

Institute of Leadership Development (ILD)
6/2, Jamdoli, Jaipur-302031

REQUEST FOR PROPOSAL (RFP)

ILD INVITES bids for Request for proposal (RFP) for shortlisting Knowledge Partner for organizing International B2B Exhibiting at Dar-Es-Salam for Rajasthan based MSME units.

- To facilitate export market exploration for Rajasthan-based industries that are members of REPC.
- To organize international exhibitions and B2B meetings, providing direct platforms for Rajasthan exporters to engage with potential partners and buyers in Tanzania and Rwanda.
- To promote Rajasthan's products and services in key African and European markets.
- To establish long-term business linkages for Rajasthan exporters in these strategic markets.
- Facilitate export market exploration for Rajasthan-based industries affiliated with REPC.
- Organize international exhibitions and B2B meetings in Tanzania, providing direct interaction platforms for Rajasthan exporters with potential buyers and business partners.
- Promote Rajasthan's products and services in key African and European markets.
- Establish long-term, sustainable business linkages for Rajasthan exporters in these strategic regions.

Institute of Leadership Development (ILD), Jaipur, set up in the year 1992 is a non-profit registered society promoted by IFCI Ltd., a leading financial institution in India (A Govt. of India Undertaking) with a broad objective of developing an enlightened and motivated work force all over India through education, training, research, consultancy and counseling of workers & workers organization. In the last two and half decades Institute has emerged out as an integrated Centre for teaching & training in all areas across all sectors of Leadership Development.

Project Background:

The Government of Rajasthan is implementing key components of the RAMP (Raising and Accelerating MSME Performance) scheme. The proposed engagement includes designing and delivering Information, Education, and Communication (IEC) activities, awareness campaigns, and capacity-building workshops for various MSME sectors across the state.

The Raising and Accelerating MSME Performance (RAMP) scheme is a World Bank-funded initiative designed to strengthen and modernize the Micro, Small, and Medium Enterprises (MSME) ecosystem. By focusing on capacity building, process optimization, and technology adoption, RAMP aims to boost MSME competitiveness, foster innovation, and open new market opportunities. The scheme's overarching goal is to create a more robust, inclusive, and sustainable growth trajectory for MSMEs, thereby contributing significantly to the economic development of the state. ILD is being given the assignment related to implementation of this project with given scope of work.

Scope of Work: -

- Exhibition stalls showcasing diverse products and services from Rajasthan's industries.
- Structured B2B matchmaking sessions for direct engagement between Rajasthan exporters and local importers, distributors, and business representatives.
- Seminars and workshops highlighting Rajasthan's competitive advantages and business opportunities.
- Exhibition Stalls: Display of diverse products and services from Rajasthan's industries.
- B2B Matchmaking Sessions: Facilitated meetings between Rajasthan exporters and local buyers, importers, distributors, and business representatives.
- Seminars & Workshops: Focus on Rajasthan's business advantages, sector strengths, and export opportunities.
- Day to day coordination with ILD and Rajasthan Export Promotion Council (REPC), Government of Rajasthan
- Resource allocation for emailing (marketing) of the scheme and communication through ILD email created for the purpose.
- Designing of brochure
- Enrolment of MSME players as per Rajasthan Export Promotion Council (REPC) members based on sub-sector
- Getting subscription of Rs 550,000/-from each member in favour of ILD
- Appointment of travel agent to enable and book:
 - a. Air ticket b. Visa c. Hotel d. Site seeing
 - e. Insurance f. Yellow fever vaccine
- Appointment of event manager for Tanzania event
- Appointment of custom clearing agent (for the MSME to take product and equipment to Tanzania)
- Finalisation of Exhibition venue , stalls, meeting rooms and site seeing plan (Tanzanian Event Manager) Photography of the event.
- Organisation of B2B meeting in Dar-e-salam

- Invitation of Minister in Tanzania, Tanzanian Bureaucrats, Tanzanian Business Community and Indian Embassy Officials
- Organising Press Conference in Tanzania
- Press release in Jaipur
- Generation of regular reports to be shared with the Commissioner of Industries, including impact assessment report
- Help the entrepreneur in getting re-imbursement from Commissioner of Industries, Government of Rajasthan.

Event Arrangements in Tanzania

The following arrangements will be made by the Knowledge Partner for the event in Tanzania:

- **Appointment of Event Manager:** Hire a local event manager to oversee the entire event.
- **Custom Clearing Agent:** Appoint a customs clearing agent to facilitate the transportation of products and equipment for the MSME.
- **Exhibition Venue and Logistics:** Finalize the exhibition venue, stalls, meeting rooms, and sightseeing plans.
- **Event Photography:** Arrange for professional photography services.
- **B2B Meeting Organization:** Organize B2B meetings in Dar-es-Salaam.
- **High-Level Invitations:** Extend invitations to:
 - Minister in Tanzania
 - Tanzanian bureaucrats
 - Tanzanian business community
 - Indian Embassy officials

Press Conference: Organize a press conference to generate buzz and coverage.

Expense Reimbursement: The expenses incurred for the above arrangements will be reimbursed by ILD on **an actual basis**, enabling the Knowledge Partner to effectively manage foreign event arrangements. Knowledge Partner will submit a detailed bill for the same. **(this will be additional to the Knowledge Partner fees claimed as a part of Annexure 7)**

1. Target Sectors:

- Textiles and Garments
- Gems and Jewellery
- Agro and Food Processing
- Handicrafts and Handloom

- Engineering Goods
- Minerals and Stone Processing
- Pharmaceuticals and Chemicals
- Information Technology (IT)
- Electronics and Electrical Goods
- Renewable Energy Products (Solar Panels, etc.)

2. Deliverables:

- Successful organization and execution of exhibitions and B2B meetings in Tanzania.
- Comprehensive event report highlighting outcomes, business leads generated, and recommendations for future activities.

Eligibility Criteria:

The eligibility criteria and other details for RFP the bidders are given below.

S No.	Parameters	Conditions /Provisions
1)	Business Registration	<p>Bidder should be a Registered Proprietorship / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Limited Liability Partnership and should have registered office as well as head quartered at Jaipur. (As close coordination is required with ILD and Commissioned Industries office)</p> <p>Document Required: Bidders' registration certificates and relevant documents</p>
2)	Turnover and financial parameters	<p>The Bidder should have an annual average turnover for three years 2021-22,2022-23,2023-24 as Rs. 2.00 crore. & Positive net worth statements duly certified from CA</p> <p>Note: Audited Financial statements, Balance sheet and Profit & Loss Accounts for the past three years should be submitted.</p> <p>Documents Required: Declaration/Certificate from Chartered Accountant must be submitted as per Annexure-4</p>
3)	Certifications	The bidder should be ISO9001:2015, ISO 14000: 2015 and NSIC certified

S No.	Parameters	Conditions /Provisions
4)	Work Experience	<p>Experience:</p> <ol style="list-style-type: none"> 1. Should have been a Knowledge partner in at least one B2B exhibition 2. Should have partnership of an event manager in Tanzania with the names and coordinates shared and a video conference call with the ILD management team during presentation call (They should have presence in AFRICA particularly in Tanzanian with a strong local support team which can organise a B 2 B exhibition cum trade event for Rajasthan based exporters or MSME firms willing to explore African market for exports.) 3. The bidder must be well acquainted with Rajasthan industrial sectors and African (Tanzania) business potential. 4. The bidder must have experience of organising export training or facilitation program for Rajasthan based MSME in various districts. 5. Bidder must have completed IT / e commerce projects related to artisan reaching out to market
5)	Submission of Proposal	<p>Interested Firms/Companies/Agencies/Organizations/fulfilling eligibility conditions mentioned above may submit their Technical Bid and Financial Bid (as per Annexure 7) to the ILD Office at 6/2, Jamdoli, Jaipur, Rajasthan – 302031, on or before 5:00 PM on July 03, 2025.</p> <p>Documents Required: Bidder must be Technical bid submitted as per Checklist Annexure 1.</p>
6)	Earnest Money Deposit (EMD)	<p>Bidder is required to submit a refundable Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only).</p> <p>This will be paid in the form of NEFT/RTGS/DD Payable to “Institute of Leadership Development” payable at Jaipur, drawn on any scheduled commercial bank.</p> <ol style="list-style-type: none"> 1. Bank Account No. 10251010000250 2. Account Name Institute of Leadership (Beneficiary) Development 3. Bank Name Punjab National Bank

S No.	Parameters	Conditions /Provisions
		<p>4. Bank Branch Jamdoli Branch Address Jamdoli-Jaipur 302031</p> <p>5. IFSC Code PUNB0102510</p> <p>6. Pan details of Beneficiary PAN: AABFI2668D</p> <p>The EMD of the unsuccessful Bidder would be returned (without interest) within 60 days. EMD Exemption: MSME bidders registered in Rajasthan having valid Udhyaam and or NSIC registration will be exempted from submitting the EMD.</p>
7)	Self-declaration	<p>The Bidder should not have been blacklisted by any agency of State Government/ Central Government.</p> <p>Documents Required: A self-certificate must be submitted as per Annexure-5</p>
8)	Bids time extension	<p>Due to paucity of time, seven days time is being given for submission of bids. However, in case less than three (03) bids are received, the committee shall award the work to a suitable bidder to ensure completion within the stipulated time.</p>

ILD reserves the right to accept or reject any proposal without assigning reasons, what so ever. The decision of ILD shall be final and binding on the Company/ Agency. For further details, interested Firms /Organization/Agencies may contact
ILD on the below mentioned address.
Contact Person: Dr. Shubham Kaushik,
Assistant Registrar
Contact Info: 9664418133
Email: info@ildindia.org/shubham.kaushik@ildindia.org

Annexure 1 :
Checklist for proposals to be submitted in response to RFP .

S No.	Document Description	Page Number
1.	Covering Letter must be submitted as per Annexure-2	
2.	Bidder's Details must be submitted as per Annexure-3	
3.	Certifications (ISO9001:2015, ISO 14000: 2015 and NSIC certificate copies)	
4.	Earnest Money Deposit (refundable as per the terms and conditions of the RFP document). In case of EMD exemption, the bidder must submit a valid exemption certificate.	
5.	Relevant Experience documents as required in the RFP	
6.	Certificate of the Proprietorship/Partnership Deed/Incorporation of Company and Memorandum and Articles of Association/Registration of Society/Trust/Association/LLP (Copy)	
7.	Pan Card (Copy)	
8.	Udhyam Aadhar certificate (Copy)	
9.	Audited Financial statements, Balance sheet and Profit & Loss Accounts for the past three years should be submitted. Documents Required: Declaration/Certificate from Chartered Accountant must be submitted as per Annexure-4	
10.	GST, ESI and PF registration (Copy)	
11.	Self-Declaration for not being blacklisted as per Annexure-5 of RFP Document (Original)	
12.	Validity of offer must be submitted as per Annexure-6	
13.	Copy of RFP Document with sign and seal of Company Secretary/ Authorized Representative and Signatory on each page of RFP documents	

For and on behalf of:

Signature:

Name:

Designation: (Company

Seal) Date:

Annexure-2: Format of the Covering Letter

The covering Letter is to be submitted by Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal

To

The Executive Director
Institute of Leadership Development
6/2, Jamdoli, Jaipur

Dear Sir,

Sub: Submission of Proposal against Request for proposal (RFP) for shortlisting Knowledge Partner for organizing International B2B Exhibiting at Dar-Es-Salam for Rajasthan based MSME units.

Please find enclosed one (1) Original + one (1) Copy of our Proposal for providing services ILD INVITES Bids from the eligible bidder for providing services of organising International B 2 B exhibition at Dar-Es-Salam for Rajasthan based MSME units, RFP issued by the Institute of Leadership Development (ILD), dated-----

1. The proposal is being submitted by ----- (name of the Bidder) in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP. Document issued by ILD and in any subsequent communication sent by ILD, we agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from ILD.
3. The information submitted in our Proposal is complete and is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
4. We acknowledge the right of ILD to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP.
6. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.

7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. This Proposal is made for the express purpose for providing services of ILD for providing services of organising International B 2 B exhibition at Dar-Es-Salam for Rajasthan based MSME units
9. All payments will become due and payable only after the same is received from Government of Rajasthan. ILD will not make any payments from its own retained funds.
10. The bidder will ensure proper risk management during the tenure of this mandate in terms any hazard or catastrophe or natural calamity or accident or any other such threat and will ensure proper risk management for the same. ILD will not bear any liability for the above. Any liability arising to ILD from any above stated event will have to be subsumed by the bidder during the mandate period. If needed the bidder will take proper liability insurance and advise ILD for taking an appropriate policy.
11. All tax and liabilities like Provident Fund, ESIC, Gratuity and any other statutory obligation related to manpower services arising from the mandate will be the sole responsibility of the bidder. The bidder will provide one (01) Security Cheques against any claim/ recovery arising due to deficiency of work/ improvement of work/ modification of work as demanded by the Government of Rajasthan. These security cheques will be returned back to the bidder once Govt. of Rajasthan gives us completion of satisfactory mandate.
12. We hereby undertake that we shall not sublet any training assigned to us to any other organization.
13. We hereby confirm that each page of the proposal has been signed & stamped by our authorized signatory.
14. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure -3: Bidder's Details

<<Bidder's Details is to be Submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal>>

S. No.	Description	Details
1.	Name of Bidder	
2.	Nature of the organization company Incorporated/ Proprietorship Firm/ Partnership Firm/ Society (Please enclose copy of the certificate)	
3.	Correspondence address for release of Purchase Order, if awarded	
4.	Telephone number	
5.	Email ID	
6.	Registration Number	
7.	Date of Registration	
8.	Place of Registration	
9.	Pan Card Number	
10.	Udhyam Aadhar	
11.	GST details	
12.	Banker name	
13.	Bank account number	
14.	Bank IFSC code	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory) Date:

Note: Please provide copy of the registration certificate from appropriate Registering Authority.

Annexure-4: Financial Details

<< Declaration by Chartered Accountant on letterhead with his/her dated Sign and Seal>>

To whomsoever it may concern

On the basis of financial statements, this is to certify that.....<Bidder Name> having its registered office at <<office address.....>> had achieved the following level of Turnover in respect for the financial years mentioned here under:

Note: Financial statements for the past three years should be submitted by Bidder.

S. No.	Financial Year	Annual Turnover (INR)
01	2021-22	
02	2022-23	
03	2023-24	

<< Chartered Accountant:

Signature

Name

Registration No Contact

No.

Seal>> Date:

Annexure -5: An affidavit for not being blacklisted

<<Affidavit is to be submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal>>

AFFIDAVIT

We, <<M/s.(Bidder's name)>>, having its registered office at <<office address.....>>, do hereby declare that the firm hasn't been blacklisted / debarred by any donor agency /State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure 6: Validity of offer

<<Bidder's Validity of offer is to be Submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal>>

To

The Executive Director
Institute of Leadership Development
6/2, Jamdoli, Jaipur

Sub: ILD INVITES bids for Request for proposal (RFP) for shortlisting Knowledge Partner for organizing International B2B Exhibiting at Dar-Es-Salam for Rajasthan based MSME units.

Dear Sir,

With reference to your RFP Ref: dated:, I/ we, having examined all relevant documents and understood their contents, hereby submit our Proposal for shortlisting Knowledge Partner for organizing International B2B Exhibiting at Dar-Es-Salam for Rajasthan based MSME units.

1. We agree to keep this offer valid for 90 (Ninety) days from the last date of submitting the proposal specified in the RFP
2. We agree to undertake the project, if allotted by you, as per the scope of work (Terms of reference).
3. We agree and undertake to abide by all the terms and conditions of the RFP Document.

We submit this Proposal under and in accordance with the terms of the RFP Document.

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure -7: Financial Proposal

<<Financial Proposal is to be submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal>>

Knowledge partner will quote a fees in percentage terms of the Percentage of Overall subscription collected from REPC members.

Percentage of Overall subscription collected from REPC members.	-----% of overall subscription collected from REPC members.
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Note: In addition, the expenses incurred by Event Manager in Tanzania, including custom clearing expenses, exhibition venue and logistics expenses, event photography, B2B meeting organisation, high level invitation, Press conference expenses and other expenses incurred on behalf of ILD will be reimbursed by ILD on actual basis

Travel Expenses and stay expenses of the Knowledge Team will be borne as a part of the organising of the event in Tanzania and will be borne as a part of the travel arrangements and stay arrangements being made by ILD

(ILD will pay knowledge fees in tranches as mentioned: 20% of the fees will be paid at the time of collection of money from MSME; 30% of the fees will be paid as all the appointment are done; 40% of the fees will be payable after submission of the report to Rajasthan Government and remaining 10% of the fees will be paid after enablement of submission of reimbursement by MSME partners to Government of Rajasthan)

The successful bidder will also have to carry out the below task regularly on behalf of ILD:

1. Preparing/ designing all the event marketing brochure and reach out to all the industry associations/ or directly to prospective units of Rajasthan for participation representing the respective segment export ready SME companies of the State of Rajasthan.
2. Coordination of pre-event from marketing at Tanzanian and east Africa for buyer's participation in the event.
3. Supporting all the participants/ exhibitors for all the logistics and custom support for the goods to be displayed and also travel, lodging and boarding support.
4. Post participation preparing all reports of the event for submission and also supporting all the exhibitors for preparing their documents for claim of subsidy from state Government.
5. Attending all the progress, review meetings with ILD.

6. All documentation for each activity completions, with attendee signs and proof of records for submission to the client on behalf of ILD.
7. B2B Matchmaking Sessions: Facilitated meetings between Rajasthan exporters and local buyers, importers, distributors, and business representatives.
8. Seminars & Workshops: Focus on Rajasthan's business advantages, sector strengths, and export opportunities.
9. Day to day coordination with ILD and Rajasthan Export Promotion Council (REPC), Government of Rajasthan
10. Resource allocation for emailing (marketing) of the scheme and communication through ILD email created for the purpose.
11. Designing of brochure
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15. Seminars and workshops highlighting Rajasthan's competitive advantages and business opportunities.
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 - a. Air ticket b. Visa c. Hotel d. Site seeing
 - e. Insurance f. Yellow fever vaccine
19. Appointment of event manager for Tanzania event
20. Appointment of custom clearing agent (for the MSME to take product and equipment to Tanzania)
21. Finalisation of Exhibition venue, stalls, meeting rooms and site seeing plan (Tanzanian Event Manager) Photography of the event.
22. Organisation of B2B meeting in Dar-es-salam
23. Invitation of Minister in Tanzania, Tanzanian Bureaucrats, Tanzanian Business Community and Indian Embassy Officials
24. Organising Press Conference in Tanzania
25. Press release in Jaipur
26. Generation of regular reports to be shared with the Commissioner of Industries, including impact assessment report
27. Help the entrepreneur in getting re-imbursement from Commissioner of Industries, Government of Rajasthan.
28. All payments will become due and payable only after the same is received from Government of Rajasthan. ILD will not make any payments from its own retained funds.
29. The bidder will ensure proper risk management during the tenure of this mandate in terms any hazard or catastrophe or natural calamity or accident or any other such threat and will ensure proper risk management for the same. ILD will not bear any liability for the above. Any liability arising to ILD from any above stated event will

- have to be subsumed by the bidder during the mandate period. If needed the bidder will take proper liability insurance and advise ILD for taking an appropriate policy.
30. All tax and liabilities like Provident Fund, ESIC, Gratuity and any other statutory obligation related to manpower services arising from the mandate will be the sole responsibility of the bidder. The bidder will provide two (02) Security Cheques against any claim/ recovery arising due to deficiency of work/improvement of work/modification of work as demanded by the Government of Rajasthan. These security cheques will be returned back to the bidder once Govt. of Rajasthan gives us completion of satisfactory mandate.