

## Apparel, Made-ups & Home Furnishing Sector Skill Council (AMHSSC)

Expression of Interest (EOI) for Empanelment of Assessment Agency (AA) as per NCVET Guidelines with Apparel, Made-ups & Home Furnishing Sector Skill Council (AMHSSC)

**EOI Release date: 24<sup>th</sup> February, 2025**

RFP Number: RFP/AA/01/2024-25

|   |                                      |
|---|--------------------------------------|
| <b>Last date for submission of Application</b>                  | 28 <sup>th</sup> February, 2025      |
| <b>Result declaration on AMHSSC Website</b>                     | Would be finalized post presentation |
| <b>Agreement signing**</b>                                      | Subject to Selection                 |
| <b>*Date as per availability of all members in the panel</b>    |                                      |
| <b>**Empanelment will be subject to NCVET/AMHSSC Guidelines</b> |                                      |

RFP Link: [www.sscamh.com](http://www.sscamh.com)

**Email for Applications -**

[Ujjal.kar@sscamh.com](mailto:Ujjal.kar@sscamh.com) , [karishma.malhotra@sscamh.com](mailto:karishma.malhotra@sscamh.com)

Details of the Person for clarification of queries: Mr. Ujjal Kar Contact No. – 7835027709

Ms. Karishma Malhotra Contact No. - 7835027702

## General Instructions

1. The duly filled Pre-screening application form must be furnished by the interested Assessment Agencies through email. An Assessment Agency can send the filled-in form complete in all respects to the following email id: To: [ujjal.kar@sscamh.com](mailto:ujjal.kar@sscamh.com) cc: [Karishma.malhotra@sscamh.com](mailto:Karishma.malhotra@sscamh.com)
2. Application Form is provided in the annexure. Any modification done in the form would result in rejection of the application. Filled-in Forms, complete in all respects, in the provided format and mailed at IDs as above with the indicated subject and send the hard copy to the AMHSSC office will only be accepted.
3. AAs need to fill up all annexures in the EOI documents.
4. Copy of Application Form could be downloaded from the website of AMHSSC. AMHSSC reserves the right to effect revision/s in the form. Changes, if any, will be notified on its website([www.sscamh.com](http://www.sscamh.com)).
5. All the columns should be filled in. If any column is not considered relevant, then kindly write  
i. NOT APPLICABLE.
6. AMHSSC reserves the right to withdraw/ modified this process, and/ or cancel any application at any stage without any reason.
7. Kindly note that AMHSSC reserves the rights to periodically audit overall assessment process, documentation, and any other work that the assessment agency has been assigned by AMHSSC. For this all AAs are required to maintain proper records of all the assessment related activities carried out by respective AA.
8. Post selection the MoU signing shall be held after the deposit of an amount of Rs. 50,000/- as the affiliation fee.

## Eligibility Criteria for Selection of AAs

This criteria for Accreditation of Assessment Agencies is based on the following:

- Assessment agency must be affiliated with NCVET and having a validity of 1 year & above at the time of application (**Attach MoU/Agreement**) and should follow all NCVET guidelines.
- Assessment Agency should not be a Training Provider to safeguard against “conflict of interest”. The AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.
- Any Ex-employees / Friends / Relatives of existing or ex-employees of AMHSSC either solely, in partnership or consortium will not be eligible for applying for accreditation
- Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
- AMHSSC Specific Requirements:
  - (i) Question bank review capacity
  - (ii) Subject Matter expert in Apparel Sector
  - (iii) Assessor identification/retention/retirement process
  - (iv) Availability of certified assessors on approved QPs
  - (v) Proctors’ management process
  - (vi) On ground implementation ability
  - (vii) Overall co-ordination of the assessment activity; and
  - (viii) Evidence based monitoring of Assessments
- The AA should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
- AA must have/develop question banks for the defined AMHSSC job roles.
- AA should have the ability to maintain assessment process records and details pertaining to candidates registered, attendance, assessed, passed, TC details, assessors, photographs, videos etc, and shall preserve all the records for at least 7 years. AMHSSC should be given access to all the above mentioned documents at any point of time.

## Affiliation Process of AAs

Three stage process for Affiliation of an AA will be followed:

Stage 1: Application

Stage 2: Affiliation & orientation

### Stage 1: Application

- Prospective AA will submit the application in prescribed formats.
- AMHSSC reserves the right to select/reject the AA on merit.

### Stage 2: Affiliation & Orientation

- Selected AA will be notified by AMHSSC for signing the agreement.
- The Affiliation will be valid for 2 years or till validity of NCVET affiliation, whichever is earlier.
- Post expiry of affiliation from NCVET the AA shall be eligible only via fresh RFP by AMHSSC after 2 years.

### 2. Detail of AA to be shared with AMHSSC

| S. No. | Parameter   | Details to be Provided | Remarks                             |
|--------|---|------------------------|-------------------------------------|
| 1      | Details of Affiliation/empanelment with AMHSSC  |                        |                                     |
| 1.1    | Total assessment conducted  |                        | Supporting documents to be attached |
| 1.2    | Total No. of certified Assessors  |                        |                                     |
| 1.3    | Nos. of Subject Matter Expert   |                        |                                     |
| 1.4    | Nos. of state where AMHSSC certified local Assessors are available & their State/Job Role wise availability |                        |                                     |

| S.No. | Parameter   | Year Wise |         |         |         | Remarks                             |
|-------|---|-----------|---------|---------|---------|-------------------------------------|
| 2     | Details of Affiliation with Domain SSC  | 2023-24   | 2022-23 | 2021-22 | 2020-21 |                                     |
| 2.1   | No of Sector Skill Council (SSC), AA is affiliated & their names                            |           |         |         |         | Supporting documents to be attached |
| 2.2   | Total assessment conducted- SSC wise  |           |         |         |         |                                     |
| 2.3   | Total nos. of Assessors   |           |         |         |         |                                     |
| 2.4   | No. of Job roles with other SSCs where certified assessors are available                    |           |         |         |         |                                     |
| 2.5   | Nos. of state where ToA certified local Assessors are available. Please share name of state |           |         |         |         |                                     |

| 3   | Other Parameters  |   |                                 |                                 | AA's response                       |
|-----|---|---|---------------------------------|---------------------------------|-------------------------------------|
| 3.1 | Mode of Assessment Platform-Digital & Offline                     | Remote Online                                 | Online in Centre based          | Offline on tablets-centre based | Supporting documents to be attached |
| 3.2 | Monitoring Mechanism Platform for ongoing Assessment              | Real time Video- Audio Monitoring & Recording | Standalone Video- Audio Records | Visits by Proctors              |                                     |
| 3.3 | Ability to carry out assessment in Vernacular (Regional Language) |   |                                 |                                 |                                     |
| 3.4 | Nos. of Team members & Details of their positions on roles of AA  |   |                                 |                                 |                                     |
| 3.5 | Any other USP   |   |                                 |                                 |                                     |

## Covering Letter

Date: \_\_\_\_\_

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
Chief Executive Officer  
Apparel, Made-Ups & Home  
Furnishing Sector Skill  
Council  
Flat No. A-312 to A-323, 3rd  
Floor, Somdatt Chamber-1  
Bhikaji Cama Place, Africa  
Avenue, New Delhi-110066

**Subject: Empanelment of Assessment Agency with AMHSSC**

We are NCVET approved Assessment Agency with necessary experience and expertise in the Apparel Sector and hereby apply for the empanelment with AMHSSC.

We desire to apply for the empanelment for the below mentioned geographical space as approved by NCVET: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Person Name & Designation:

Phone No:

E- mail:

## Application Form

1. Name of the Assessment Agency: .....
2. Address (Registered Office): .....  
.....
3. Address (complete Communication address with pin no.):.....  
.....
4. Year of Incorporation..... Registration ID (MCA Registration No.) :.....
5. Legal Status of Organization (please tick only one)
  - Public/Private/Government
  - Company/Partnership/Proprietorship/Registered Society
  - Research/Academic Institute/Industry Association
  - Others (please specify) .....
6. Email Id 1. .... 2.....
7. Website.....
8. Head of the Organization.....
9. Please provide the Organization structure of the Assessment Body showing roles and responsibilities of different persons/groups/committee/associates having significant contribution towards assessment of the concerned trades/skills (Please attach organogram and other details).
10. PAN of the company.....
11. GST Number of Company.....
12. No of branches/offices and locations.....
13. Total number of employees on its rolls permanent as well as contractual.....
14. Capacity to design and develop the Assessment Blueprint
  - Yes
  - No

**(If yes, please attach the Assessment Blueprint)**





# Please note that it is requested to submit original signed and stamped certificate from each of the top 5 SSCs /AB with details of assessment numbers mentioned in it. Wrong declaration of any kind would lead to termination of contract at any point of time

Note: Kindly insert additional row to indicate the affiliation with more than 5 SSCs / AB

17. Do you have a process to select and empanel the Assessors?

- Yes
- No

**(If yes, please elaborate in a separate document and enclose evidence including the sample contract with Assessors)**

18. Do you have any defined process for assessment monitoring and report sharing in place?

- Yes
- No

**(If yes, please enclose supporting document)**

19. Facility to safely store the assessment records as per prevailing GOI-MSDE- NCVET guidelines from time to time?

- Yes
- No

20. Does AA have a Grievance redressal mechanism?

- Yes
- No

**(If yes, please enclose supporting document)**

22. Does AA have a minimum work allocation/ engagement policy for certified assessors?

- Yes
- No

**(If yes, please enclose supporting document)**

23. Does AA have certified assessors' Blacklist/ retention/retirement process?

- Yes
- No

**(If yes, please enclose supporting document)**

24. Does AA have grievance (TP/SSC/ Assessors) storage, retention and retrieve process?

- Yes

- No

**(If yes, please enclose supporting document & methodology of the same)**

**Part B: Legal status and infrastructure requirements (The organization must submit the following documents along with application)**

| <b>Name of document</b>  | <b>Nature of document</b> | <b>Submitted (Yes/No)</b> |
|--|---------------------------|---------------------------|
| Certificate of Registration and/or Article of Incorporation  | Mandatory                 |                           |
| Society/ Trust Deed Agreement of NGO<br>Registration Certificate issued by respective state  | Mandatory (for NGOs)      |                           |
| <b>Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details &amp; any other statutory requirement under Gov/State Government</b> | Mandatory                 |                           |
| Address proof of office  | Mandatory                 |                           |
| MSME Registration Certificate<br>Lower Deduction Certificate   | If available<br>If Any    |                           |

**Part C: Financial viability:**

The organization must submit the following documents:

| <b>Name of document</b>   | <b>Nature of document</b> | <b>Submitted (Yes/No)</b> |
|---|---------------------------|---------------------------|
| Annual Report and Audited financial statements of the entity, duly certified by the Chartered Accountant and filed with the Income Tax Authorities for preceding 3 financial years from the date of application along with audit report | Mandatory                 |                           |
| Income tax returns for preceding 3 financial years of the entity preceding 3 financial years from the date of Application   |                           |                           |
| ISO certificate / Rating report   | Optional                  |                           |

**Part D: Senior Management Details (Includes Board members and Head of the organization)**

| <b>Name</b> | <b>Title/ Designation</b> | <b>Phone and Email Id</b> | <b>Address</b> |
|-------------|---------------------------|---------------------------|----------------|
|             |                           |                           |                |
|             |                           |                           |                |
|             |                           |                           |                |
|             |                           |                           |                |

- Copy of Organogram Engagement letter of Head of the Organization delineating roles & responsibilities, tenure
- Copy of electricity/ telephone bill mentioning residential address of the Head of the Organization

**Part E: Organization's prior experience in conducting apparel assessments**

(Attach Work Orders executed in last 4 years)

| S no | Scheme Name | Assessment conducted in last 4 years ( 2020 till date)<br>in ascending order |
|------|-------------|--|
|      |             |  |

**Part F: Details of assessment Operation staff ( employees)**

**I. Details of Staff**

| S.No. | Name of Staff | Date of joining<br>(DD/MM/YY) | Location |
|-------|---------------|-------------------------------|----------|
|       |               |                               |          |
|       |               |                               |          |
|       |               |                               |          |
|       |               |                               |          |
|       |               |                               |          |

**List of Enclosures- (Signed and Stamped by Authorized signatory)**

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blue print Design
- Question Banks in multilingual and undertaking in case of non-availability of the same and timeline of submission.
- Photocopy of Existing Recognition, certification or empanelment
- Number of branches/offices and locations
- Data management system and processes as per point 5 of Evaluation Matrix
- Photocopy of the PAN/TAN card, MSME certificate, Lower Deduction Certificate (if any) and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Audited Balance Sheet and Income Tax Return of Last Three Years
- Prevailing Contract letters / MOU with the Assessors
- Copy of NCVET MoU/LOI
- The firm/organization should not be under a declaration of ineligibility for corrupt and fraudulent practice issued by any government or public sector undertaking (PSU) in India.

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in disqualification of candidature of accreditation from AMHSSC for Assessment Agency. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize AMHSSC official or persons/entity authorized by AMHSSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by AMHSSC or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date

**Self – Declaration by the head of the Assessment Agency**

| S.NO. | Current Business Status  | Commitment (delete not applicable) | If yes, please furnish full Details             | Remarks (A separate sheet may be attached, if required) |
|-------|--|------------------------------------|---|---|
| 1     | Are you a Training Partner in the skill eco system?  | Yes/No                             |   |   |
| 2     | Do you have any linkages with any other Organization in the assessment domain?                                     | Yes/No                             |   |   |
| 3     | Have you ever been engaged in assessment operations in past or present with a different entity?                    | Yes/No                             |   |   |
| 4     | Do you have the capacity to develop question Banks in multiple language  | Yes/No                             |   |   |
| 5     | Do you have necessary financial resources for the operation of skills assessment including associated liabilities? | Yes/No                             |   |   |
| 6     | Do you have a website of your own?   | Yes/No                             |   |   |
| 7     | Have you ever been banned/suspended for the services offered by you  | Yes/No                             |   |   |
| 8     | How many of your Assessors are undertaking multiple sector assessments?  | Yes/No                             | On payroll _____<br>On Long-term Contract _____ | Please give total numbers                               |



### Overall Evaluation Matrix for Assessment Agencies for Empanelment with AMHSSC

| Name of AA |   |              |  | Evaluation Matrix for AAs   |                                       |                      | Time:       | Date:   |
|------------|---|--------------|--|---|---------------------------------------|----------------------|-------------|---------|
| S. No      | Parameter   | Ma x Poi nts | Criteria                                   | Weightage Points (these may be modified based on the specific requirement of the SSC) |                                       |                      | Weighttag e | Remarks |
| 1          | Overall Experience  | 15           | Number of Years in assessment              | More than 8 Years   | 5 to 8 Years                          | Upto 5 Years         |             |         |
|            |   |              |  | 15  | 10                                    | 7                    |             |         |
| 2          | Experience in Apparel Job Roles   | 10           | Number of job roles assessed               | 12 or more job roles  | 8 or more job roles                   | 1-8 job roles        |             |         |
|            |   |              |  | 10  | 8                                     | 6                    |             |         |
| 3          | Count of Candidates Assessed in Apparel   | 10           | In last 3 years                            | More than 50000   | 10000 to 50000                        | Upto 10,000          |             |         |
|            |   |              |  | 10  | 8                                     | 5                    |             |         |
| 4          | Assessment Methodology  | 10           | Will be determined by evaluation committee | Subjective score based on rigorous and innovation of approach and methodology         |                                       |                      |             |         |
| 5          | Affiliation with Govt. Organization (Gol or State Skill Missions)               | 10           | Affiliated with minimum 2 organization     | More than 5 Organizations   | 3 to 5 Organizations                  | 1 to 2 Organizations |             |         |
|            |   |              |  | 10  | 5                                     | 2                    |             |         |
| 6          | Geographic and Vernacular Reach   | 10           | Minimum presence in 3 States/UT            | More than 10 States   | 5 to 10 States                        | Upto 5 States        |             |         |
|            |   |              |  | 10  | 7                                     | 5                    |             |         |
| 7          | No of Offices   | 10           | Minimum Office                             | Offices in More than 3 states   | offices in 1 - 3 states               | 1 office             |             |         |
|            |   |              |  | 5   | 2                                     | 1                    |             |         |
| 8          | Affiliated with other SSC   | 10           | Minimum affiliation with 2 SSCs            | More than 15 SSCs   | 5 or 15 SSCs                          | 5 SSCs               |             |         |
|            |   |              |  | 10  | 5                                     | 3                    |             |         |
| 9          | Mode of assessment -Tablets/Pen and Paper                                       | 10           | Assessment Modes                           | Remote Online   | Center-based Digital (Online/Offline) | Non-Digital          |             |         |
|            |   |              |  | 10  | 9                                     | 6                    |             |         |
| 10         | Monitoring Mechanism of assessments   | 10           | Continuous Monitoring of the Assessment    | Real time Online Video-Audio Monitoring & Recording                                   | Standalone Video-Audio Records        | Visits by Proctors   |             |         |
|            |   |              |  | 10  | 5                                     | 3                    |             |         |
| 11         | Number of Subject Matter Experts (designers and reviewers) on company's payroll | 10           | Based on evaluation of CVs                 | More than 5 Experts   | 3 to 5 Experts                        | Upto 2 Experts       |             |         |
|            |   |              |  | 10  | 8                                     | 5                    |             |         |
| 12         | Number of Assessors on payroll  | 10           | No. of Assessors                           | More than 10 Assessors  | 5 to 10 Assessors                     | Upto 5 Assessors     |             |         |
|            |   |              |  | 10  | 5                                     | 2                    |             |         |
| 13         | Number of full time Employee including full time assessors                      | 10           | No. of full time employee                  | More than 50 Employees  | 20 to 50 Employees                    | Upto 20 Employees    |             |         |

|    |  |     |  |                      |  |                              |  |  |
|----|--|-----|--|----------------------|--|------------------------------|--|--|
|    |  |     |  | 10                   | 7  | 3                            |  |  |
| 14 | Valid ISO Certification                            | 5   | Continuous Years in service with ISO Certification                       |                      | 3 to 5 Years   | Upto 3 Years                 |  |  |
|    |  |     |  |                      | 5  | 2                            |  |  |
| 15 | Number of freelance assessors as on date           | 10  | Multiple language support is required for delivering assessments         | 15- 20               | 10-15  | Upto 10                      |  |  |
|    |  |     |  | 10                   | 7  | 5                            |  |  |
| 16 | Platform Capability – compatibility across devices | 10  | Flexibility to conduct assessments across different devices              |                      |  |                              |  |  |
| 17 | Design capability – creation of test projects      | 5   | Expertise to create and maintain question banks and test projects        | Objective evaluation |  |                              |  |  |
| 18 | Data analysis and Reporting – reporting parameters | 5   | Reporting and analyses prowess of the AA, including real time dash board | Real-time dashboard  | Complex post assessment report and monthly/qu arterly analyses | Basic post assessment report |  |  |
|    | Grand Total  | 170 |  |                      |  |                              |  |  |
|    |  |     |  |                      |  |                              |  |  |
|    | Name   |     |  |                      |  | Signature                    |  |  |
|    |  |     |  |                      |  |                              |  |  |
|    | Name   |     |  |                      |  | Signature                    |  |  |