

**Quotations invited for an appointment of Chartered Accountants Firm/Management Consulting firm for Development SOPs.**

***Notice Release Date: 13<sup>th</sup> August, 2025***

**RFP Number: RFP/MCF/02/2025-26**

**Greetings from the Apparel Made-Ups & Home Furnishing Sector Skill Council.**

The AMHSSC invites quotes/proposal from Chartered Accountants /Management consulting firms having experience in **development of Standard Operating Procedures (SOPs) across all the departments**. We would like to invite firms to submit a proposal outlining your approach, relevant experience, timelines, and commercial terms for providing these services.

**Important Date & time for submission of Quotes/Proposals:**

S.No.	Information	Details
1	Notice release date	13th August, 2025
2	Last date (deadline) for submission of Proposal/Quotes	25 <sup>th</sup> August, 2025
3	Bid Validity Period	30 days from the Last date(deadline) for submission of proposals.
4	Contact person for queries	Ms. Nikita Dhariwal-Finance Manager
5	Addressee and address at which proposal in response to RFP notice is to be submitted	Apparel Made-Ups and Home Furnishing Sector Skill Council Flat No. A-312 to A-323, Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue, New Delhi-110066  Tel:+91-11-40160646 Email:nikita.dhariwal@sscammh.com

## **ABOUT AMHSSC**

The Government of India has constituted Prime Minister's ambitious skill development programme under the leadership of the National Skill Development Corporation. The NSDC mandates skill formation to develop the workforce with enhanced skill through structured programme and assessment.

Owing to the presence of widespread training centers, participated by both public and private entities, determining the quality of training rendered at different training centers is crucial to the success of skill development programme and, thus, skill assessment is essential part of skill development.

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 as Awarding Body by NCVET for evolving assessing proficiencies of skills of trainees for the Apparel, Made-ups and Home Furnishing Sectors for their respective subject areas. The assessment is defined as a structured process in which evidence of performance is gathered and evaluated against approved QPs/NOSs, as approved by the NSDC.

### **Instructions for application:**

The last date of receipt of quotes in a sealed envelope would be on or before 25<sup>th</sup> Aug, 2025 up to 3.00 pm addressed to the Finance Manager, Apparel Made-Ups and Home Furnishing Sector Skill Council, Flat No. A-312 to A-323, Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Alternatively, the sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time.

The agency will ensure that it is received at AMH SSC before the due date & time. The quotes/offers/bids received after the due date and time will not be entertained. The quotes/offers received through e-mail would not be considered.

The quotes should be in a sealed envelope subscribed as "Proposal/Quotes for Appointment of Chartered Accountant firm/Management consulting firms".

**The firm qualifying the eligibility criteria shall submit the quote, as follows: -**

- Copy of the Balance sheet and profit and loss account showing annual financial turnover during the previous financial years.
- Copies of the work orders/PO/Agreements evidencing that the agency has experience of developing the SOPs.
- List with qualifications of in-house team.
- Photocopies License /Registration Certificate of the firm/Prop. Signature of the authorized signatory on each page.
- Copy of PAN Card of the firm/proprietor
- Copy of GST/Service Tax registration
- Financial Quotes/bids

**Eligibility Criteria:**

- The Lead CA Firm/ Management Consulting firm should have at least an experience of five (10) years from the date of registration of the firm.
- The Lead CA Firm/ Management Consulting firm should have at least two (2) Chartered Accountants as employee (other than partners/prop) as on the date of tender submission.
- The Lead CA Firm/ Management Consulting firm should have office in NCR of Delhi.
- Proven track record of drafting SOPs for organizations across various departments.
- Ability to prepare SOPs in clear, actionable, and standardized formats including flowcharts.

**Documents Required:**

- The Lead CA Firm/ Management Consulting firm shall compulsorily submit the following documents as proof to their eligibility being fulfilled which should be duly certified by partners/prop of the firm.
- Certified copy of registration certificate of the firm is required be submitted.
- Certified copy of relevant documents from ICAI is required to be submitted.
- Certified copy of appointment letters from the client.
- Certified copy of Income Tax Return Acknowledgement of the Firm.
- A copy of GST/ Service Tax Registration No is to be submitted.
- A copy of PAN No allotted by Income Tax Department is to be submitted.

**Standard Deliverable**

- The selected firm will be expected to deliver department-wise SOP documents in a detailed standardized format and summary reports.
- The SOPs should reflect actual processes followed within the organization and incorporate internal controls, roles, and escalation points.
- A master template approved by your organization to ensure uniformity across all SOPs.

- Editable files and a handover/training session must also be provided upon completion.
- Submit draft versions of all SOPs and process maps for internal review by our management team.
- Facilitate feedback workshops or review calls to discuss suggested edits or refinements.
- Finalize SOPs after incorporating feedback from internal stakeholders.
- Compile all SOPs into a well-organized **SOP Manual**, department-wise and process-wise.

#### **Terms & Conditions:**

- The selected agency should not sublet the work in part or full to another agency without specific permission of AMHSSC.
- There will be no escalation in the price during entire contract period. The contract shall be terminated in respect of the followings: -
- If the service of the firm is not found satisfactory,
- In case the firm fails to execute the job as per the terms and conditions of awarded work, the balance / total work will be got executed through other agencies at the agency's risk and cost.
- The decision of the Management, AMHSSC will be final and binding on the Firm and no request will be entertained in any manner.
- The firm must be available to start work within 5 days after issuing a Work Order.
- The firm to designate one individual as the project manager for location wise. The project manager will be the point of contact for all communications including reporting and invoices for this project and will be responsible for oversight of all work activities.
- The firm will be responsible for initiating and completing the necessary contacts and appointments to conduct process walkthroughs and manage the schedule.
- In case of any dispute or difference arising in relation to meaning or interpretation of the award, CEO, AMHSSC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

## Information Sheet

### Particulars of Lead CA Firm/ Management Consulting Firm.

- Name of the Firm:
- Incorporated as.....in year.....at.....
- Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- Registered Office Address
- Name of the Nodal Partner Designation
- Telephone Numbers
- E-mail
- Mobile No
- Registration details with Statutory Bodies: (enclosed attested photocopy of documents)
- GST/Service Tax No
- Income Tax No (PAN)
- Detail of Partners of the Firm
- Detail of Full Time Chartered Accountants in the Firm
- Total Staff Strength of the Firm
- List of Clients where the firm has carried out the above works.
- Any other information Firm would like to furnish.

**Signature with Stamp**

**Date**

**Place**

### Financial Bid

The interested Lead CA firm/ Management Consulting company may quote their Financial Quotes consisting of the quotes amount separately indicating out of pocket expenses and statutory taxes, charges and levies etc. in following format.

SN.	Particulars	Amount (Rs.)
1	Consultancy Fee	
2	Out of Pocket Expenses if any	
3	Any other Charges	
4	GST/Service Tax	
	Total Charges including Tax	
	(Rs        in Word:.....)	

Signature with name and seal of the firm