



Request for Proposal (RFP)

Development of National Occupational Standards for Job Roles in Apparel Made-ups & Home Furnishing Sector

Reference # AMHSSC/RFP/NOS/01

Issued by:

**Apparel Made-ups and Home
Furnishing Sector Skill Council**

Apparel House, Sector – 44, Institutional Area,
Gurgaon-122003

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APPAREL MADE-UPS & HOME FURNISHING SECTOR SKILL COUNCIL – AN INTRODUCTION

AMH SSC has been launched jointly by the Ministry of Textiles, National Skill Development Corporation and the Apparel Export Promotion Council with primary mandate of enhancing and to build a capacity in skill development. One of the salient features of the AMH SSC is designing of training programmes, based on industry demands of different segments and to ensure that all successful trainees are certified through accredited agency.

AMH SSC has been authorized by NSDC for evolving assessing proficiencies of skills of trainees for the Apparel, Made-ups and Home furnishing sectors for their respective subject areas.

The objective of the AMH SSC is to:

- Develop a skills repository for the Apparel, Made-ups and Home Furnishings value chain.
- Build an organization that can develop Standards, evaluation criterion and accreditation systems for providing multiple and varied technical skills in the textile sector including employability skills, to both men and women, as well as challenged persons with regular and direct inputs from industry.
- Create opportunities for “Training of Trainers” in both the content and pedagogy for imparting skill training for all workers engaged in the three chosen segments of the textile sector.
- Quality Assurance - Develop and promote a standardized, output oriented and quality assured affiliation and accreditation process and demonstrate sustainable business value through it.
- Focus on continuous improvisation of the training delivery value chain, i.e. training process, training content, trainers, curriculum design, industry endorsement for certification etc.
- Partner with training providers and guide them into becoming centres of excellence and innovation by utilizing the standardization in training, evaluation and certification developed by the SSC of the sector.
- Integration of Technology in Training.
- Development of a sector skill development plan and maintain skill inventory.
- Promotion of Resource Support Agency (academies of excellence).
- Establishment of a well structured sector specific Labour Market Information System (LMIS) to assist planning and delivery of training.

REQUEST FOR PROPOSAL

- AMH SSC seeks RFP from reputed consulting firms which can undertake the job of development of “National Occupational Standards” as per the scope given in this RFP document.
- AMH SSC, through this Request for Proposal (RFP), seeks to select a competent consulting firm with relevant experience and capabilities to develop National Occupational Standards (NOS) for select job-roles in the apparel, made-ups & home furnishing sector in India.

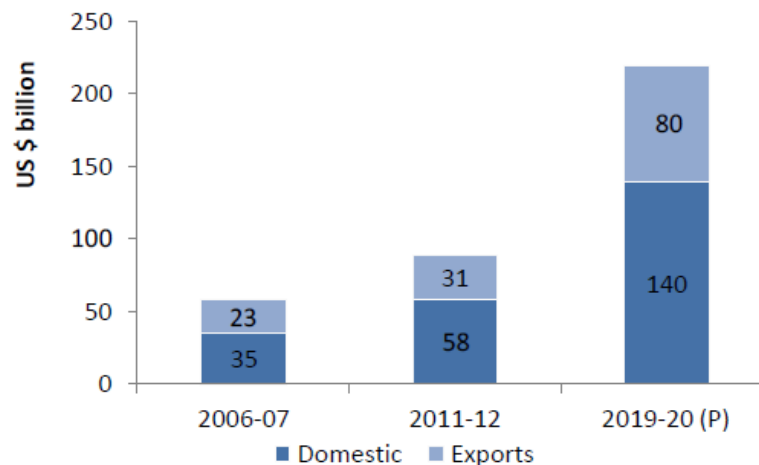
PROJECT SCOPE & BRIEF

- Current Scenario & Objective of the Project**

Indian Textile and Clothing (Apparel) industry is the second largest manufacturer in the world with an estimated export value of ~ US\$ 31 billion and domestic consumption of ~ US\$ 58 billion for the year 2011-12. The sector contributes to about 6% of the US\$ 1.7 trillion Indian economy. It also provides employment to ~35 million persons directly & ~55 million persons indirectly. India is among the very few countries which have presence across the entire supply chain, from natural and synthetic fibres right up to finished goods manufacturing. It has presence in organised mill sector as well as decentralised sectors like handloom, power loom, silk, etc.

The industry has grown from US \$ 57 billion in 2006 at a CAGR of 11.3%. Garments (Apparel) constitute an estimated 68% of the domestic market, followed by technical textiles (24%), and home textiles (7%). The current and projected size of Indian textile industry with break-up of domestic and export size is shown:

Actual and Projected size of Indian Apparel & Textile Industry



Source: Office of Textile Commissioner and IMACS Analysis

In 2011 global trade in textiles and apparel was around US\$ 705 billion. This was approximately 4% of the total global trade of all commodities estimated at ~ US\$ 15 trillion. During the period 2000 to 2010 the textile and apparel trade has grown at a modest CAGR of 6.4% per annum. Further, the Global Textile and Apparel, or T&A, trade is expected to grow to USD 1 trillion by 2020.



While there is a huge need and demand for skilled workforce, there are neither national occupational standards nor any mechanism to streamline and standardise education / skill development for Apparel, made-ups and home furnishing sector in the country. As a result, there is an inconsistency in the competency level, affecting efficiency, productivity and delivery of services.

The objective of this Project is to develop National Occupational Standards (NOS), in consultation with all concerned, particularly Apparel industry, to be used as benchmark of performance, together with knowledge, skills and understanding expected from working professionals in the sector at different functional levels. These standards will be used to provide a foundation for standardised education & training, assessment & certification of professionals, accreditation and quality assurance of training institutions, laying down career paths, providing placement support through LMIS and so on and so forth; with an overall clear objective of ensuring availability of competent and skilled manpower to the apparel, made-ups & home furnishing sector.

- **Scope of Work**

The scope of this project shall include but not necessarily be limited to the following tasks:

A. Research, Analysis and Assessment of the Sector / Sub Sector / Occupations / Functions

- **Demand Side :**

- The size and profile of the sector and geographical location of industrial units (state-wise & city-wise) and workforce at various levels.
- Anticipated changes in employment patterns and future requirements. A study on the number of jobs available in key sub-sectors and verticals and emerging demands.

- **Supply Side :**

- Identify the existing supply sources (formal & non-formal education, training institutes, vocational colleges, etc) – How the existing demand is met?
- Develop a database of training programs across academic levels, 'Under-graduate', 'Post Graduate' and 'Vocational' in apparel, made-ups & home furnishing sector

B. Occupational Mapping

- Identify all the Occupations & Job Roles across Apparel, Made-ups & home furnishing sector
- Profiling of Job Roles, including expected outcome and competencies required to achieve the expected outcome.
- Career paths / Opportunity for progression, commencing from entry level to the senior positions.
- Identification and Elucidation of skill deficiencies / gaps- soft, generic and domain specific
- Employment opportunities for undergraduate level (job roles which could be offloaded to 10th / 12th standard students)

C. Functional Analysis

- Functional analysis is the main tool used to develop National Occupational Standards.
- It involves analysing areas of work and identifying the outcomes that people should achieve
- Functions mean the activities a person is expected to do as part of their job. They must have a clear purpose and outcome that are valuable to the employer.

So the function analysis should follow the stages given below

- **Key purpose**
- **Identification of Functions (Tasks):** "What needs to happen to achieve the key purpose"
- **Identification of Possible NOS title:** "What needs to happen to achieve each function"

- **For each NOS, identify performance (Skill) and Knowledge criteria:**
 - **Performance / Skills** : What are the activities in each NOS, which are to be performed?
 - **Knowledge** : What are the underpinning knowledge attributes which are to be understood to perform each of the above activities

D. Development of National Occupational Standards

- Develop National Occupational Standards & Qualification Packs for occupations which cover 80% of workforce segments of apparel, made-ups & home furnishing sector
- Validation through Key Stakeholders
- Final Version of NOS and Sustainability Plan to Maintain the relevance and currency of NOS
- While preparing occupational standards, all existing standards in apparel, made-ups & home furnishing sector, including those in other countries, shall be studied and assessed and best practices be taken into consideration.
- National Occupational Standards should categorically mention Function Description and Competencies - Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific).
- **Occupational Standards should also have:**
 - **Unique Reference Number** : A combination of 3 letter and 4 numbers code that identifies the standards has been set up by Apparel, Made-ups and Home Furnishing Sector Skill Council
 - **Qualification Packs** to define the set of NOS which are aligned to one Job Role.

(Please refer to the attached “NOS Protocol”, prepared by NSDC)

E. Development of Assessment Criteria

- Assessment criteria should be prepared for each of the Qualification Packs developed.
- What are the MUST, should & could criteria on which a candidate has to be assessed.

SCHEDULE OF EVENTS

The following table provides a schedule of Events relating to this request.

Event	Target Date
RFP issued to the Vendors / Published on the website	17 November 2014
Pre-Bid Meeting with Consulting Firms	2 December, 2014
Last date of submission of Proposals	17 December, 2014
Presentation by Vendors	19 December, 2014
Award of Contract by AMH SSC	26 December, 2014
Commencement of implementation of project	5 January, 2015

*The dates furnished above are subject to revision by AMH SSC

PROJECT DELIVERABLES & TIMELINES

S. No.	Activity	Timeline
1	Commencement of Implementation of Project	5 January 2015
2	Presentation on Research, Analysis and Assessment of the Sector / Sub Sector and Draft Report on Functional & Occupational Mapping	6 February 2015
3	Presentation of Interim Report on NOS for Functions / Job Roles	8 March 2015
5	Presentation of the final report on NOS after taking into consideration the advice / views of AMH SSC and also after extensive consultation with stakeholders to ensure their validation	4 April 2015
6	Presentation of NOS + QP + Sustainability Plan to maintain relevance of NOS	15 April 2015

Note on the deliverables:

- Assessment criterion, which is part of the QP, has to be prepared
- QP-NOS should be aligned to NCO as well as NIC code
- NSQF levels to be identified of each Qualification Pack

PROPOSAL OPENING AND EVALUATION CRITERIA

AMH SSC has constituted a National Committee on NOS (comprising industry members and CEO of AMH SSC) to open and evaluate the responses of the bidders to the RFP. Select bidder would be required to make a presentation to the AMH SSC National Committee on NOS.

Evaluation of Bid

- A two-stage Evaluation Criteria will be adopted in evaluating the bids.
 - **The commercial bids will be opened and evaluated of only those consortia / consulting firms which fulfil the following conditions**
 - ✓ Prior Experience with regard to Preparation of NOS/standards/curriculum in the Apparel, Made-ups & Home Furnishing Sector
 - ✓ Secure at least minimum technical score of 70% of the obtainable score of 100 points.
 - **Financial Bid:** The Bidder shall indicate the prices of services it proposes to supply under the contract.
- **The contract will be awarded to the consulting firm which secures the highest score.**

Combined Techno-commercial evaluation: In respect of all the qualified Bidders, in whose case, the commercial Bid has been opened a combined techno-commercial evaluation will be done by AMH SSC as per the following procedure:

A combined "Score(S)" will be arrived at after considering the nominal commercial quote and the marks obtained in technical evaluation with relative weights of 30% for commercials and 70% for technical. The combined evaluation shall be made by applying weightages of 70 and 30 for the technical and commercial scores according to the following formula:

$$\text{Total Combined score of A} = 70 * \left[\frac{\text{Tech Score of A}}{\text{Highest Tech Score}} \right] + 30 * \left[\frac{\text{Lowest Financial Bid}}{\text{Financial Bid of A}} \right]$$

On the basis of the above combined weighted score, the bidders shall be ranked in terms of the total combined score obtained. The Bidder with the highest combined score (H-1) will be declared successful and shall be recommended for award of the contract. After the identification of the successful Bidder, AMH SSC will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

Example:

S. No.	Bidder	Technical Evaluation Marks (T)	Bid Price (C)	(Lowest C/C)* 30	(T/Highest T)*70	Score (S) (Out of 100)
1	ABC	95	71	$0.85 \times 30 = 25$	$1.00 \times 70 = 70$	95
2	UVW	85	65	$0.92 \times 30 = 28$	$0.89 \times 70 = 62.3$	90.3
3	XYZ	80	60	$1.00 \times 30 = 30$	$84 \times 70 = 59$	89

In the above example, ABC, with the highest score, becomes successful.

Technical Bid

Consortia / Consulting Firms must

- A. Have prior experience with regard to Preparation of NOS/standards/curriculum in the relevant sector**
- B. secure minimum technical score of 70% of the obtainable score of 100 points**

S. No.	Evaluation Criteria / Definition		Point Score
1	Profile of the Consultants Executing the Project		20
	Members executing the project having minimum 5 years of relevant experiences (NOS, HR, Vocational Education, Talent Supply Management, etc)	15	
	Head of the Project having experience of Apparel Sector	5	
2	Spread and Reach of the Consortium / Consulting Firm (Presence of operations across states / regions).		15
3	Experience of the Consortium / Consulting firm in projects in Apparel, Made-ups & Home furnishing sector in India.		30
	Experience in preparation of NOS	15	
	Experience in Vocational Training in the relevant sector	15	
4	Overall Understanding of the Project (Overall Understanding of the project and knowledge of National Occupational Standards & Qualification Packs and ability to meet the project objectives)		15
5	Approach & Methodology of Execution (Description of the methodology to be adopted to execute the project. This includes approach, processes, research, access to date primary and secondary, key activities, work plan with timelines, and reporting and control mechanism to be used to efficiently manage the project)		10
6	Timelines for Execution (Capacity to achieve milestones and complete the project timelines as defined in the RFP)		10
	TOTAL POINTS		100

Financial Bid

The Bidder shall indicate the prices of services it proposes to supply under the contract and should cover the following, as given in the Scope of Work

Scope of Work	Fee for Services (Indian Rs) (Per QP-NOS Unit)
<p>Costing is inclusive of following tasks</p> <ul style="list-style-type: none"> • Research, Analysis and Assessment of the Sector / Sub Sector / Occupations / Functions • Occupational Mapping • Functional Analysis • Creation of NOS, initially for Job Roles covering 80% of employment volume in the Apparel Made-ups & Home Furnishing sector, and finally the balance job roles covering the remaining 20% volume. • Assessment Criteria 	

Note: All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging & Boarding, Local Travel expenses, etc incurred during the implementation and AMH SSC will not bear any additional costs on these.

PROPOSAL CONTENT GUIDELINES

In order to facilitate the evaluation by the AMH SSC National Committee on NOS and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below.

- **Proposal Submission Letter along with Table of Contents, Executive Summary, Vendors Profile**
- **Technical Proposal along with**
 - **A Descriptive Note on the Project & deliverables as per your understanding.**
 - **Approach Paper with details on methodology:** This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by AMH SSC. The description below briefly describes the proposed methodology. The selected vendor may suggest changes/ additions/ modification for more effective achievement of the objective by:
 - Referring to the research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the Apparel industry.
 - Industry Survey to determine the emerging demands for various Occupations / Job Roles in Apparel, Made-ups & home-furnishing sector.
 - Discussions with Industry stakeholders to carry out Occupational Analysis and develop Occupational Maps
 - Carry out functional analysis to identify all purposeful activities required to perform the function.
 - Identification of existing NOS, if any available, and refer to the same for carrying out functional mapping and developing NOS for the allied healthcare and paramedics.
 - Referring to NOS already in existence in other countries (US, UK, Canada, Australia) so as to ensure benchmarking
 - Development of NOS with the following characteristics:
 - i. Clear, concise and readable, in unambiguous language
 - ii. Flexible to accommodate changes in future
 - iii. Self sufficient with minimum cross references
 - Matching the NOS required as per current skills and projected Skills and incorporating potential education and training need in the future to fill in the gap.
 - The Format of NOS and Qualification Pack would be exactly as laid down in **NSDC NOS Protocol**.
 - **Prior Experience with regard to Preparation of NOS** – Details to be attached
 - **Profile of Consultants Executing the Project** – Details to be attached
 - **Spread and Reach** – Details of office / operations across states / regions
 - **Time-lines for Execution of the Project** – Your estimates / preference

PROPOSAL PREPARATION COSTS

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by AMH SSC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. AMH SSC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- This RFP does not commit AMH SSC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- All materials submitted by the bidder become the property of AMH SSC and may be returned completely at its sole discretion.

BIDDERS' INQUIRIES AND AMH SSC'S RESPONSES

- All enquiries / clarifications from the bidders related to this RFP, must be directed in writing exclusively to Dr. Roopak Vasishtha, **CEO, Apparel Made-ups and Home Furnishing Sector Skill Council** at his email ID: ceo@sscamh.com

VENUE AND DEADLINE FOR SUBMISSION

- **Proposals must be received at the address specified below by 1715 hours on 17 December, 2014** by the authorized representative mentioned in the document.
Dr. Roopak Vasishtha
CEO
Apparel Made-Ups & Home Furnishing Sector Skill Council
Apparel House
Sector - 44, Institutional Area
Gurgaon
- Any proposal received by the AMH SSC after the above deadline shall be rejected and returned unopened to the Bidder.
- The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- AMH SSC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- AMH SSC reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments.

GENERAL INSTRUCTIONS

- Consulting Firms / Consortia submitting the proposal must be a legal entity duly incorporated under the law
- Must have a Permanent Account Number (PAN) from Income Tax authorities.
- All the communication to AMH SSC including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.
- The bidders should submit their **proposals in 2 sets** of printed copies and a non-rewritable CD as a single file in PDF format.

The Bid should be submitted in two separate envelopes;

- **Technical Proposal**
- **Financial Bid**
- All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.
- Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly.
- All prices shall be quoted in Indian Rupees (INR).
- Proposals shall remain valid for One Hundred and Twenty (120) days after the date of Proposal submission prescribed by the AMH SSC. A Bidder granting the request will not be required nor permitted to modify its Proposal.
- The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below.
- The outer envelope shall be addressed to –

Dr. Roopak Vasishtha

CEO, Apparel Made-ups & Home Furnishing Sector Skill Council

Apparel House, Sector – 44,
Institutional Area,
Gurgaon-122003,
Haryana

Marked Clearly Proposal for – “Development of National Occupational Standards (NOS) for Job Roles in Apparel Made-ups & Home Furnishing Sector”

- (a) Both inner envelopes shall indicate the name and address of the Bidder.
- (b) The first inner envelope shall contain the technical information with 2 hard copies duly marked “Original” and “Copy” and one soft copy

- (c) The second inner envelope shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”.
- (d) The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Development of NOS for Job Role in Apparel Made-ups & Home Furnishing Sector” (Technical proposal or Financial Bid – as the case maybe)
- (e) The outer envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared “late.” Both inner and outer envelopes shall be addressed to AMH SSC at the address specified above.

The Bidder may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the AMH SSC prior to the deadline prescribed for submission of Proposals.

RIGHTS OF AMH SSC

- At any time, AMH SSC may, for any reason, modify the RFP Document by an amendment.
- The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- In order to accord prospective Bidders reasonable time to take the amendment into account in preparing their bids, AMH SSC may, at its discretion, extend the last date for the receipt of Bids.
- The bidders are allowed to resubmit their bid- if required, after such amendments.
- If AMH SSC deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP.
- AMH SSC may, at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- AMH SSC may terminate the RFP process at any time without assigning any reason. AMH SSC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- AMH SSC reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for AMH SSC’s action

PAYMENT TERMS AND CONDITIONS

1. The contract(s) signed with the successful consultant(s) will be a fixed price contract.
2. In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables.
3. Payments shall be made within 15 days by AMH SSC after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. AMH SSC Advisory Committee on NOS shall certify corresponding milestones agreed and achieved.
4. Payments shall be made in Indian Rupees/ INR.
5. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
6. It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise details of which are as under:

	Presentation of the detailed Plan of Action with schedule & Signing of Contract	5%
	Functional & Occupational Mapping Report & Functional Analysis and Development of Functional Maps for functions / job roles covering 80% of the workforce requirement	10%
	Development of NOS for functions and Job Roles covering 80% of the workforce requirement – Presentation of Interim Report to AMH SSC to seek their advice / views	25%
	Presentation of the final report on NOS after taking into consideration the advice / views of AMH SSC and also after extensive consultation with stakeholders to ensure their validation	20%
	Presentation of NOS + QP + Sustainability Plan to maintain relevance of NOS	40%

AWARD OF CONTRACT

- To assist in the examination, evaluation and comparison of Proposals, AMH SSC may at its discretion, ask the Bidder for clarification / seek information on the Proposal.
- Arithmetical errors in the proposal will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.
- Review Meeting with AMH SSC will be held within 2 Weeks of Start of the Project and every two weeks in the following weeks or as and when required.
- The decision of the AMH SSC Advisory Committee on NOS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- AMH SSC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.
- The Contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines.
- The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.
- All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually decided by the selected bidder and HSSC while signing the contract
- Within 3 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Purchaser.
- The AMH SSC reserves the right to:
 - Reject any or all proposals received
 - Enter into negotiations with one or more applicant on any aspects of the proposal
 - Accept any proposal in whole or in part
 - Award or negotiate one or more consultancy agreements
 - Verify any or all information provided in the proposal
- The contract to be entered into will be finalised mutually between selected vendor and AMH SSC and will contain standard terms and conditions. If, in the opinion of the AMH SSC, it appears that a contract will not be finalized with the selected vendor within three (5) days, negotiations with other vendors submitting responsive proposals may be undertaken.
- Final Report will be validated by the AMH SSC National Committee on NOS & Governing Council of AMH SSC



Proposal Submission Letter

(RFP for Developing National Occupational Standards for Select Job Roles in the Apparel Made-ups & Home Furnishing Sector)

(to be on Proposer's letterhead)

To:

Dr. Roopak Vasishtha
CEO, Apparel Made-ups & Home Furnishing Sector Skill Council
Apparel House, Sector – 44,
Institutional Area,
Gurgaon-122003

Dear Sir,

We, the undersigned, as Proposer, having examined the complete RFP document do hereby offer to **Develop National Occupational Standards for selected Job Roles in the Apparel Made-ups & Home Furnishing sector by AMH SSC** in full conformity of your requirements as elaborated in RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorised Signatory)

In the capacity of _____

Duly authorized to sign the proposal for and on behalf of Principal Proposer.



Letter for Submission of Technical Bid

(to be on Proposer's letterhead)

To:

Dr. Roopak Vasishtha
CEO, Apparel Made-ups & Home Furnishing Sector Skill Council
Apparel House, Sector – 44,
Institutional Area,
Gurgaon-122003

Dear Sir

Sub: Your RFP for “Developing National Occupational Standards for Select Job Roles in the Apparel Made-ups & Home Furnishing Sector”

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer. We also hereunder submit the required information:

- **A Descriptive Note on the Project & Deliverables**
- **Approach Paper with details on methodology**
- **Details of Prior Experience with regard to Preparation of NOS**
- **Profile of Consultants Executing the Project**
- **Company Profile, including date of establishment**
- **Nature of Business**
- **Turnover and Profits of last 3 years**
- **Details of office / operations across states / regions**

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the AMH SSC reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the AMH SSC may consider appropriate. We understand that AMH SSC is not bound to accept the offer and that AMH SSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Signatory of Proposer
(Name & Designation, seal of the firm)



Letter for Submission of Financial Bid

(to be on Proposer's letterhead)

Date

To:

Dr. Roopak Vasishtha
CEO, Apparel Made-ups & Home Furnishing Sector Skill Council
Apparel House, Sector – 44,
Institutional Area,
Gurgaon-122003

Dear Sir,

Sub: Your RFP for “Developing National Occupational Standards for Select Job Roles in the Apparel Made-ups & Home Furnishing Sector”

Having examined and understood the proposal Documents and terms and conditions, the undersigned, offer to **“Developing National Occupational Standards for Select Job Roles in the Apparel Made-ups & Home Furnishing Sector”** in conformity with the said proposal documents for the sum of(Rs.)

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer.

Schedule of prices (Financial Bid)