

Quotations invited for an appointment of Asset Management Consultant for Assets Verification and Tagging

Notice Release Date: 14th August, 2025

RFP Number: RFP/AMC/01/2025-26

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

The AMHSSC invites quotes/proposal from Chartered Accountant firms having experience in conducting Asset Management.

Important Date & time for submission of Quotes/Proposals:

S.No.	Information	Details
1	Notice release date	14th August, 2025
2	Last date (deadline) for submission of Proposal/Quotes	26 th 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@sscamh.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 26th Aug, 2025 up to 3.00pm **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 Asset Management Consultant".

The agency 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 Asset Management.
- 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 should have at least an experience of five (10) years from the date of registration of the firm.
- The Lead CA 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 should have office in Delhi/NCR.
- Experienced consultant familiar with fixed asset inventories, appraisals, and management systems. Recent experience (last five years) completing similar work Excellent communication skills, including but not limited to report preparation and information depiction through maps, charts and graphs.

Documents Required:

- The Lead CA 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 deliverables of Fixed Asset Verification Services (Assets Verification and Tagging):

- Asset Register/Inventory Report: A comprehensive report that includes a detailed list of all verified fixed assets. The report typically includes asset descriptions, serial numbers, location information, and any other relevant data.
- Asset Verification Certificates: Certificates or documentation indicating that the assets have been physically verified and their existence has been confirmed. These certificates provide assurance and can be used for audit purposes.
- Asset Tagging/Labeling: In cases where asset tagging is included as part of the service, you can expect the assets to be affixed with appropriate tags or labels. These tags may contain asset codes, barcodes, QR codes, or other identification information.
- Asset Condition Reports: Detailed reports on the condition of each verified asset. This may include information on any observed damages, defects, or issues discovered during the verification process.

- **Discrepancy Reports:** If any discrepancies or inconsistencies are found between the physical assets and the recorded data, a report highlighting these discrepancies and providing recommendations for resolution may be provided.
- **Maintenance and Repair Recommendations:** Suggestions for maintenance, repairs, or replacements needed for certain assets based on their condition and the findings during the verification process.
- **Documentation of Verification Process:** A summary or documentation outlining the procedures followed during the asset verification, including the methodologies used, sampling techniques (if applicable), and any specific criteria or standards followed.

Following are the location wise Assets:

Head Office: Flat No. A312 to A323, 3rd Floor, Somdutt Chamber-1, Africa Avenue, Bhikaji Cama Place, New Delhi-110066

List of Assets: Annexure-I attached.

Regional Office: No.5, 60 feet road, Kumarananthapuram, Tirupur-641602

List of Assets: Annexure-II attached.

Regional Office: A-74 (Basement and 1st Floor), Sector - 04, Noida, Gautambuddh Nagar, (Uttar Pradesh) - 201301

List of Assets: Annexure-III attached.

Regional Office: PSGR Krishnammal College for Women, S Block, 4th Floor, Peelamedu, Coimbatore - 641 004

List of Assets: Annexure-IV attached.

Regional Office: NEHHDC Campus, Garchuk Pamohi Road, Boragaon, Guwahati, Assam.

List of Assets: Annexure-V attached.

Regional Office: CII SKILL Centre Kandivali, Akurli Cross Rd Number 3, Kandivali, Akurli Industry Estate, Kandivali East, Mumbai, Maharashtra 400101

List of Assets: Annexure-VI attached.

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 Consultant must be available to start work within 5 days after issuing of Work-Order and complete work by 30 days.
- The consultant 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.
- It will be the responsibility of the consultant to conduct and complete the contacts and appointments to conduct the appropriate inventory 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 for an Appointment as Asset Management Consultant of AMHSSC.

- 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 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 for Asset Management	
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

Annex-I	Location of Fixed Assets: Head Office Bhikaji Cama Place New Delhi
S.No	Particulars of Assets
1	20 KVA Online UPS
2	AC Stabilizer
3	Air Conditioners
4	Air Purifier (Phillips)
5	Appale - Iphone
6	Appale Mac Book
7	Battery Rack
8	Bio-Metric Machine
9	Buildings (other than factory buildings) RCC Frame Structure
10	Car Toyota Yaris
11	CCTV Camera for Store
12	Chairs
13	Coffee Machine
14	Coffee Maker
15	Computer & Internet Accessories
16	Computer (WIP Converted)
17	Computer Peripherals
18	Computers
19	EPBAX
20	Exide/Amron Quontas Batteries
21	Firewall and Wi-fi Access Points
22	Godrej Safe
23	Hard Disk
24	Internet Dongle
25	IPAD
26	Iron Racks
27	Laptop
28	Laptop Bag
29	Laptop Bag (Dell)
30	Laptop with Backpack
31	Laptops
32	Luminous Inverter
33	Luminous Inverter 2KVA
34	Luminous Lead Acid Batteries
35	Microwave
36	Mobile
37	Modular Furniture

Annex-I	Location of Fixed Assets: Head Office Bhikaji Cama Place New Delhi
38	Monitor
39	Mouse
40	NAS Device and HDD
41	Office Equipments (WIP Converted)
42	Pb Secure Cam Device
43	Pen Drive (Sanddisk 16 GB)
44	Pendrive
45	Printer
46	Printer (H P)
47	Printers
48	Qh Ts Use/Pack
49	Refrigerator
50	Rennovations of New Office
51	Samsung HD 55 Inch
52	Samsung LED "T.V."
53	Samsung LED 43J
54	Samsung LED 49J
55	Scanner (Cannon Lide)
56	SMF Batteries Exide Make
57	Sofa & Chair
58	SSD Hardisk
59	Tables
60	TATA SAFARI CAR
61	Trolly
62	UPS
63	USB-EXT HDD
64	Vaccum Cleaner
65	Vacuum Cleaner
66	Voltas Water Dispenser (Mini Magic)
67	Walkie Talkie
68	Walkie-Talkie
69	Water Dispensar
70	Water Dispenser
71	WIP
72	WIP (12 Head Emboidary Machine)-Noida
73	WIP (12 Head Emboidary Machine)-Tirupur
74	WIP (Furniture & Fixture)

Annex-II	Location of Fixed Assets: Tirupur
S.No	Particulars of Assets
1	Battery Exide Sm
2	Battery -Exside
3	Bio Matric
4	Chairs
5	Inverter Battery
6	Laptop
7	Lock Stiching Swing Machine
8	Mantra -Adhar Attaindance

Annex-III	Location of Fixed Assest: Noida
S.No	Particulars of Assets
1	Machine for Noida COE
2	SMF Batteries Exide Make

Annex-IV	Location of Assets : Coimbatore
S.No	Particulars of Assets
1	3D SOFTWARE
2	5 HP AIR COMPRESSOR
3	Almirah
4	Audio System
5	BAND KNIFE MACHINE
6	Battery UPS
7	Bench
8	Board
9	CCTV Camera for Store
10	COMPUTER CONTROLLED HIGH SPEED LOCKSTITCH BUTTON SEWING MACHINE
11	COMPUTER CONTROLLED HIGHSPEED LOCKSTITCH BUTTON HOLING MACHINE
12	Computer Sets
13	COMPUTER WORKSTATION SET FOR CAD LAB
14	COMPUTERIZED EMBROIDERY MACHINE WITH ACCESSORIES
15	COMPUTERIZED LOCKSTITCH SEWING MACHINE WITH DOUBLE STEPPING MOTOR AND TOUCH PANEL WITH BIRD NEST PREVENTION DEVICE
16	DIRECT DRIVE DOUBLE NEEDLE LOCKSTITCH SPLIT NEEDLEBAR
17	DIRECT DRIVE FIVE THREAD OVERLOCK SEWING MACHINE
18	DIRECT DRIVE FLATBED INTERLOCK STITCH SEWING MACHINE WITH HEMMING DEVICE
19	DIRECT DRIVE SINGLE NEEDLE LOCKSTITCH MACHINE WITH THREAD TRIMMER
20	END CUTTER
21	FIRE SAFETY EQUIPMENTS
22	FOUR THREAD OVERLOCK SEWING MACHINE WITH DIRECT DRIVE SERVO MOTOR CHAIN CUTTER AND SUCTION DEVICE
23	GEMINI DIGITIZER EXPERT
24	GEMINI NEST EXPERT
25	GEMINI NEST EXPERT 16 CORES
26	GEMINI USB SECURITY DONGLE
27	HOT AIR SEAM SEALING MACHINE
28	Laptops
29	LED "T.V."
30	MANUAL FEED BOILER WITH ONE ELECTRICAL STEAM PRESS
31	Printer
32	Racks
33	ROUND KNIFE CUTTING MACHINE
34	SNAP BUTTON PRESS MACHINE WITH SERVO MOTOR
35	STAIN REMOVER DOUBLE BUCK WITH TWO AIR AND STEAM GUN AND INBUILD 4KW BOILER
36	STRAIGHT KNIFE CUTTING MACHINE
37	Tables
38	THREE NEEDLE FEED-OFF-THE-ARM DOUBLE CHAINSTITCH SEWING MACHINE WITH DOUBLE PULLER
39	ULTRASONIC WELDING MACHINE
40	VACCUM TABLE 5 x 4 WITH THREE PHASE MOTOR
41	VERTICAL INKJET CUTTER PLOTTER

Annex-V	Location of Assets : COE Guwahati
S.No	Particulars of Assets
1	AC-Split
2	Almirah
3	Artisian Sweing Marchne
4	Bench
5	Class Room Chair, Office Table with Chair
6	Electrical Steam Press
7	Interlock Sweing Machine
8	Knief Cutting Machine
9	Lock Stiching Swing Machine
10	Overlock Sweing Machine
11	Packing, Cutting Table, Production Table
12	Rennovations of New Office-Guwahati
13	Stablizer
14	Vaccum Table, Executive Table, Computer Table

Annex-VI	Location of Fixed Assest: Mumbai
S.No	Particulars of Assets
1	3*1*1/4 Bench
2	4*1.5*8 Rack
3	6*3*8 Heavy Duty Rack Slatted Model
4	8*2 Line Production Table
5	8*2*8 Heavy Duty Rack Slated Model
6	8*4 Checking Packaging Table without Light
7	9*6 Cutting Table without Light
8	Almirah
9	Class Room Chair
10	Executive Table Set
11	Green Colour Notice Board
12	JACK A5E-A Complete Set
13	JACK C7-4-M03/333 Complete Set
14	LED "T.V."
15	Office Table with Three Chair
16	Orbito Band Knife Cutting Machine
17	Orbito Computerised Embroidary Machine with Accessories
18	Orbito Heavy Duty High Power Straight Knife Cutting Machine
19	ORBITO MANUAL FEED BOILER WITH ONE ELECTRICAL STEAM PRESS
20	Orbito Power Driven Cloth Cutting Machine
21	Orbito Round Knife Cutting Machine
22	Orbito Vaccum Table 5*4 Three Phase Motor
23	Sign Board
24	SIRUBA Direct Drive five Thread Overlock Sweing Machine
25	SIRUBA Direct Drive Flated Interlock Stitching Machine with Hemming Device
26	SIRUBA Direct Drive Single Needle Lockstitch Machine with Thread Trimer
27	SIRUBA Electronic Button Sweing Machine
28	SIRUBA Electronic Lockstitch Bartacking Machine
29	SIRUBA Electronic Lockstitch Button Holding Machine
30	White Board for Class Rooms-Set