

**Request for Proposal (RFP)**

**Review of QPs in  
Apparel Made-ups & Home Furnishing Sector**

**Reference # AMHSSC/RFP/RQP/01**

**Issued by:**

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

**A 312-323, 3rd Floor, Som Datt Chamber-1  
Bhicaji Cama Place  
New Delhi-110066**

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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:

- o Develop a skills repository for the Apparel, Made-ups and Home Furnishings value chain.
- o 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.
- o 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.
- o Quality Assurance - Develop and promote a standardized, output oriented and quality assured affiliation and accreditation process and demonstrate sustainable business value through it.
- o Focus on continuous improvisation of the training delivery value chain, i.e. training process, training content, trainers, curriculum design, industry endorsement for certification etc.
- o 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.
- o Integration of Technology in Training.
- o Development of a sector skill development plan and maintain skill inventory.
- o Promotion of Resource Support Agency (academies of excellence).
- o 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 for the following work :

- 1 Review of contents ( Participant Manual , Trainer Manual including Training Delivery Plan, Presentation Slides) for the following QPs;

SNO.	QP Name	QP Code
1	Fabric Checker	AMH/Q0101
2	In Line Checker	AMH/Q0102
3	Layer man	AMH/Q0201
4	Measurement Checker	AMH/Q0103
5	Pressman	AMH/Q0401
6	Sewing Machine Operator	AMH/Q0301
7	Embroidery Machine Operator (Zig Zag machine)	AMH/Q0801
8	Export Assistant	AMH/Q1601
9	Framer - Computerized Embroidery Machine	AMH/Q1301
10	Garment Cutter (CAM)	AMH/Q1501
11	Hand Embroiderer	AMH/Q1001
12	Quality Assessor	AMH/Q1701
13	Sampling Tailor	AMH/Q0701
14	Advance Pattern Maker (CAD/CAM)	AMH/Q1101
15	Fashion Designer	AMH/Q1201
16	QC Executive – Sewing Line	AMH/Q1401
17	Merchandiser	AMH/Q0901
18	Factory Compliance Auditor	AMH/Q2201
19	Export Executive	AMH/Q1602
20	Export Manager	AMH/Q1603
21	Industrial Engineer (Ie) Executive	AMH/Q2001
22	Machine Maintenance Mechanic: Sewing Machine	AMH/Q1901
23	Specialized Sewing Machine Operator	AMH/Q2301
24	Production Supervisor- Sewing	AMH/Q2101
25	Sampling Coordinator	AMH/Q1801
26	Pattern Master	AMH/Q1105
27	Assistant Fashion Designer	AMH/Q1210

28	Hand Embroiderer (Addawala)	AMH/Q1010
29	Washing Machine Operator	AMH/Q1810
30	Record Keeper	AMH/Q1920
31	Self Employed tailor	AMH/Q1947
32	Merchandiser - Made-ups & Home Furnishing	AMH/Q0911
33	Cutting Supervisor	AMH/Q0610
34	Online Sample Designer	AMH/Q1215
35	Boutique Manager	AMH/Q1910
36	Store Keeper	AMH/Q0501
37	Sourcing Manager	AMH/Q0920
38	Finisher	AMH/Q2255
39	Fabric Cutter - Apparel, Made Ups & Home Furnishing	AMH/Q1510
40	Processing Supervisor - Dyeing and Printing	AMH/Q0615
41	Assistant Designer- Home Furnishing	AMH/Q1220
42	Assistant Designer- Made ups	AMH/Q1230
43	Line Supervisor Stitching	AMH/Q0601
44	Packer	AMH/Q1407
45	Sewing Machine Operator- Knits	AMH/Q0305

The above QPs were developed from 2014 to 2017. Since then a lot of changes have come in the overall manufacturing and other scenarios and in order to keep the skilling activities in the Apparel sector absolutely in synch with the latest developments, these QPs need to be reviewed and validated by the industry.

## 2. Other Clauses:

- (1) The Content needs to be Reviewed within a period of 45 days from the issuance of Work Order.
- (2) The work would be treated as completed after the approval of NSDC/NCVET, and other required regulatory bodies .
- (5) The work done should be plagiarism free.
- (6) Industry Endorsements should be taken from small, medium and large enterprises. The number of industries covered should be 10 each.

## 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

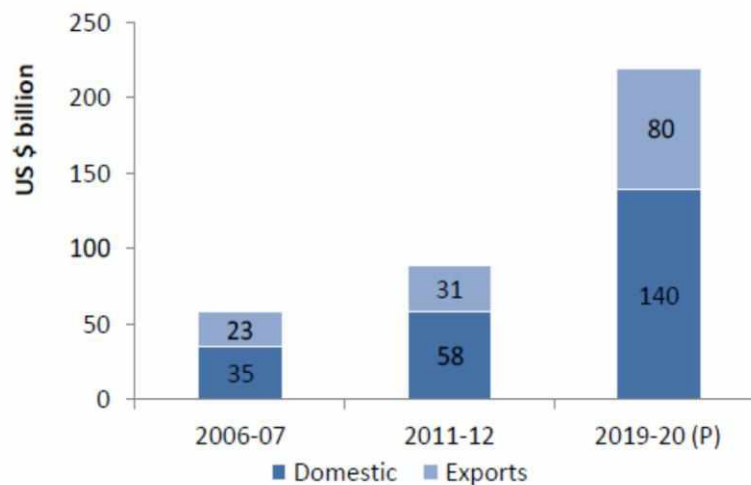
2011-12. The sector contributes to about 6% of the US\$ 1.7 trillion Indian economy. It also provides

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 fibers 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 IMA CS Analysis

## PROJECT SCOPE & BRIEF

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

### A. Review of the content of various jobroles as per the Qualification Packs

- Review of content ( Participant Manual , Trainer Manual including Training Delivery Plan, Presentation Slides).
- The review should cover all the aspects of the Qualification Packs .
- The content should be reviewed as per the latest industry study, its requirement and process of work with respect to the desired jobrole.
- The language used in the content should be understandable by common masses.
- The content made should be plagiarism free.
- Industry Endorsements should be taken from small, medium and large enterprises in Apparel sector. The number of industries covered should be 10 each.
- These reviewed QPs would also need to be placed before NSDC, NSDA/NCVET for approval. The agency which will review the QPs will also help AMH SSC in presentation of these reviewed QPs before all the above-mentioned authorities.

## 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	7 <sup>th</sup> Sept, 2020
Last date of submission of Proposals	17 <sup>th</sup> Sept, 2020
Opening of Bids / Award of Contract by AMH SSC	21 <sup>st</sup> Sept, 2020
Commencement of implementation of project	25 <sup>th</sup> Sept, 2020

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

## PROJECT DELIVERABLES & TIMELINES

S. No.	Activity	Timeline
1	<b>Commencement of Implementation of Project</b>	<b>25<sup>th</sup> Sept, 2020</b>
2	<b>Presentation of Interim Report</b>	<b>10<sup>th</sup> Nov, 2020</b>
3	<b>Presentation of the final report</b> after taking into consideration the advice / views of AMH SSC and also after extensive consultation with stakeholders to ensure their validation	<b>20<sup>th</sup> Nov, 2020</b>



## PROPOSAL OPENING AND EVALUATION CRITERIA

AMH SSC has constituted a National Committee 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 the subject.

### Submission of Bid

The Bidder shall indicate the details regarding their past experience and profile in the field and 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)
Costing is inclusive of following tasks <ul style="list-style-type: none"> <li>- Review of contents ( Participant Manual , Trainer Manual including Training Delivery Plan, Presentation Slides) for the mentioned QPs</li> </ul>	

**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 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**

☐ **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:
  - o Referring to the research studies which have already been conducted in training so as to have an overall understanding of the content creation/review as per industry requirement and Qualification packs
  - o Industry Survey to determine the understanding of work process of various departments and the jobroles under that
  - o Discussions with Industry stakeholders to review the content and for getting it endorsed.
  - o Referring to technical study and study material created in the respective industry
  - o Review the content with following characteristics:
    - i. Clear, concise, readable unambiguous language with pictures for better understanding
    - ii. Flexible to accommodate changes in future
    - iii. The content should be plagiarism free
    - iv. The content should be as per the Qualification Packs and the industry need and process

☐ **Prior Experience with regard to development/review of the content** – 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 Ms Smritee Dwivedi, **Director-Operations, Apparel Made-ups and Home Furnishing Sector Skill Council** at email ID: [dop@sscammh.com](mailto:dop@sscammh.com)

## VENUE AND DEADLINE FOR SUBMISSION

- ❑ **Proposals must be received at the address specified below before 04.00 pm on 17<sup>th</sup> Sept, 2020**  
by the authorized representative mentioned in the document.  
**Ms Smritee Dwivedi**  
**Director-Operations**  
**Apparel Made-Ups & Home Furnishing Sector Skill Council**  
**A 312-323, 3rd Floor, Som Datt Chamber-1**  
**Bhicaji Cama Place**  
**New Delhi-110066**
- ❑ 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.
- ☐ All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the bidder.
- ☐ 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 envelope, as detailed below and shall address to –

**Ms Smritee Dwivedi**  
**Director-Operations**  
**Apparel Made-Ups & Home Furnishing Sector Skill Council**  
**A 312-323, 3rd Floor, Som Datt Chamber-1**  
**Bhicaji Cama Place**  
**New Delhi-110066**

### **Marked Clearly Proposal for – ‘Review of QPs’ in Apparel Made-ups & Home Furnishing Sector**

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 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:

	<b>Presentation of the detailed Plan of Action with schedule &amp; Signing of Contract</b>	5%
	<b>Presentation of Interim Report to AMH SSC to seek their advice / views</b>	45%
	<b>Presentation of the final report</b>	50%

## 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 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 5 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:
  - o Reject any or all proposals received
  - o Enter into negotiations with one or more applicant on any aspects of the proposal
  - o Accept any proposal in whole or in part
  - o Award or negotiate one or more consultancy agreements
  - o 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.

**Letter for Submission of Bid**

(to be on Proposer's letterhead)

To:

**Ms Smritee Dwivedi  
Director-Operations  
Apparel Made-Ups & Home Furnishing Sector Skill Council  
A 312-323, 3rd Floor, Som Datt Chamber-1  
Bhicaji Cama Place  
New Delhi-110066**

Dear Sir

**Sub: Your RFP for "Review of QPs 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 conducting similar studies**
- ❑ **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.

Having examined and understood the proposal Documents and terms and conditions, the undersigned, offer to **your RFP for "Review of QPs 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.

Yours faithfully,

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