

REQUEST FOR PROPOSAL (RFP)

Proposal for Compliance Management

Closing Date for Submission
August 28th, 2026, at 23:59 PM

I. INTRODUCTION

Wadhvani Institute for Artificial Intelligence (Wadhvani AI), a unit of Lords Education and Health Society (LEHS), is an applied AI non-profit institute that develops, evaluates and deploys AI solutions for social impact. We are headquartered in New Delhi, India, and work across the country in collaboration with the Government, at the Central and State level. We have a multidisciplinary team across AI/ML science and engineering, user research and design, program implementation, and solution management. We work on projects for social impact across healthcare, agriculture, education and capacity-building domains in India. Our mandate is to improve large-scale public programs implemented by leveraging technology to improve overall system efficiency and performance in rural and urban areas.

II. BACKGROUND

LEHS is implementing number of CSR projects in India on AI for education. This is an initiative designed to transform India's public education and skilling ecosystem by the incorporation of AI-powered solutions and by building capacity from early childhood through higher education with a mission to enhance instructional quality, deliver personalized learning pathways for students, and reduce the administrative burden on educators, thereby creating a more effective, equitable, and future-ready education system.

This Project aims to catalyze a unique ecosystem-level effort, bringing together various agencies. LEHS will serve as the central developer, convener, enabler, and implementer, guiding AI solutions from early-stage development to pilot, validation, and large-scale deployment.

In this regard, LEHS is looking to engage an agency on a fee-for-service basis to develop and implement a comprehensive Compliance Management Framework, ensuring robust financial and statutory due diligence and adherence to all applicable regulatory requirements.

III. SCOPE OF WORK

The engagement with the Agency shall be a pure principal to principal basis where LEHS expects the agency to bring its expertise in managing CSR grant related compliances.

Key Responsibilities of the Agency:

a. Due Diligence of Applicants under RFPs

- Where LEHS floats an RFP to engage one or more vendors, the agency will conduct due diligence of the responding applicants across four pillars:
 - Governance: Certificate of Incorporation, MOA / AOA, board and shareholding structure, applicable corporate governance policies.



- Financial Management and Figures: Audited financial statements, statutory financial compliances (GST, TDS, ROC filings), banking details and financial control systems.
- Legal Compliance: Applicable statutory registrations and licenses, status of regulatory filings, any pending litigation or regulatory action.
- Capacity and Past Experience: Track record on similar assignments, delivery capacity and team structure, references and past performance.
- Risk Assessment of the applicants with respect to proposed association to safeguard LEHS interests.

b. Reviewing the Goods / Services Receipt

- Verification of goods delivered against the Purchase Order (PO) and invoice to confirm accuracy and completeness before payment release.
- Verification of services delivered against the Purchase Order (PO)/ Service Level Agreement (SLA), invoice, and verification / inspection report, to confirm accuracy against the SLA and completeness before payment release.

IV. Requirements

Your proposal must include:

1. Technical Proposal

- Understanding of scope
- Team composition and qualifications
- Activity plans and timelines

2. Financial Proposal

- Detailed cost breakdown (by activity, description, cost, etc.)
- Applicable taxes and contingencies
- Timeline-based payment schedule

V. Proposal Submission Guidelines

Who Can Apply

This RFP is open to **Management Consultancy firms** or **Audit Firms** comprising of Practicing Chartered Accountants with preferable expertise in development sector compliances as advisors or auditors having an office or practice in India.

Submission Details

- All responses to this RFP must be received no later than **August 28, 2026**. The proposal should be submitted only through e-mail in PDF format addressed to the Procurement Team in the below-given e-mail id: rfp.lehs@wadhwaniai.org. The email's subject line must contain the title of the RFP: **Proposal for Compliance management – LEHS - WIAI (Name of the Agency)**.
- Any proposals received by LEHS - Wadhvani AI after the deadline for submission of proposals prescribed in the timeline of this document are liable to be rejected.

VI. Evaluation Criteria for Technical Proposal

The evaluation process will be conducted in two stages: technical evaluation followed by financial evaluation. Weightage

Technical Proposal Criteria (80%)

Organisation's experience in managing due diligence	30%
Team expertise and qualifications*	20%
Technical soundness of proposed approach#	30%

* The team (Preferably of Chartered Accountants) needs to have significant expertise in assessing specifically due diligence. LEHS will prefer the agency to place a resource at LEHS head office (or have office in proximity to LEHS head office) to ensure smooth day to day co-ordination between the program, finance, legal team and the partner entity.

A good proposal could include (but are not limited to), methodology the agency shall apply and risks it shall identify in the process to ensure that all activities and sub activities under the grant are aligned with applicable laws in India.

Financial Proposal Evaluation Criteria (20%)

Only participants in RFP qualifying on technical evaluation will be eligible for financial evaluation. Financial proposals will be evaluated on criteria including total cost, cost breakdown, cost reasonableness, cost-effectiveness, payment terms, and financial stability of the participating organization.

LEHS reserves the right to select any Agency irrespective of the rating in financial proposal if the committee members are convinced that the Agency poses required expertise and offers a sound approach essential for successfully completion of the tasks.

VII. Mandatory Enclosure

Please submit the following as enclosures or attachments with your quotation. Quotations that do not provide the required information and certificates, or do not follow the submission requirements, may not be reviewed.

- Company Profile, testimonials, work completion reports, purchase orders of similar work.
- GST registration certificate.
- PAN registration
- TAN registration.
- Audited Financials for last three years.
- Income Tax Return for last three years.
- Cancelled cheque.
- Copy of registration documents/certificate.
- List of Pending Litigation/Cases against the Entity (if any)
- Preferably Private Ltd company and has sound business records.