APPAREL, MADE-UPS & HOME FURNISHING

SECTOR SKILL COUNCIL

REQUEST FOR PROPOSAL

Appointment of a Third-Party Chartered Accountant for Issuance of the Quarterly Fund Utilization Certificate

RFP Release date	Submission Deadline	Bid Validity
10/09/2026	25/09/2026	30 Days from submission deadline

Issued by the Finance Department
Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-I, Bhikaji Cama Place, New Delhi – 110066

Contents

01 About AMH SSC 3

02 Scope of Work 3

03 Deliverables 3

04 Financial Proposal 4

05 Terms & Conditions 4

06 Eligibility & Experience 5

07 Submission of RFP 5

08 General Conditions 6

09 Note 6

01 About AMH SSC

The Apparel, Made-Ups & Home Furnishing Sector Skill Council (AMH SSC) has been established jointly by the Ministry of Textiles, the National Skill Development Corporation (NSDC), and the Apparel Export Promotion Council (AEPC), with the primary mandate of enhancing and building capacity in skill development. AMH SSC is also affiliated with the National Council for Vocational Education and Training (NCVET).

A key mandate of AMH SSC is to design and implement industry-demand-driven training programmes for various segments of the apparel, made-ups and home furnishing sectors, and to ensure that successful trainees are duly certified through accredited agencies.

AMH SSC has received prescribed templates and guidelines from NSDC relating to the submission of Fund Utilization Certificates (UC). As per the applicable stipulations, the Utilization Certificate is required to be issued by an independent/third-party Chartered Accountant (CA).

The Utilization Certificate has been regularly issued by a third-party Chartered Accountant since 2014 for funds utilized by the Council, and is required to be submitted to NSDC on a quarterly basis.

Accordingly, AMH SSC invites Request For Proposal (RFP) from reputed Chartered Accountant firms/organizations having the requisite knowledge, experience, professional competence and infrastructure for evaluation of the funds utilized by the Council and issuance of the Quarterly Fund Utilization Certificate in the prescribed format.

02 Scope of Work

The selected Chartered Accountant/agency shall be required to examine and evaluate the relevant financial records and supporting documents of AMH SSC relating to utilization of funds, and, based on such examination, issue the Utilization Certificate in accordance with the applicable NSDC guidelines.

03 Deliverables

The selected agency shall be responsible for the following:

- **Issuance of Utilization Certificate:** The Utilization Certificate shall be issued strictly in accordance with the guidelines, prescribed format and requirements communicated by NSDC from time to time.
- **Accuracy and Verification:** The Chartered Accountant shall undertake appropriate verification of the financial information, records and supporting documents provided by AMH SSC, and exercise due professional care and accuracy while issuing the certificate.
- **Calculation Sheet:** A soft copy in Excel format containing the calculations/workings supporting the Utilization Certificate shall be submitted along with the duly signed Utilization Certificate.
- **Quarterly Certification:** The certificate shall be issued on a quarterly basis for the funds utilized by AMH SSC during the relevant quarter.

04 Financial Proposal

- The bidder shall quote its professional fee on a quarterly basis for issuance of the Utilization Certificate.
- Any additional charges, expenses or applicable taxes, if any, shall be clearly indicated and quoted separately.

05 Terms & Conditions

- **Timeline for Issuance:** Upon receipt of complete financial data and relevant supporting documents from AMH SSC, the Utilization Certificate shall be issued within 2–3 working days of intimation/assignment of the work, subject to receipt of complete information and documents.
- **Audit/Verification Venue:** The audit/verification work, to the extent requiring physical access to records, shall be undertaken at the AMH SSC Head Office premises located at Bhikaji Cama Place, New Delhi.
- **Non-Completion/Delay:** In the event the Utilization Certificate cannot be issued within the stipulated timeline, the Chartered Accountant/agency shall communicate the reasons for such non-issuance or delay to AMH SSC in writing.
- **Confidentiality:** The selected Chartered Accountant/agency shall maintain strict confidentiality of all financial, operational, commercial and other information, records and documents accessed or received during the course of the assignment, and shall not disclose such information to any third party without prior written authorization from AMH SSC, except where disclosure is required by law.
- **Conflict of Interest:** The bidder shall disclose any actual, potential or perceived conflict of interest that may affect its independence or ability to undertake the assignment. The appointed Chartered Accountant/agency shall maintain independence and objectivity throughout the engagement.
- **Professional and Statutory Compliance:** The selected agency shall comply with all applicable Indian laws, rules, regulations and professional standards, including applicable provisions of the Companies Act, 2013, the Information Technology Act, 2000, and applicable guidelines/standards prescribed by the Institute of Chartered Accountants of India (ICAI) and/or other competent authorities.
- **Professional Responsibility:** The Utilization Certificate shall be issued by a duly qualified and authorized Chartered Accountant in accordance with applicable professional requirements and the prescribed NSDC format.
- **Dispute Resolution and Jurisdiction:** Any dispute arising out of or in connection with the engagement shall be subject to the exclusive jurisdiction of the competent courts at New Delhi, India.

06 Eligibility & Experience

Interested bidders should preferably have:

- A valid registration with the Institute of Chartered Accountants of India (ICAI).
- Minimum experience of 3 years in undertaking financial verification and issuance of Fund Utilization Certificates/Utilization Certificates.
- The Lead CA Firm should have an office in the NCR of Delhi.

- Demonstrable experience in assignments relating to NSDC, Government Skill Development/Training/Assessment Schemes, or similar government-funded programmes.
- Adequate professional manpower, infrastructure and experience to complete the assignment within the stipulated timeline.
- The capability to provide the required supporting calculation/workings in Excel format along with the signed certificate.

07 Submission of RFP

Interested organizations/firms may submit their financial bid, along with the following details:

- Profile and brief background of the organization/firm & address of the registered office.
- Details of the Chartered Accountant/partner responsible for the assignment.
- ICAI registration/membership details, as applicable.
- Relevant experience in issuance of Utilization Certificates.
- Details of past assignments relating to NSDC/Government Skill Development, Training and/or Assessment Schemes.
- Proposed professional fee for issuance of the Utilization Certificate on a quarterly basis.
- Details of any additional charges, if applicable.
- Applicable taxes, including GST.
- Any other relevant information considered necessary by the bidder.

The Request for Proposal and supporting documents may be submitted by courier/registered post to:

Contact Person	Ms. Nikita, Finance Manager
Mobile	+91 8130525892
Email	nikita.dhariwal@sscamh.com
Website	www.sscamh.com
Address	Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-I, Africa Avenue, Bhikaji Cama Place, New Delhi – 110066
Date of Notice	10th September 2026
Last Date for Submission of Proposal	25Th September 2026

The last date for receipt of RFP, in a sealed envelope, is on or before 25th September 2026, up to 11:00 AM.

The envelope may be sent by Registered Post, Courier, or by hand, and must reach AMHSSC before the due date and time. Bids/Offers received after the deadline will not be entertained, and submissions received by e-mail will not be considered.

The envelope should be clearly marked: "Proposal for Appointment of 3rd Party Auditor (Chartered Accountant) for the Financial Year 2026-27".

An eligible agency's RFP should include

i. Copy of the Balance Sheet and Profit & Loss Account showing annual financial turnover during the 2 previous financial years, ending on 31st March 2025 and 31st March 2026.

ii. Copies of work orders/PO/agreements evidencing experience of earlier assignments.

iii. Photocopies of License/Registration Certificate of the firm/proprietor.

iv. Signature of the authorized signatory on each page.

v. Copy of PAN Card of the firm/proprietor.

vi. Copy of GST/Service Tax registration.

vii. Financial Bids/offers.

08 General Conditions

- AMH SSC reserves the right to accept or reject any or all RFPs, in whole or in part, without assigning any reason whatsoever.
- AMH SSC reserves the right to seek clarifications or additional information from any bidder, wherever considered necessary.
- Issuance of this RFP does not constitute a legally binding offer or commitment by AMH SSC to appoint any bidder.
- AMH SSC may, at its discretion, modify, amend, extend or withdraw this RFP or any of its terms and conditions without assigning any reason.
- The bidder shall be responsible for conducting its own due diligence and satisfying itself regarding the scope, requirements and conditions of the assignment before submitting their RFP.
- No claim for any additional payment shall ordinarily be entertained for activities that are reasonably incidental to the scope of work, unless specifically agreed to in writing by AMH SSC.
- The selected agency shall be expected to maintain professional independence and exercise due care in carrying out the assignment.
- The information contained in this RFP is subject to change, modification or clarification by AMH SSC. AMH SSC shall not be liable for any loss, damage, cost or expense arising from reliance on the information contained herein. Bidders are advised to undertake their own due diligence before submitting their RFP.