

REQUEST FOR PROPOSAL (RFP)
To Onboard a Relocation Support Vendor

Closing Date for Submission

October 23, 2025, at 23:59 PM

I. INTRODUCTION

Lords Education and Health Society (LEHS), through its Artificial Intelligence Unit (LEHS-AI), is committed to supporting its employees during relocation and deputation assignments across India. To ensure smooth transitions and provide consistent support, LEHS-AI intends to onboard an organization-empanelled relocation vendor to assist employees, new joiners, and deputed staff in household relocations and deputation movements.

The empanelled vendor will serve as the single point of contact for all organization-approved movements, thereby eliminating the current process of employees obtaining three separate vendor quotes for approvals. This approach will improve efficiency, consistency, and compliance with organizational policies.

II. BACKGROUND

As LEHS-AI grows, employees are often required to relocate to new locations permanently or move temporarily for project-based deputations. Such transitions involve moving household goods and personal belongings. Currently, employees manage this individually, often resulting in inconsistent processes, additional costs, and compliance challenges.

To address this, LEHS-AI plans to onboard a reliable movers and packers partner who can provide standardized, cost-effective, and compliant relocation services to employees across different locations in India.

III. OVERVIEW OF GEOGRAPHY

PAN India- As per Requirement

IV. SCOPE OF WORK

The scope of work for the onboarded vendor will include:

- Providing end-to-end relocation support, including packing, transportation, and unpacking of household goods.
- Supporting domestic employee relocations (permanent or long-term moves).

- Supporting deputation movements (short-term assignments requiring household relocation).
- Ensuring secure handling, insurance, and safe delivery of goods.
- Providing cost estimates and invoices directly to the organization for approval, thereby eliminating the need for employees to obtain multiple quotes.
- Coordinating closely with the HR and Admin teams for smooth execution of movements.

V. REQUIRED TIMELINES & DELIVERABLES

- Relocation requests must be serviced within reasonable turnaround times agreed upon in the Service Level Agreement (SLA).
- Vendor must provide status updates for all ongoing relocations to the HR/Admin team.

VI. Proposal Submission Guidelines

Your proposal must include:

- Company Profile – history, experience, and scale of operations.
- Relevant Experience – previous experience in corporate relocation services, preferably with NGOs or large organizations.
- Proposed Service Model – description of how relocation requests will be managed, including employee coordination, logistics, and issue resolution.
- Pricing Structure – transparent cost estimates for relocation services (small, medium, large household moves).
- Compliance & Safeguards – Insurance coverage for goods, and adherence to statutory requirements.
- References – details of at least two organizations where similar services have been provided.

VII. Mandatory Enclosure

Bid will only be considered if the agency submits the following as enclosures or attachments with your quotation. The agency must provide all the information requested above in section VII. Quotations that do not provide the required information and certificates, or do not follow the submission requirements, may not be reviewed.

- GST registration certificate.
- PAN & TAN registration.
- MSME Registration Certificate.
- Income Tax Return for the last three years.
- Cancelled cheque.
- Copy of registration documents/certificate and most recent renewal as a legal entity
- Preferably a Private Ltd company and has sound business records

The above component is mandatory for successful submission of the proposal, without these documents the bids will be disqualified.

All responses to this RFP must be received no later than **October 23, 2025**. The proposal should be submitted only through e-mail in PDF format, addressed to the Procurement Team at the below-given e-mail ID: rfp.lehs@wadhwaniai.org with the subject line- **RFP for Relocation Support Vendor- MRF 090.**

Note: Only shortlisted vendors will be contacted for presentations or negotiations. If you do not hear from us within two weeks of submission, consider your proposal not selected. LEHS reserves the right to reject any or all proposals and to negotiate terms and conditions with the selected vendor.

Annexure-A

Vehicle Type	Type of Shipment	Min. 100km	101-300km	301-500km	501-1000km	1001-1500km	1501-2000km	2001-3000km
Tata Ace (UPTO 500 KGS)	Small							
Pickup (UPTO 501 TO 1000 KGS)	Small							
Tata 407 (UPTO 1001-1500 KGS)	Medium							
17 ft Vehicle (UPTO 1501 TO 4000 KGS)	Large							
20 ft Vehicle (UPTO 4001 TO 6000 KGS)	Large							

Other Charges	Type of Shipment	Packing /Unpacking Charges (INR)	Loading /Unloading Charges (INR)	Warehousing Charges (If Require)	Warehouse Handling Charges (If Require)	Insurance Charge	Crating Charges (If require) Min 50 CFT
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