized customer support, improved communication skills, interpersonal skills and continuous service improvement.

This project endeavours to benefit 17,000+ individuals across these five locations through interventions.

KEY DELIVERABLES

1. Candidate Mobilization

- Mobilize at least the required number of candidates for training as per project requirements.
- Mobilized candidates must be intermediate and above 18 years of age.
- Ensure mobilization of minimum 500 candidates in Pune, along with subsequent placement activities. By the end of deliverables, a minimum of 73% of the trained candidates must be women.
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2. Team Composition

- Deploy a minimum team of 8–10 staff members, including mobilizers, trainers, a centre coordinator, and a placement coordinator.

3. Mobilization Planning & Documentation

- Present a mobilization plan including location names, centre addresses, and staff allocation.
- Collect all candidate documents required for enrolment as required by AIFT.
- Submit identity proofs and candidate detail sheets (as per the provided sample) to AIFT.

4. Training Execution

- Train candidates on the Sales Associate course as per the prescribed module.
- Ensure candidates attend and successfully complete the 15-day certification course.
- Oversee training, enrolment, and onboarding of the target group.
- Conduct pre- and post-assessments on the AIFT Learning Management System (LMS) and issue certificates to graduates.
- Maintain all AIFT-specific documentation related to candidate identification, onboarding, and engagement.

5. Training Venue & Infrastructure

- Arrangement of Training at the Service Provider's own centre must be available, subject to AIFT's prior approval and based on proximity of mobilized candidates to AIFT centres.
- The Service Provider shall provide all necessary infrastructure—including computers, projectors, and other required equipment—at no additional cost.

6. Placements

- Ensure at least 60% of trained candidates i.e at least are placed in sales or allied job roles.

7. Coordination & Reporting

- Communicate community feedback regularly to relevant AIFT project team members.
- Undertake any other tasks or responsibilities assigned by AIFT's SPOC.

PAYMENT SCHEDULE:

Milestone	Percentage of Fee	Milestone to be achieved	Expected timeline
1st instalment to be given towards project setup	10%	On the signing of this Agreement	Dec'25
2nd instalment	36%	• On submission of the monthly report Jan 26 (200 Training, 120 Placement) • Payment to be made against actual training and placement achieved	1st Week of Feb'26
3rd instalment	36%	• On submission of the monthly report Feb 26 (200 Training, 120 Placement) • Payment to be made against actual training and placement achieved	1st Week of March'26
4th instalment	18%	• On submission of the monthly report March 26 (100 Training, 60 Placement) • Payment to be made against actual training and placement achieved	Last Week of March'26

Important note for payment disbursement:

The payment for training is paid proportional to the placement achieved (60% of the trained)
Example, for a target of 100 training, 60% placement is required i.e. 60, but if the service provider has achieved 50 placements. Then the payable amount would be for the proportional training number of 83 ($50/60 \times 100$)

TERMS & CONDITIONS

- Both the Parties may terminate the Agreement by giving prior notice of 1 (one) month.
- For any disputes, the Jurisdiction will be New Delhi.
- Payment Terms:
 - 10% of the total mobilization fee will be on signing the agreement
 - Honorarium will be paid on per candidate basis who successfully complete the course; by 7th of each month upon invoice submission and completion of deliverables.
 - TDS as applicable

IV. Bidding Process:

Bidders are advised to study the RFP Documents carefully. Any bid shall be deemed to have been submitted after careful study and examination of all instructions, eligibility criterion, terms and conditions and required scope of work/ technical specifications Bids not complying with all the given aspects in this RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect will be submitted at bidder's risk and may result in the rejection of the bid.

V. Bid Submission:

Bidders are advised to submit bid online in Google forms link -

- Pre-bid meeting interest submission- <https://forms.gle/SDkRBcY1MgX7J5q47>
- Technical Bid Submission Link- <https://forms.gle/JKeaZqKaDNLeA1tG7>
- Financial Bid Submission Link- <https://forms.gle/z1V4BcKQ3abijgMXA>

Technical bid and financial bid are to be submitted separately in the separate link.

Following points are to be kept in mind while submitting the bids-

1. All bids must contain the complete address of the firm, including contact number/ email ID of the person who is authorized to submit the bid under their signatures.
2. All bids must be signed on all pages by the bidder. Unsigned bids will not be entertained/ accepted.
3. Bids not submitted as per the specified format and nomenclature or ambiguous in nature are liable to be rejected.
4. The interested bidders may submit their bid to AIFT on or before the time mentioned in this RFP Documents. Any bid received by AIFT after the prescribed deadline for submission of bids will be rejected and no further correspondence in this regard will be entertained.
5. Financial bid should be prepared as per **Annexure II** given in the RFP Documents. The same is to be uploaded in google forms too.
6. Bidders shall indicate their rates in clear/ visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
7. At any time prior to the last date for submission of bids, AIFT, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Documents by an amendment and publish the revised version of the RFP.
8. Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions as given in the RFP Documents are not acceptable to any bidder, they should clearly specify the deviations in their bids.
9. NO conditional Bid will be entertained and will be rejected.
10. In cases where the offered model is being superseded with a new model by OEM due to better technology / specifications etc., the successful bidder is required to offer the new model at no extra cost or charges to AIFT.
11. In case of any deviations, specific exemption may be sought on case-to-case basis from the respective Departments placing the Service Request
12. Bids complete in all respects along with supporting documents, must be submitted as per the RFP. No physical document is to be submitted by the bidders.
13. Parallel Rate/Service Contracts - AIFT may also execute parallel rate/Service contracts with more than one firm on the lowest approved rates on the same terms and conditions.

VI. Financial Requirements:

The Financial proposal/ quotation should contain prices of all Goods/Services and Items, and other cost like transportation etc; whichever applicable. with all the terms & conditions inclusive of payment terms.

VII. Proposal Requirements – Technical & Financial:

The technical proposal should cover at least below areas:

A. Applicant eligibility requirement(s):

1. The bidder must have previous experience in the area of the requirement.

B. Technical Requirements:

The bidder should provide information on overall qualifications, including:

1. Profile of Bidder
2. Past experience, clients handled and completed assignments.

C. Attachments/ Enclosures for Technical Bid:

Bid must be submitted in English language only and should contain:

1. Covering letter with reference to all enclosures or attachments.

2. Copy of registration documents/ certificate and most recent renewal as a legal entity.
3. Copy of PAN & TAN (if registered)
4. Copy of GST Registration (if registered)
5. Copy of MSME registration certificate (if registered)
6. Copies of last two years ITR. (exempted for startup raised within last two year)
7. **Technical bid form as per Annexure I**

D. Financial Bid

It is to be submitted separately as per **Annexure II**. No conditional price is to be quoted.

VIII. Proposal Evaluation Process:

A. Application Evaluation Process:

1. Application received by AIFT will be reviewed to determine completeness of application (based on application guidelines detailed above) and eligibility of applicants. Applications that do not meet eligibility requirements will be eliminated following this review and shall not be considered further.
2. All bids received by the stated closing date and time for bid submission will be evaluated, according to the conditions described in selection criteria below.
3. The final selection would be based on the technical evaluation of the bids followed by evaluation of financial proposal.
4. Successful bidder(s) will be notified in writing by email (or by telephone, in cases where the bidder cannot be reached by email). The bidder must confirm acceptance in writing within the time specified in the email communication.

B. Evaluation Criteria:

1. The bidders who substantially meet the “Bid Requirements – Technical” (**Annexure- I**) shall fall in the category of technically qualified bidder.
2. The unit prices quoted by such technically qualified bidders shall be evaluated and compared.
3. L1 along with L2 & L3 Bidder may be considered for further process, including awarding of contract. L2 & L3 must match rates with L1.
4. AIFT’s reserves the right to select and award the contract under this RFP.

NOTE: AIFT reserves the right to reject bids that do not meet eligibility or bid submission requirements (as detailed above) without further notice to the bidders. Issuance of this RFP does not constitute a commitment on the part of AIFT nor does it commit AIFT to pay for the costs incurred in submission of bid. Further, AIFT reserves the right to reject any or all bids received and to negotiate separately with a bidder, if such action is considered to be in the best interest of AIFT.

IX. Instructions and Deadlines for Responding:

A. AIFT Contact:

Any communication must be sent to: procurement@aif.org

B. Confirmation of interest:

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than the due date given in Annexure-I. Send the confirmation to the contact listed above.

C. Request for clarifications:

Request for clarifications/ questions on this solicitation will be accepted via email at the mail Id listed above by due date given in Section – I. Clarifications will be provided to all prospective bidders who would have expressed their interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Any enquiries after the specified date would not be entertained.

D. Due date and time of Bid Submission:

1. As Detailed above.
2. Subject line of the email should read: **“Empanelment of Agencies/Consultant for Mobilization and Placements of Candidates in Pune_ AIFT/RFP/DL/2025-26/020_[firm_name]”**.
3. We advise that you send files in commonly recognized Microsoft formats. AIFT will not take responsibility for resolving technical transmission problems with bids.
4. Submission of hard copies of the proposal is not required.
5. The bid should only include information specific to accomplishing the “scope of work”. Additional information submitted outside of the proposal requirements will be reviewed at AIFT’s discretion only.

E. Selection of the Bidder:

AIFT reserves the right to negotiate the rates with selected suppliers from among the bids received. AIFT has the option to interview and discuss specific details with those bidders who have submitted their bids.

F. Receipt, Evaluation and Handling of Bids:

Once a bid is received before the due date and time, the AIFT will:

1. Log the receipt of the bids and record the business information.
2. Review all bids and disqualify any non-responsive ones (that fail to meet the terms set out in RFP Documents) and retain the business details on file with a note indicating disqualification.
3. Evaluate all bids objectively in line with the criteria specified in the RFP Documents.

G. Conflict of Interest:

1. The bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.
2. Where bidders identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts. AIFT reserves the right to reject any bid which, in AIFT’s opinion, could potentially give rise to a conflict of interest.
3. With respect to this condition, please be advised that the organizations that may fall within the scope of this clause will include those with which AIFT has any present association.

H. General Disclosures:

1. Bidders must disclose:
 - i. If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the bidders including but not limited to the appointment of any officer such as a receiver in relation to the Bidder personal or business matters or an arrangement with creditors or of any other similar proceedings.

- ii. If they have been convicted of, or are the subject of any proceedings, relating to:
 2. A criminal or other offence involving the activities of the organization or found by any regulator or professional body to have committed professional misconduct.
 3. Corruption, including the offer or receipt of any inducement of any kind in relation to obtaining any contract with AIFT, or any other contracting body or authority.
 4. Failure to fulfil any obligations on account of payment of any taxes.

X. Terms and Conditions of Solicitation:

A. Notice of non-binding solicitation:

AIFT reserves the right to reject all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality:

All information provided by AIFT as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, AIFT will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential, except as otherwise noted.

C. Communication:

All communications regarding this solicitation shall be directed to the appropriate parties at AIFT, as indicated in Section IX. D. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in the disqualification of the proposal.

D. Acceptance:

Acceptance of a proposal does not imply acceptance of its terms and conditions. AIFT reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate. Upon successful completion of the bidding process and selection of the vendor, a contract will be signed, which will supersede any other document.

E. Right to final negotiation:

AIFT reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at AIFT's sole and full discretion in such negotiations.

F. Third Party limitations:

AIFT does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit AIFT in any way without our express written consent.

G. Quotation Validity:

Proposals submitted under this request shall be valid for **01 (One) month** from the date the proposal is due. The validity period shall be stated in the proposal submitted to AIFT.

ANNEXURE – I

(To be printed on Letter Head & Uploaded on Technical Bid Google Form)

LETTER OF BID

To,
The American India Foundation Trust
Ground Floor, Plot no. 74, Okhla Phase III
New Delhi – 110020

Sub: Bid for Empanelment of Agencies/Consultant for Mobilization, Training and Placements of Candidates in Pune

Dear Sir,

1. Having examined the RFP Documents and appendix thereto, we, the undersigned in conformity with the said document, offer to provide the said goods/services as given in the RFP Documents and the terms of reference to be signed upon the award of contract
2. We undertake, if our bid is accepted, for **Empanelment of Agencies/Consultant for Mobilization and Placements of Candidates in Pune** the time frame specified, starting from the date of receipt of issue of Work Order/ Purchase Order/Rate Contract/Service Agreement (WO/PO/RC/SA) from AIFT.
3. We agree to execute a RC/PO/WO/SA in the form to be communicated by AIFT, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within the time prescribed after notification of your intention to accept this bid.
4. We would like to clearly state that we qualify for this work based on all the eligibility requirements indicated by you in the RFP Documents.
5. We certify that all the information mentioned in Annexure I in this covering letter is true and correct.
6. We understand that if the details given in support of the claims made above are found to be wrong or untenable or unverifiable our bid may be rejected without any reference from us. We further clearly understand that AIFT is not obliged to inform us of the reasons for rejection of our bid.
7. It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the bid and are liable to any punitive action for furnishing false information/ documents.

For and on behalf of
(mention name of you firms)

Signature:

Name*:

Designation:

(Company Seal)

Dated this _____ day of December 2025

* The person should be duly authorized to sign the bid for an on behalf of the firm/ company.

**ANNEXURE – I (Cont..)
TECHNICAL BID**

1	Name of the Bidder	
2	Address:	
3	Email ID	
4	Phone No.	
5	Incorporated as: (Company, State Registered Firm, Co-operative Society or Partnership Firm)	
6	Date of Incorporation	
7	Whether any Legal Arbitration/proceeding is instituted against the bidder or the bidder has lodged any claim in connection with works carried out by them (Yes/ No)	
8	If yes please provide details	
9	Whether the bidder complies with the requirement of Registration under the Contract Labor (Regulation and Abolition) Act (Yes/ No)	
10	Bidders Profile:	
10.1	Name of the top executive:	
10.2	Designation	
10.3	E-mail ID	
10.4	Mobile Number	
11	Staff Strength – Technical	
12	Staff Strength – Administrative	
13	Bidder's	Turnover/ Income Tax Return (₹) Tick Appropriate
13.1	FY 2022-23	
13.2	FY 2023-24	
13.3	FY 2024-25	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

For and on behalf of (mention name of you firms)

Signature:

Name*:

Designation:

(Company Seal)

Dated this _____ day of December 2025

* Note all fields are mandatory.

....Cont

ANNEXURE – I (Cont..)
TECHNICAL BID

Minimum Required Specification (Please attach supporting documents with the Technical Bid for all requirements marked 'Yes')				
Requirement	Description / Minimum Criteria	Compliant (Tick Mark Appropriate)		Weightage
Organization Type	Registered legal entity in India (NGO, Trust, Section-8 company, or Pvt. Ltd. Etc) Or Individual	Entity/Individual/Other		10%
Experience	Minimum 3 years of experience in mobilization and training under skill development or livelihood programs	Yes	No	20%
Geographical Presence	Operational presence or active partnerships in Pune	Yes	No	10%
Human Resource Capacity	Minimum 8–10 staff members including mobilizers, trainers, and placement officers	Yes	No	20%
Clientele Details	List of Clientele/Appreciation certificate/Agreements etc.	Yes	No	10%
Financial Capacity	Average annual turnover of at least ₹1.25 Cr in the last 2 financial years	Yes	No	10%
Infrastructure Capability	Ability to provide training infrastructure (computers, projectors, etc.) when required	Yes	No	20%

ANNEXURE – II (To be printed on Letter Head & Uploaded on Financial Bid Google Form)
FINANCIAL BID

Ref. No.:

Date:

Name of the Agency:

Details of Pricing:

Sl. No.	Particular	No. Of Candidates	Unit Price (₹)	GST (₹)	Total (₹)	Remarks
(A)	(B)	(C)	(D)	(E)	(F) Cx(D+E)	(G)
1.	Per Candidate Professional Fee for Mobilization, Training and Placements of Candidates in Pune	500				
	Total (₹)					

Note(s):

1. The rates quoted should be as per industry standards & Inclusive of all expenses.
2. Bids quoting zero or incredibly low rates compared to the industry prevalent rates will be rejected.
3. The rates finalized will not be changed throughout the period of empanelment/extended empanelment.
4. AIFT may assign an additional number of candidates for the entire end to end deliverables based on bidders capacity and expertise.
5. The Firm shall provide needed service support during the agreement period, as well as related claims arising during that time after end of agreement.

Additional Information by bidder (if any):

1.

Thanking you,

Yours Truly,

For and on behalf of (mention name of you firms)

Signature:

Name*:

Designation:

(Company Seal) Dated this _____ day of December 2025