

**Request for proposal (RFP)
for
Hiring & Empanelment of Petty Payment Vendor**

Ref: TLF/RFP/DL/2025-26/20413/Admin

I. Summary of Deadline

Release of Request for Proposal	9 th October 2025
Pre-Bid Meeting Date (More details will be provided on the scope during the meeting)	13 th October 2025
Link for Registration for Pre-Bid Meeting	https://forms.gle/N6ebQoB19VCvaKw17
Bid Submission Closing Date	16th October 2025 - 5:30 PM Please submit proposals in the following respective Google Forms - Technical Proposal: https://forms.gle/dbSAMxYdfT9yYoHeA Financial Proposal: https://forms.gle/RycN4iqfQnhiaBhF6
Technical Bid Opening	16 th October 2025
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 work:

Selected Agency/ies will be offered to enter into a Service Agreement with the TLF on below terms, Bidders are request to read the terms and quote accordingly:

1. Duration of contract shall be of 6 months with No minimum business guarantee but not beyond INR 2 Crores.
2. The Bidder must be able to provide services during extended/odd hours when required
3. The Bidder shall provide MIS (format to be shared upon finalization region wise), Invoices & supporting documents on Fortnightly basis.
4. Payment terms
 - a) initial advance payments basis the monthly requirements
 - b) balance will be adjusted against advance and paid basis the receipt of physical copy of the invoice
5. Both the Parties may terminate the Agreement by giving prior notice of 1 (one) month.
6. For any disputes the Jurisdiction will be New Delhi.

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 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/dbSAMxYdfT9yYoHeA>

Financial Bid Submission Link- <https://forms.gle/RYCN4iqfQnhiaBhF6>

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 **Service charges** 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.

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 for related requirements.

B. Technical Requirements:

The bidder should provide information on overall qualifications, including:

1. Profile of organization
2. Past experience (if any), clients handled and completed assignments.

C. Attachments/ Enclosures for Technical Bid (as applicable):

Bid must be submitted in English language only and should contain:

1. Covering letter with reference to all enclosures or attachments.
2. Copy of registration documents/ certificate and most recent renewal as a legal entity.
3. License or permission if any for doing business.
4. Copy of PAN & TAN.
5. Copy of GST Registration (if registered)
6. Copy of MSME registration certificate (if registered)
7. Copies of last two years ITR. (exempted for startup raised within last two year)
8. Technical bid form as per Annexure I
9. **Only for-profit entities can apply. Nonprofits (NGO) are not eligible to apply for this bid.**

D. Financial Bid

It is to be submitted separately as per **Annexure II**. No conditional price is to be quoted.

VIII. Proposal Evaluation Process:

A. Application evaluation process:

1. Applications received through this RFP 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 service fee in percentage quoted by such technically qualified bidders shall be evaluated and compared.
3. The prices quoted by such technically qualified bidders shall be evaluated and compared.
4. The bidder quoting the lowest price shall be considered for further processes as per scope of work mentioned in this RFP, based on all other criteria.

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.

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 **03 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

Bid for Empanelment to provide Petty Payment Support Services

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;
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 organisation)

Dated this ____ day of ____ 2025

* The person should be duly authorised 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 – I (Cont..)
TECHNICAL BID**

Required Services PAN India (as applicable as per requirement) (Please Tick mark available services as listed below)			
S. No.	Services	Turnaround Time	Tick (✓) the available services
1.	Utility Bill Payments • Water • Electricity • Internet and Hosting Services • Gas etc (as per requirement) • Municipal Taxes and Levies • Other recurring utility obligations	<24 Hours	
2.	Vendor Payments • Contractor/vendor payments • One-time service payments • Payment for Ad-Hoc requirement of cleaning or other day to day support services required at the office.	<15 minutes	
3.	Reimbursements and Claims Processing • Staff expense reimbursements (travel, meals, office supplies, etc.) • Petty payment reimbursements • Project-specific disbursements and claims	<15 Minutes	
4.	Custom Payment Requests • Ad-hoc financial transfers upon request • Urgent and high-priority disbursements	<15 Minutes	

Deliverables:

The Service Provider shall:

- Collect payment instructions and supporting documents from the TLF
- Process payments to relevant utility service providers in a timely manner;
- Provide monthly MIS reports and transaction confirmations to the Client (region wise)
- Maintain transaction records and make them available upon request
- Immediately inform the Client of any failed, or disputed, transactions.
- Identify and Empanel vendors to provide necessary services to the client in accordance with the requirements of the client.
- Provide services on real time basis PAN India.

Annexure II
Financial Bid

Ref. No.: **TLF/RFP/DL/2025-26/20413/Admin**

Date:

Name of the Agency/Individual:

Financial Bid
(On bidder's letter head)

Name of Work: **Bid for Empanelment to provide Petty Payment Support Services.**

S. No.	Particular	Description	Percentage Charge (%)
1	Service Charges on the total petty payments made on Request of TLF	Service Charges are for timely payments as per the request and management of supporting documentation.	
2	GST (if applicable)	To be charged only on service charges	

Note(s):

1. The rates quoted should be as per industry standards.
2. Bids quoting incredibly low rates compared to the industry prevalent rates will be rejected.
3. The rates finalized will not be changed throughout the period of empanelment/extended empanelment.
4. The empaneled agencies will provide required service all over India.
5. The Firm shall provide needed service support during the agreement period, as well as related claims arising during that time after end of agreement.

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)