INSTITUTE OF LEADERSHIP DEVELOPMENT (ILD)

6/2, Keshav Vidyapeeth Road, Jamdoli, Jaipur - 302031

SHORT-NOTICE REQUEST FOR PROPOSAL (RFP)

FOR EMPANELMENT FOR CONDUCTING AI TRAINING, DIGITAL PRODUCTIVITY

For Design and Delivery of One-Day and Customised Artificial Intelligence Capacity-Building Programmes

RFP Particular	Details
Last Date and Time for Submission	Up to 5:00 PM on 23 / 07/ 2026 (seven calendar days from the date of upload)
Submission E-mail	info@ildindia.org; ildskills1@gmail.com

1. Invitation

The Institute of Leadership Development (ILD), Jaipur invites proposals from eligible consulting companies, technology and AI solution firms, NGOs, Section 8 companies, societies, trusts, LLPs, companies, academic or training institutions and other competent consultancy organizations for empanelment as AI Training, Digital Productivity.

The empanelled agencies will support ILD in designing, customising and delivering practical Artificial Intelligence programmes for executives, employees, managers, SME/MSME entrepreneurs, startup founders, consultants, trainers and other professional groups and government officials. Programmes may be conducted at the ILD Campus, at client locations, through online or hybrid mode, or at any other venue approved by ILD.

The immediate reference programme is a one-day, non-technical, application-oriented programme on AI for Career and Business Growth any other customized can be designed The empanelment may also be used for sector-specific, organisation-specific, advanced, refresher and follow-up AI programmes issued through separate Work Orders subsequent engagement following empanelment..

2. Objectives of the RFP

- Create a panel of capable organisations with practical expertise in generative AI, digital productivity, business applications, technology adoption and professional training.
- Enable ILD to offer recurring and customised AI capacity-building programmes for individuals, enterprises, institutions, Government bodies, PSUs, cooperatives, academic institutions, NGOs and development organisations.
- Build participant capability in selecting suitable AI tools, writing effective prompts, improving office and business productivity, checking outputs and using AI responsibly.
- Promote hands-on learning, practical use cases, ready-to-use templates and measurable participant outcomes instead of theory-heavy training.

3. Indicative Programme Framework

Parameter	Indicative Requirement
Programme Title	AI for Career & Business Growth / other customised AI capacity-building programme
Standard Duration	One day, normally from 10:00 AM to 5:00 PM; shorter or longer formats may be specified in a Work Order or any other combination of which there is a market.
Indicative Batch Size	Up to 25 participants, unless otherwise specified
Target Participants	Executives, managers, employees, department heads, SME/MSME entrepreneurs, startup founders, consultants, trainers, sales and marketing teams and any other professionals or categories.
Indicative Coverage	AI models and tools landscape; art of prompting; office productivity; AI for SME and business growth; hands-on use cases; responsible and safe AI use; participant assessment and feedback or any other such topic that may fit the market.

Parameter	Indicative Requirement
Illustrative Tools	ChatGPT, Gemini, NotebookLM, Microsoft Copilot, Claude, Perplexity and relevant image, video, voice or workflow tools. Tools may be updated or replaced based on availability, suitability and market perception and demand.
Expected Outputs	Session plan, learning material, prompt templates, practical exercises, AI adoption checklist, participant feedback, attendance record and programme completion report. It can be customized based on demand.
Certification	Certificate of Participation will be issued by ILD.

4. Scope of Work of the Empanelled Agency

- Understand the participant profile and client requirements and customise the programme content, examples and exercises accordingly.
- Prepare a complete programme agenda, faculty plan, session objectives, presentations, participant handouts, prompt templates, exercises, demonstrations and assessment tools.
- Deploy qualified lead faculty, trainers, facilitators and technical resource persons approved by ILD.
- Conduct practical sessions and live demonstrations covering suitable AI tools, prompt design, research, documentation, communication, presentations, office productivity, sales, marketing, customer communication, HR, finance, operations and other relevant business applications.
- Provide guided hands-on practice using realistic career, office and business use cases. The agency shall ensure that demonstrations remain accessible to participants without a technical background.
- Explain fact-checking, confidentiality, data privacy, hallucinations, bias, intellectual-property considerations, responsible use and the need for human review of AI-generated outputs.
- Conduct an AI-readiness check, participant interaction, feedback and a simple learning assessment, wherever required by the Work Order.
- Submit attendance, participant feedback, faculty details, photographs where authorised, copies of final learning material and a concise programme completion report within the stipulated period.
- Disclose in advance any paid software, subscription, API, licence or participant account requirement. No additional paid tool shall be made mandatory without prior written approval of ILD.
- Maintain confidentiality of participant information, client data, institutional documents and all information made available by ILD or the sponsoring organisation.
- Scope can be modified based on the market feedback.

5. Eligibility Criteria

Applicants must meet the following minimum requirements:

- The applicant must be a legally registered company, LLP/ partnership firm/ NGO/ society/ trust/Section 8 company, academic/training institution, technology/ consultancy organisation or similar legal entity.
- The applicant should have at least two years of organisational experience in one or more relevant fields such as Artificial Intelligence, generative AI, information technology, digital transformation, management consulting, business productivity, capacity building, executive education, entrepreneurship development or professional training.
- The proposed Lead Faculty / Programme Director should have at least five years of overall professional/ consulting/ technology/ academic or training experience and demonstrable hands-on exposure to generative AI tools and business applications.
- The applicant must possess 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.

No minimum turnover is prescribed. ILD will assess the applicant primarily on relevant capability, experience, faculty strength, methodology, quality and value for money.

6. Documents to be Submitted

- Covering letter and duly completed Application Form in the format at Annexure-I.
- Organisation profile, registration certificate, constitutional documents, PAN, GST registration in case of NGO, the NGO Darpan details, as applicable.

- Summary of relevant AI, technology, digital-transformation, consulting, training or capacity-building assignments, supported by Work Orders, agreements, completion certificates, client references or other acceptable evidence.
- Proposed approach and methodology, including a suggested one-day programme agenda, hands-on exercises, participant assessment method and expected deliverables.
- Sample presentation, module outline, prompt template, case exercise or demonstration plan, if available.
- Audited financial statements or turnover certificate for the last two completed financial years, where applicable.
- Signed declaration regarding correctness of information, non-blacklisting, conflict of interest, confidentiality and acceptance of RFP conditions.

7. Selection and Empanelment Process

- Preliminary scrutiny of eligibility and completeness of documents.
- Technical evaluation of organisational capability, relevant assignments, proposed programme design, hands-on methodology, faculty profile and responsible-AI approach.
- Presentation, sample session or live demonstration by shortlisted applicants, if considered necessary by ILD.
- Empanelment of one or more agencies.

8. Empanelment and Work-Order Terms

- Empanelment will initially be valid for two year 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.
- The agency shall not substitute the approved Lead Faculty or key trainers without prior written approval of ILD.
- ILD may review participant feedback, learning quality, practical relevance, timeliness and programme outcomes. Unsatisfactory performance may lead to withholding of payment, reduced allocation, suspension or termination of empanelment.
- The empanelled agency shall not use ILD name, logo, participant data, photographs, client name or programme association for publicity without prior written approval.
- No subcontracting or transfer of the Work Order will be permitted without prior written approval of ILD.
- The agency shall use legitimate tools and accounts and shall not encourage circumvention of subscriptions, licences, privacy safeguards, platform terms or applicable law.

9. Financial and Payment Terms

- The applicant shall quote an all-inclusive professional fee for one complete one-day programme for an indicative batch of up to 25 participants, excluding GST.
- The quoted fee should clearly include faculty honorarium, programme customisation, presentations, prompt templates, exercises, participant material, assessment, feedback and completion reporting. Travel, accommodation, paid licences or other reimbursables, if any, must be shown separately.
- Unless otherwise stated in a Work Order, ILD will arrange the venue, standard training infrastructure, participant refreshments/meals and certification. The agency shall specify any special internet, software, device or AV requirement in advance.
- Normally, no advance payment will be made. Payment will be released after 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 Bid Proposal, signed and stamped PDF files by e-mail. The e-mail subject should read: "Proposal for Empanelment - AI Training, Digital Productivity". 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; ildskills1@gmail.com | 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, demonstrations 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 conducting a sample demonstration 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. Relevant AI / Technology / Training Domains and Years of Experience	
6. Number of Relevant Programmes / Assignments completed in last three years	
7. Approximate Number of Participants Trained	
8. Proposed Programme Director / Lead Faculty	
9. Proposed Faculty / Technical Resource Pool	
10. Details of Blacklisting / Litigation, if any	
11. Authorised Signatory	

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: _____