

**Request for proposal (RFP)
for
Empanelment of HR Recruitment Agency**

Ref: TLF/RFP/DL/2025-26/20106/HR

I. Summary of Deadline

Release of Request for Proposal	26th May 2025
Pre-Bid Meeting (More details will be provided on the scope during the meeting)	29th May 2025
Pre-Bid Meeting	concluded
Bid Submission Closing Date	8 th July 2025 Please submit proposals in the following respective Google Forms - Technical Proposal: https://forms.gle/2NergdjRbTR5mBiG8 Financial Proposal: https://forms.gle/82omyCGp7Evfoz4U9
Date & Time of Technical Presentation by Bidders (Only shortlisted agencies will be invited)	To be Decided
Financial Bid Opening	To be Decided
Finalization of Contract	To be Decided <i>(To be intimated to the awardee only)</i>

Please note that The Team Lease Foundation (TLF) 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. TLF Statement of Business:

Launched in 2011, TeamLease Foundation (TLF) promotes vocational education, education, Livelihood and healthcare. We offer end-to-end, blended, scalable solutions across 7500+ pin codes. Over the past year, we've made over one and half a million-youth employable, with a strong focus on empowering women to join today's workforce. 40% of our beneficiaries are women. A direct impact we'd like to highlight - there is a 70% increase in the household income of beneficiaries who get placed through our programs. TLF is also the sponsor body of TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-

Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22nd April 2013.

III. Scope of Work

Scope of Recruitment Services

The agency (TLF) shall be responsible for **end-to-end recruitment support** for positions funded by AIF. This includes the following key components:

1.1 Position Grades Covered

Recruitment shall be carried out for the following levels:

Grade	Position level
A	Field Staff to Assistant Level
B	Associate & Officer Level
C	Manager & Senior Manager
D	Deputy Director & Director Level

1.2 Service Components & Deliverables

- **Job Description (JD) Creation:** The agency creates the job description based on the requirements provided by TLF. This typically involves outlining the responsibilities, qualifications, and other pertinent details of the position.
- **Posting:** The job posting is published on relevant platforms, such as job boards, company websites, and social media channels, to attract potential candidates.
- **Salary Negotiation:** Once candidates apply or are identified, the agency conducts salary negotiations with them on behalf of TLF.
- **Interview Process:** This involves screening applicants, conducting interviews (phone, video, or in-person), and potentially arranging additional interviews with key stakeholders.
- **Documentation:** After the interviews, necessary paperwork is prepared, which may include employment contracts, background check forms, and other relevant documents.
- **Offer Acceptance:** Once a suitable candidate is identified and the offer is extended, the agency awaits the candidate's acceptance.
- **Closure:** The TAT is considered closed upon receiving the candidate's formal acceptance of the job offer

1.3 Turnaround Time (TAT)

- **Minimum:** 15 working days
- **Maximum:** 30 working days
TAT begins from the day the finalized requirement is shared by AIF.

1.4 Replacement Clause: In case of attrition or drop-out post-offer:

- **Grade A, B, C and D:** Replacement within 30 days. The replacement candidate will undergo the standard screening and selection process.

2. Confidentiality & Data Protection

Both parties shall sign a **Confidentiality Agreement** to protect:

- Personal and professional data of candidates
- Internal and proprietary recruitment strategies
- Any confidential client-related information

3. Quality Assurance & Feedback Mechanism

- The agency shall provide **at least three client references** for similar roles in the development sector.
- **Customer feedback/testimonials** from previous assignments to be shared with AIF.
- AIF reserves the right to contact the shared references directly.

4. Geographical Scope

Recruitment support will be provided for positions across **PAN India**, including:

- **Local hiring** for district-based roles
- **Regional/national hiring** for mid-to-senior level positions

5. Evaluation & Performance Metrics

AIF will monitor and evaluate agency performance based on the following KPIs:

- Time to fill

- Quality of candidates (interview-to-offer and offer-to-join ratio)
- Offer acceptance and joining rate
- Retention within 3 months
- Responsiveness and stakeholder feedback

6. Eligibility Criteria

- The agency must have **a minimum of 3 years of experience** in recruitment for the development/non-profit/social sector.
- Proven experience in handling similar grade-level positions and geographical spread.

7. Reporting & Communication

- Weekly update calls/emails to be scheduled with AIF representatives to track progress.
- Monthly recruitment dashboard to be submitted capturing TAT, stage-wise progress, closures, and pipeline status.

8. Contract Duration

- **Effective Period:** Initial period from August to September 2025. Renewal shall be based on performance and mutual agreement.

9. Contact Points: For any clarifications, additional information, or assistance related to the scope of work, recruitment process, deliverables, or timelines, please feel free to reach out to: india.procurement@teamleasefoundation.org

Payment terms:

Separate budgets (summary + detailed) should be submitted for to be conducted

S. No.	Payment Terms	Percentage
1	After completion of Recruitment process and receiving the final Tax Invoice within 10-15 Days	100%

IV. Bidding Process:

Bidders are advised to study the RFP 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-

Technical Bid Submission Link- <https://forms.gle/2NergdjRbTR5mBiG8>

Financial Bid Submission Link- <https://forms.gle/82omyCGp7Evfoz4U9>

Note: Technical bid and financial bid are to be submitted separately in separate links.
Following points are to be kept in mind while submitting the bids-

1. All Bid must contain the complete address of 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.
3. All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
4. Bids not submitted as per the specified format and nomenclature or ambiguous in nature will be liable to be rejected.
5. The interested bidders may submit their bid to TLF on or before the time mentioned in this RFP Documents. Any bid received by TLF after the prescribed deadline for submission of bids will be rejected and no further correspondence in this regard will be entertained.
6. Financial bid should be prepared as per **Annexure II** given in the RFP Documents. Same is also to be uploaded in google forms too.
7. 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.
8. At any time prior to the last date for submission of bids, TLF, 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.
9. 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.
10. 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.
11. NO conditional Bid will be entertained and will be rejected.
12. Parallel Rate Contracts - TLF may also execute parallel rate contracts with more than one firm.

VI. Proposal Requirements - Financial:

The Financial proposal/ quotation should contain prices of all services (including effort and travel cost etc. if any) with all the terms & conditions inclusive of payment terms.

Financial proposal should include:

- Breakdown of costs associated with the study phase
- Clear pricing structure for each study phase

VII. Proposal Requirements – Technical:

The technical proposal should cover at least below areas:

A. Applicant eligibility requirement(s):

1. The bidder organization should be registered as a legal entity for doing business in India. In addition, it should have all kinds of active licenses and permission for work related to the services as mentioned in the RFP.
2. The Bidder must have demonstrated ability provide expert services in the area of the services as mentioned in the RFP.

B. Technical Requirements:

The bidder should provide information on overall qualifications, including:

1. Profile of organization/s
2. Services offered by the organization.
3. Profile of relevant experience, number of years in business and examples of related work.
4. Clients handled and reference of clients.
5. Presence in PAN India or in required location.
6. Should have previous experience working with not-for-profit development sector
7. Only for-profit entities can apply. Nonprofits (NGO) are not eligible to apply for this bid.

C. Application Guidelines:

Application/ Bid must be submitted in English Language only and should contain:

1. Covering letter with reference to all enclosures and attachments
(application/ covering letter should not be more than 10 pages in length and should cover the following-
2. Organization profile, client testimonials highlighting relevant experience in **end-to-end recruitment support.**
3. Technical Proposal
4. Financial Proposal

D. Mandatory Attachments:

Please submit the following as enclosures or attachments with your proposal. If you do not submit these documents, your proposal **will not be** considered for review:

1. Copy of registration documents/ certificate and most recent renewal as a legal entity.
2. Copy of PAN & TAN.
3. Copy of GST Registration.
4. Copy of MSME registration certificate (if registered)
5. Copies of last three years ITR

6. Technical bid form as per Annexure I

E. Financial Bid

It is to be submitted separately as per **Annexure II.**

VIII. Proposal Evaluation Process:

A. Application evaluation process:

1. Applications received by TLF 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 proposals.
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" (**Section VII**) shall fall in the category of technically qualified bidder.
2. The prices quoted by such technically qualified bidders shall be evaluated and compared.

NOTE: TLF 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 TLF nor does it commit TLF to pay for the costs incurred in submission of bid. Further, TLF 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 TLF.

IX. Instructions and Deadlines for Responding:

A. TLF Contact: Any communication must be sent to Procurement Team – india.procurement@teamleasefoundation.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 due date given in Section-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. All completed bids need to be submitted via google from link shared above.
2. We advise that you send files in commonly recognized Microsoft formats. TLF will not take responsibility for resolving technical transmission problems with bids.

3. Submission of hard copies of the proposal is not required.
4. 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 TLF's discretion only.

Selection of the Bidder:

TLF reserves the right to select from among the bids received. TLF has the option to interview and discuss specific details with those bidders who have submitted their bids.

E. Receipt, Evaluation and Handling of Bids:

Once a bid is received before the due date and time, the TLF 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
3. Evaluate all bids objectively in line with the criteria specified in the RFP Documents.

F. 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. TLF reserves the right to reject any bid which, in TLF'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 TLF has any present association.

G. 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 TLF, 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:

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

B. Confidentiality:

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

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

C. Communication:

All communications regarding this solicitation shall be directed to appropriate parties at TLF indicated in Section VII. A. 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 disqualification of the proposal.

D. Acceptance:

Acceptance of a proposal does not imply acceptance of its terms and conditions. TLF 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

E. Right to final negotiations:

TLF 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 TLF's sole and full discretion in such negotiations.

F. Third-party limitations:

TLF 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 TLF in any way without our express written consent.

G. Quotation Validity

Proposals submitted under this request shall be valid for **02 months** from the date the proposal is due. **The validity period shall be stated in the proposal submitted to TLF.**

Cont.

Annexure I
Letter of Bid

To,
TeamLease Foundation
315 Work Avenue Campus,
2nd Floor, Ascent Building 77,
Bengaluru, Karnataka-560095

Sub: Organization wise – Empanelment of HR Agency

Dear Sir,

1. Having examined the RFP and appendix thereto, we, the undersigned in conformity with the said document, offer to provide the said associated services as given in the RFP Documents and the terms of reference to be signed upon the award of contract as per the table below;

Brief Description of work

2. We undertake, if our bid is accepted, with the Sub: "" (firm name]", the time frame specified, starting from the date of receipt of issue of Service Agreement from TLF.
3. We agree to execute the agreement in the form to be communicated by TLF, 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 claims made above are found to be wrong or untenable or unverifiable our bid may be rejected without any reference to us. We further clearly understand that TLF is not obliged to inform us of the reasons of 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 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, if organization)

Dated this _____ day of ____ 2025

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

Annexure I (Cont'd)
Technical BID

1	Name of the Agency/Individual	
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 Turn Over (₹)	
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 _____ 2025

* Note all fields are mandatory.

Cont...

Annexure II
Financial Bid

Ref. No.: TLF/RFP/DL/2025-26/20106/HR

Date:

Name of the Agency/Individual:

Financial Bid

(On bidder's letter head)

Name of Work: Empanelment of HR Agency.

Particulars (Position Level as highlighted in scope of work above)	percentage of Service Fee	Tax	Total (including tax)
Field Staff to Assistant Level			
Associate & Officer Level			
Manager & Senior Manager			
Deputy Director & Director Level			

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Note(s):

Additional Information by bidder (if any):

1.

Thanking you,

Yours Truly,

For and on behalf of

(mention name of you firms)

Signature:

Name*:

Designation:

Dated this _____ day of _____ 2025

(Company Seal)