

Request for Proposal (RFP)

Conducting a Skill Gap Study in Apparel Made-ups & Home Furnishing Sector

Reference # AMHSSC/RFP/SGS/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:

- 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 conducting a ‘Skill Gap Study’ in the Apparel, Made-Ups and Home Furnishing Sector, 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 ‘Skill Gap Study’ in the Apparel, Made-Ups and Home Furnishing Sector, as per the scope given in this RFP document.

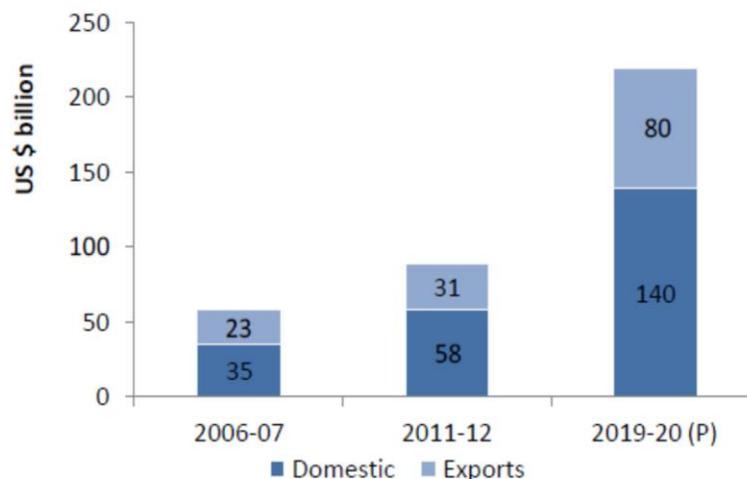
PROJECT SCOPE & BRIEF

- **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 decentralized 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, the Government finds it difficult to connect the demand with supply of manpower and also finds it difficult to plan for supply of manpower due to the lack of credible data related to Skill gaps in the Apparel, made-Ups and Home Furnishing Sector.

The objective of this Project is to conduct a credible Skill Gap Study so as to make available credible and fresh data before the AMH SSC and the Govt of India about the actual Skill Gap in this industry. This data would subsequently be used by the various agencies, whether private or Governmental to plan the supply of adequate skilled manpower in this industry. This study will be used to provide a foundation for standardized 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 :

- o The size and profile of the sector and geographical location of industrial units (state-wise & city-wise) and workforce at various levels.
- o 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 :

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

- B.** To ascertain what would be the expected manpower requirement in this sector, including sub-sectors till 2025
- C.** To conduct the extensive survey from the Apparel, Made-Ups and Home Furnishing sector manufacturers that whether they are willing to pay higher salaries to the formally skilled manpower, as compared to the raw hands they employ and then train.
- D.** Are the manufacturers of this sector aware of the existence of AMH SSC and whether they are aware that lacs of people are trained and certified in this sector by the AMH SSC for the industry?

- E. Are the manufacturers in this sector satisfied with the conventional system of skilling courses being run in the country?
- F. What do the manufacturers of this sector expect from the AMH SSC or the Government of India so that quality and skilled manpower is made available to them
- G. How much are the citizens/youth of the country aware of the Skilling Ecosystem in the country?
- H. What is the scope of mobility of skilled manpower from India across the world and vice versa? What would be the probable Job roles in which masses would like to migrate?

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	28 th Jan, 2020
Last date of submission of Proposals	11 th Feb, 2020
Opening of Bids / Award of Contract by AMH SSC	16 th Feb, 2020
Commencement of implementation of project	19 th Feb, 2020

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

PROJECT DELIVERABLES & TIMELINES

S. No.	Activity	Timeline
1	Commencement of Implementation of Project	19 th Feb, 2020
2	Presentation of Interim Report	24 th March, 2020
3	Presentation of the final report after taking into consideration the advice / views of AMH SSC and also after extensive consultation with stakeholders to ensure their validation	31st March, 2020



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"> • Research, Analysis and Assessment of the Sector / Sub Sector / Occupations / Functions • Occupational Mapping • Functional Analysis • Conducting actual study for skill gaps in the Apparel Made-ups & Home Furnishing sector 	

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**
- **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:
 - o 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.
 - o Industry Survey to determine the emerging demands for various Occupations / Job Roles in Apparel, Made-ups & home-furnishing sector.
 - o Discussions with Industry stakeholders to carry out Occupational Analysis and develop Occupational Maps
 - o Carry out functional analysis to identify all purposeful activities required to perform the function.
 - o Identification of existing study, if any available, and refer to the same for carrying out fresh study.
 - o Referring to studies already in existence in other countries (US, UK, Canada, Australia) so as to ensure benchmarking
 - o Conducting Skill Gap Study 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
- **Prior Experience with regard to conducting of similar studies** – 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 his email ID: dop@sscamh.com

VENUE AND DEADLINE FOR SUBMISSION

- **Proposals must be received at the address specified below before 04.00 pm on 11th Feb, 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 outer and two inner envelopes, as detailed below.

- The outer envelope shall be addressed 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 – ‘ Conducting Skill Gap Study’ 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:

	Presentation of the detailed Plan of Action with schedule & Signing of Contract	5%
	Presentation of the subject organisations from whom the primary data needs to be obtained	20%
	Presentation of Interim Report to AMH SSC to seek their advice / views	25%
	Presentation of the final report	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 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:
 - 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.



Proposal Submission Letter

(RFP for conducting Skill Gap Study in the Apparel Made-ups & Home Furnishing Sector)

(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
Bhicaaji Cama Place
New Delhi-110066**

Dear Sir,

We, the undersigned, as Proposers, having examined the complete RFP document do hereby offer to **Conduct a Skill Gap Study in the Apparel Made-ups & Home Furnishing sector** 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,

(Authorized Signatory)

In the capacity of _____

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



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 "Conducting a Skill Gap Study 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 "Conducting a Skill Gap Study 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)