ELECTRONICS SECTOR SKILLS COUNCIL OF INDIA (ESSCI)
(Skilling India in Electronics)

REQUEST FOR PROPOSAL (RFP)

For Selection of a Consultancy Agency for Establishment and Operation of a
STRATEGIC MANAGEMENT SUPPORT UNIT (PMU)

Electronics Sector Skills Council of India (ESSCI)

RFP No.: ESSCI/PMU/2026/01

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1. Definitions

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below, and such meanings shall be equally applicable to both the singular and plural forms of the terms defined:

Term	Definition
"ESSCI" / "Council"	Means the Electronics Sector Skills Council of India, a not-for-profit organisation incorporated under the applicable provisions of the Companies Act, 2013, and being the issuer of this RFP.
"RFP"	Means this Request for Proposal document, bearing RFP No. ESSCI/PMU/2026/01, together with all appendices, formats, corrigenda and clarifications issued by ESSCI in relation thereto.
"Bidder"	Means any eligible consultancy agency or organisation submitting a proposal in response to this RFP.
"Agency" / "Selected Agency"	Means the Bidder whose proposal is accepted by ESSCI and to whom the contract or Work Order is awarded pursuant to this RFP.
"Contract" / "Work Order"	Means the formal Work Order or agreement issued by ESSCI to the Selected Agency, incorporating the relevant provisions of this RFP, the accepted proposal and other agreed terms and conditions.
"PMU" / "Strategic Management Support Unit"	Means the dedicated management support unit to be established and operated by the Selected Agency in the Office of ESSCI, comprising 02 full-time deployed professional supported by the Agency's back-end resources, as required under this RFP.
"PMU Professional" / "Deployed Resource"	Means the qualified senior professionals deployed by the Selected Agency on a full-time basis at ESSCI Headquarters, New Delhi, for undertaking the responsibilities specified in this RFP.
"Scope of Work"	Means the activities, responsibilities and services to be performed by the Selected Agency and the PMU, as specified in Section 4 of this RFP.
"Deliverable(s)"	Means the reports, plans, trackers, presentations, analytical documents and other outputs required to be submitted by the Selected Agency under this RFP and the Contract.
"Back-end Support"	Means the additional research, analytical, technical, documentation and other professional support to be provided by the Selected Agency to assist the deployed PMU Professional in carrying out the assigned responsibilities.
"Contract Period"	Means the initial period of six (6) months from the date of commencement specified in the Work Order, including any extension approved by ESSCI in accordance with this RFP.
"Extension"	Means any further period of engagement approved in writing by ESSCI beyond the initial six (6) months, subject to the terms and conditions of this RFP.
"CEO"	Means the Chief Executive Officer of ESSCI or any officer authorised by the CEO to provide directions and oversee the PMU assignment.
"TEC"	Means the Tender Evaluation Committee constituted by ESSCI for evaluation of proposals received against this RFP.
"Competent Authority"	Means the authority within ESSCI authorised to approve decisions relating to this RFP, selection of the Agency, contract award, extension and other matters, in accordance with ESSCI's applicable delegation of powers.
"Proposal" / "Bid"	Means the complete technical and financial proposal, along with supporting documents, submitted by a Bidder in response to this RFP.

2. About ESSCI and Introduction to the RFP

2.1 About ESSCI

Electronics Sector Skills Council of India (ESSCI) is the Council for Standards, Qualifications, Assessments, Affiliations, and Skill Certifications for the ESDM sector of India, working under the Flag of the Ministry of Skill Development and Entrepreneurship (MSDE). It is also mandated to advice, advocate, develop, manage, and support all activities for workforce development, as well as serve the next-gen dual mandate of skills development, and business development, for the MSMEs in the ESDM sector of India.

ESSCI collaborates with Government Ministries and Departments, industry partners, academic institutions, training organisations and other stakeholders to strengthen the ESDM skilling ecosystem and contribute towards India's growing electronics industry.

2.2 Introduction to the RFP

The Electronics Sector Skills Council of India (ESSCI) invites proposals from eligible consultancy agencies for the establishment and operation of a Strategic Management Support Unit (PMU) at its Head Office, New Delhi.
The PMU shall support ESSCI in strategic planning, business development, project monitoring, stakeholder engagement, digital initiatives and institutional development.
The selected agency shall deploy two full-time professionals—Senior Manager – Strategic Management Support and Manager – Programme Management and Coordination—along with necessary back-end support at no additional cost.
The initial engagement shall be for six (6) months, renewable for successive six-month periods, subject to satisfactory performance, ESSCI's requirements and approval of the competent authority. Renewal shall not be automatic.

3. Objective of the RFP

The primary objective of the assignment is to strengthen the strategic, managerial and institutional development functions of ESSCI through the establishment of a dedicated PMU in the Office of the ESSCI. The PMU shall support ESSCI across the following key areas:

1. **Strategic Planning and Advisory:** Preparation of strategic documents, sectoral roadmaps, market assessments and evidence-based recommendations to guide ESSCI's institutional priorities, expansion and long-term growth.

2. **Skills Academy, LMS and Market Development:** Supporting the strengthening and expansion of ESSCI's Skills Academy through digital learning solutions, LMS-enabled delivery, industry-aligned courses, curriculum development and market development initiatives.

3. **Product Development and New Business Solutions:** Supporting the conceptualisation, development and operationalisation of digital products, National Skill Gap Studies (NSGS), Labour Market Information System (LMIS), analytical tools and innovative business solutions addressing emerging ESDM skill requirements.

4. **Institutional Processes and Governance:** Strengthening internal processes, developing SOPs, institutional frameworks, project reports, Detailed Project Reports (DPRs) and other management systems to improve organisational efficiency and effectiveness.

5. **Leadership and Strategic Advisory:** Providing strategic and technical advisory support to ESSCI, including policy inputs, stakeholder engagement, government coordination, industry collaboration, Board-level decision support, and guidance on apprenticeship initiatives, including the National Apprenticeship Promotion Scheme (NAPS), and other relevant Government skill

development and employment schemes to strengthen industry participation, skilling outcomes and institutional growth.

6. **Business Development and Project Monitoring:** Identifying and implementation new business opportunities through Business Opportunity Spectrum (BOS) mapping, including opportunities under State Skill Development Missions, Government and non-Government skilling programmes and other relevant schemes; supporting project proposals, partnerships and resource mobilisation; and monitoring the progress, performance and outcomes of key projects, programmes and strategic initiatives.

7. **Executive Management and Coordination:** Supporting the ESSCI in management reviews, meetings, interdepartmental coordination, action-point tracking, reporting and implementation of institutional priorities.

The PMU shall act as a central support mechanism for translating the ESSCI strategic directions into actionable initiatives, strengthening institutional capabilities and facilitating ESSCI's long-term organisational growth.

4. SCOPE OF WORK

The selected agency shall establish and operate a dedicated Strategic Management Support Unit (PMU) to provide strategic, managerial, analytical and coordination support to ESSCI. The PMU shall support institutional development, business growth, project implementation and organisational effectiveness.

The scope of work shall include, but not be limited to, the following:

4.1 Strategic Planning and Advisory

1. Assist ESSCI in developing and reviewing short-term, medium-term and long-term strategic plans and institutional growth roadmaps.
2. Undertake sectoral research, market assessments, benchmarking and analysis of emerging opportunities in ESDM and allied technology sectors.
3. Prepare strategic documents, policy briefs, concept notes, sectoral roadmaps and evidence-based recommendations.
4. Identify institutional growth opportunities and translate strategic priorities into actionable plans with defined timelines and outcomes.

4.2 Skills Academy, LMS and Market Development

1. Support the development and expansion of ESSCI's Skills Academy through industry-oriented training and learning initiatives.
2. Identify opportunities for industry-aligned courses, specialised training programmes and emerging technology-based learning solutions.
3. Support digital learning initiatives, LMS-enabled training delivery and related technology-based solutions.
4. Identify industry, academic and institutional partners for collaborative training programmes and market expansion.
5. Support business models, outreach strategies and operational frameworks for strengthening the Skills Academy.

4.3 Product Development and New Business Solutions

1. Identify and support the development of digital products, analytical tools and innovative business solutions aligned with ESSCI's mandate.

2. Support initiatives relating to National Skill Gap Studies (NSGS), Labour Market Information System (LMIS) and other sectoral intelligence platforms.
3. Identify emerging ESDM skill requirements and recommend new products, services and institutional offerings.
4. Prepare concept notes, business proposals, feasibility assessments and implementation roadmaps.
5. Coordinate with technical agencies, industry partners and relevant departments for operationalisation of approved initiatives.

4.4 Business Development and Partnership Development

1. Undertake Business Opportunity Spectrum (BOS) Mapping to identify and assess potential projects, government assignments, funding opportunities and institutional partnerships.
2. Identify opportunities under Central and State Government schemes, State Skill Development Missions, Government and non-Government skilling programmes and other relevant initiatives.
3. Develop and maintain a structured pipeline of prospective projects, including stakeholder details, opportunity status and follow-up requirements.
4. Support preparation of project proposals, Expressions of Interest (EOIs), Detailed Project Reports (DPRs), presentations and business development documents.
5. Facilitate engagement with industry associations, corporates, semiconductor companies, technology providers, academic institutions and development organisations.
6. Support strategic collaborations, MoUs and partnerships to expand ESSCI's institutional presence and project portfolio.

4.5 Institutional Processes and Governance

1. Review existing institutional processes and recommend measures to improve operational efficiency, coordination and accountability.
2. Assist in developing and strengthening Standard Operating Procedures (SOPs), institutional frameworks, reporting formats and management systems.
3. Support preparation of institutional plans, project reports, DPRs, management notes and other official documents.
4. Establish structured monitoring and reporting mechanisms for tracking institutional priorities and key performance indicators.
5. Provide analytical inputs to strengthen interdepartmental coordination and institutional governance.

4.6 Project Monitoring and Management Support

1. Establish and maintain a consolidated monitoring mechanism for ESSCI's key projects, programmes and strategic initiatives.
2. Develop and maintain project trackers, dashboards and MIS reports covering milestones, timelines, deliverables and progress.
3. Coordinate with concerned ESSCI departments to obtain periodic updates and identify implementation challenges.
4. Monitor progress against approved targets and timelines and highlight delays, risks and matters requiring management intervention.
5. Prepare periodic project status reports and action-taken reports for management review.
6. Track management decisions, assigned responsibilities and pending activities to facilitate timely follow-up.

4.7 Leadership and Strategic Advisory

1. Provide strategic, analytical and technical advisory support to ESSCI leadership on institutional priorities, emerging opportunities and organisational matters.
2. Assist in preparing management briefs, presentations, policy inputs, speeches and decision-support documents.
3. Support policy initiatives, government coordination, industry collaboration and stakeholder engagement.
4. Provide inputs on apprenticeship initiatives, including the National Apprenticeship Promotion Scheme (NAPS), and other relevant Government skill development and employment schemes.
5. Support preparation of Board-level presentations, institutional performance reports and strategic review documents, as required.

4.8 Government and Industry Collaboration

1. Support coordination with Central and State Government Ministries, Departments, Public Sector Undertakings, autonomous bodies and other relevant institutions.
2. Identify relevant government schemes, policy initiatives, apprenticeship programmes and funding opportunities aligned with ESSCI's mandate.
3. Facilitate industry and government consultations, meetings, workshops and institutional engagements.
4. Prepare stakeholder briefing notes, collaboration proposals, presentations and follow-up reports.
5. Maintain an updated database of key industry and government stakeholders, engagement status, proposed collaborations and agreed action points.

4.9 Special Assignments and Institutional Initiatives

1. Undertake research, benchmarking, feasibility assessments and strategic studies for new institutional initiatives as directed by ESSCI.
2. Support planning and coordination of institutional programmes, conferences, industry consultations and strategic events.
3. Explore national and international institutional collaborations and new areas of engagement.
4. Undertake other strategic, analytical and coordination assignments entrusted by ESSCI, provided they are aligned with the objectives and mandate of the PMU.

General Requirement: The PMU shall maintain appropriate documentation and progress records for all assigned activities and submit periodic updates to the designated ESSCI authority. All recommendations, proposals and outputs shall be subject to review and approval by the competent authority of ESSCI.

5. PMU STRUCTURE AND RESOURCE DEPLOYMENT

5.1 PMU Structure

The selected agency shall deploy two (2) qualified and experienced professionals on a full-time basis at the ESSCI Head Office, New Delhi, to establish and operate the Strategic Management Support Unit (PMU).

The PMU shall comprise a **Senior Manager – Strategic Management Support** and a **Manager – Programme Management and Coordination**. Both professionals shall provide strategic, managerial, analytical, operational and coordination support to ESSCI in accordance with the Scope of Work.

The selected agency shall also provide necessary back-end research, technical, analytical and documentation support through its organisational resources, as required for effective execution of the assignment, without any additional cost to ESSCI.

5.2 Indicative Resource Profile

Particulars	Resource 1	Resource 2

Position	Senior Manager – Strategic Management Support	Manager – Programme Management and Coordination
Number of Resources	01 (One)	01 (One)
Qualification	Postgraduate degree in Management, Business Administration, Public Policy, Economics, Engineering or a relevant discipline from a recognised university/institution.	Graduate/Postgraduate degree in Management, Business Administration, Economics, Engineering or a relevant discipline from a recognised university/institution.
Experience	Minimum 8 years of relevant professional experience in strategy, programme/project management, business development, institutional development, consulting or government/industry assignments.	Minimum 5 years of relevant professional experience in programme/project management, research, business development, stakeholder coordination, institutional development or related assignments.
Preferred Experience	Experience in skill development, ESDM, education, government consulting, institutional partnerships or technology sectors.	Experience in skill development, ESDM, education, government programmes, project monitoring, research or institutional coordination.
Key Competencies	Strategic planning, policy and management advisory, business development, BOS mapping, stakeholder management, government and industry engagement, project oversight and institutional development.	Project monitoring, research and analysis, MIS and reporting, proposal preparation, BOS mapping support, stakeholder coordination, documentation and follow-up.
Deployment	Full-time, stationed at ESSCI Head Office, New Delhi.	Full-time, stationed at ESSCI Head Office, New Delhi.

5.3 Deployment Conditions

1. Both deployed professionals shall work under the overall guidance of ESSCI management and the supervision of the designated ESSCI official.
2. The resources shall work full-time from ESSCI Head Office during normal office working hours and attend official meetings, events and engagements as required.
3. The selected agency shall ensure continuity and availability of both resources throughout the contract period. Any replacement shall require prior written approval from ESSCI, and the replacement resource shall meet the prescribed qualification and experience requirements.
4. In case of resignation, prolonged absence or unsatisfactory performance of any deployed resource, the selected agency shall arrange a suitable replacement meeting the prescribed qualification and experience requirements within 7 (seven) calendar days from the date of occurrence or notification by ESSCI, as applicable, without disruption to the assignment.
5. The selected agency shall remain responsible for the remuneration, employment-related obligations, statutory compliances and administrative management of its deployed personnel.
6. The agency shall ensure that both resources maintain strict confidentiality and adhere to ESSCI's applicable office policies, professional conduct requirements and information security guidelines.
7. The deployed resources shall not independently make financial commitments, issue institutional directions or represent ESSCI without appropriate authorisation.
8. The selected agency shall ensure that both resources perform their assigned responsibilities in coordination with concerned ESSCI departments and submit periodic progress updates and deliverables as prescribed under the RFP.

6. Deliverables and Reporting Requirements

The selected agency shall ensure timely submission of the following deliverables during the contract period. The deliverables shall be reviewed by the CEO or an authorised ESSCI official.

Sl. No.	Deliverable	Key Contents	Timeline / Frequency
1	Inception Report and Work Plan	Understanding of ESSCI's priorities, proposed approach, activities, timelines and implementation framework.	Within 15 days of commencement
2	Strategic Priority and Action Tracker	CEO's priorities, key initiatives, assigned responsibilities, timelines and action status.	Updated weekly
3	Business Development Pipeline	Prospective projects, funding opportunities, partnerships, proposals and follow-up status.	Monthly
4	Project Monitoring Report	Progress of key projects, milestones, deliverables, delays, risks and pending interventions.	Monthly
5	Industry and Government Engagement Report	Stakeholder engagements, meetings, proposed collaborations and follow-up status.	Monthly
6	Skills Academy, LMS and Product Development Updates	Progress of assigned initiatives, proposed solutions, development plans and market opportunities.	Monthly / As assigned
7	Management Notes and Presentations	Strategic briefs, concept notes, research inputs, presentations, DPRs and other documents.	As required
8	Monthly PMU Progress Report	Activities undertaken, outputs achieved, pending matters, challenges and proposed action points.	Monthly
9	Six-Month Performance and Review Report	Consolidated achievements, deliverable status, key outcomes, challenges and proposed priorities for the next phase.	At the end of each six-month period

6.1 Reporting Requirements

1. The deployed resource shall provide regular updates to the CEO or the designated ESSCI official on assigned activities and priorities.
2. A monthly progress report shall be submitted covering activities undertaken, deliverables completed, key developments, pending matters and planned activities for the subsequent month.
3. All meetings, decisions and action points coordinated by the PMU shall be appropriately documented and tracked.
4. The agency shall submit all reports and documents in editable digital formats, along with supporting data wherever applicable.
5. ESSCI may prescribe additional task-specific deliverables within the approved scope of work based on its institutional priorities.

7. Contract Period and Extension Mechanism

1. The initial engagement shall be for a period of six (6) months from the date of commencement of services or as specified in the Work Order.
2. The contract may be renewed for successive periods of six (6) months, subject to satisfactory performance, fulfilment of contractual obligations, continued requirement of ESSCI and approval of the competent authority.
3. The performance of the selected agency shall be reviewed before the completion of each six-month contract period to assess the quality of services, performance of deployed resources, timely submission of deliverables and achievement of assigned objectives.
4. The decision regarding renewal shall be communicated by ESSCI through a formal written renewal order at least fifteen (15) days before the expiry of the ongoing contract period.
5. Renewal shall not be automatic or create any contractual entitlement for the selected agency. It shall remain at the sole discretion of ESSCI, subject to the approval of the competent authority.

6. The commercial terms and conditions shall remain unchanged during the renewed period unless otherwise mutually agreed in writing and approved by ESSCI.

8. Performance Monitoring and Review Mechanism

ESSCI shall monitor and periodically review the performance of the selected agency to ensure effective execution of the PMU assignment and achievement of the intended objectives.\

8.1 Performance Assessment

The performance of the PMU shall be assessed based on the following parameters:

1. **Quality of Strategic Support:** Quality and relevance of strategic recommendations, research, concept notes, proposals and management inputs provided to the CEO.
2. **Business Development:** Identification and progress of prospective projects, institutional opportunities, funding avenues and strategic partnerships.
3. **Project Monitoring:** Effectiveness of project tracking, reporting, identification of implementation challenges and follow-up on pending activities.
4. **Stakeholder Engagement:** Effectiveness of coordination with government departments, industry partners, corporates and other institutional stakeholders.
5. **Institutional Development:** Contribution towards Skills Academy development, LMS initiatives, new products, institutional processes and organisational improvement.
6. **CEO Office Support:** Timeliness and quality of management reports, presentations, meeting coordination and action-point tracking.
7. **Resource Performance:** Professional competence, responsiveness, availability, conduct and continuity of the deployed resource.
8. **Timely Delivery:** Submission of assigned deliverables and completion of activities within agreed timelines.

8.2 Review Mechanism

1. The CEO or an authorised ESSCI official shall periodically review the activities and outputs of the PMU.
2. Monthly performance reviews shall be undertaken based on the submitted progress reports and assigned activities.
3. A formal performance assessment shall be conducted at the end of every six-month contract period.
4. ESSCI may communicate observations and seek corrective measures wherever deficiencies are identified.
5. The decision regarding satisfactory performance and extension of the contract shall rest with ESSCI's competent authority.

9. Payment Terms

1. The Selected Agency shall quote an all-inclusive monthly professional fee, exclusive of GST, covering the remuneration of both deployed PMU professionals (Senior Manager and Manager), agency management and administrative charges, back-end research, analytical, technical and documentation support, overheads and all other costs required for satisfactory delivery of the Scope of Work. No additional charges shall be payable by ESSCI for these services.

2. Payment shall be released on a monthly basis against submission of a valid invoice by the Selected Agency, subject to satisfactory performance and certification of services by the designated ESSCI official.

3. The quoted monthly fee shall cover the deployed PMU Professional, back-end support and all activities falling within the approved Scope of Work. No additional charges shall be payable by ESSCI for such services.

4. GST, wherever applicable, shall be indicated separately in the Financial Proposal and shall be payable at the applicable rate against submission of a valid tax invoice. Statutory deductions, including Tax Deducted at Source (TDS), shall be made in accordance with applicable laws and regulations.

5. Any travel or outstation expenses specifically required for official assignments outside Delhi shall be reimbursed only with ESSCI's prior written approval and against submission of supporting bills/documents, in accordance with ESSCI's applicable norms. (*T&C)

6. The Selected Agency shall be solely responsible for the timely payment of remuneration and other employment-related dues to the deployed PMU Professional and its other personnel, irrespective of the payment cycle followed by ESSCI.

7. No advance payment shall be made unless specifically approved by ESSCI's Competent Authority and expressly provided for in the Work Order.

8. All payments shall be subject to the terms and conditions of the Work Order, satisfactory performance of the assigned responsibilities, submission of the prescribed deliverables and compliance with the contractual obligations.

10. Eligibility Criteria

The participating consultancy agency must fulfil the following minimum eligibility requirements as on the last date of submission of bids:

Sl. No.	Eligibility Parameter	Minimum Requirement	Supporting Documents
1	Legal Status	The bidder must be a registered company under the Companies Act, 2013, or a Limited Liability Partnership (LLP) registered under applicable laws in India.	Certificate of Incorporation / Registration Certificate
2	Operational Experience	Minimum five (5) years of experience in consultancy, management advisory, strategy, programme management or related professional services.	Incorporation Certificate and relevant work orders / completion certificates
3	Relevant Experience	Experience in at least three (3) assignments involving PMU operations, strategic advisory, institutional development, project management, business development or government/industry consulting.	Work Orders / Agreements / Completion Certificates
4	Financial Turnover	Average annual turnover of at least ₹50 Cr. during the last three financial years (FY 2023–24, FY 2024–25 and FY 2025–26).	Audited financial statements / CA-certified turnover certificate
5	Profitability	The bidder should not have incurred losses in more than one of the last three financial years.	Audited financial statements
6	Statutory Registration	The bidder must have valid PAN and GST registration, as applicable.	PAN and GST Registration Certificates
7	Non-Blacklisting	The bidder must not have been blacklisted, debarred or declared ineligible by any Central/State Government Department, PSU or Government agency as on the bid submission date.	Self-declaration on company letterhead
8	Conflict of Interest	The bidder must not have any conflict of interest that may adversely affect the execution of the assignment.	Self-declaration

10.1 Additional Conditions

1. Consortiums and joint ventures shall not be permitted.

2. The bidder shall be responsible for deploying a suitably qualified and experienced professional meeting the requirements specified in the RFP.
3. ESSCI reserves the right to verify the documents, credentials and experience submitted by the bidder.
4. Submission of false, misleading or fabricated information may result in disqualification of the bid and other appropriate action as per applicable procurement provisions.

11. Evaluation Methodology

Proposals shall be evaluated through the Quality and Cost Based Selection (QCBS) method, in the ratio of **Technical : Financial = 80 : 20**, through a two-stage evaluation process, as follows:

Stage 1	Stage 2 – QCBS Method | Technical : Financial = 80% : 20%		
Qualifying Only	80 Marks	20 Marks	100 Marks
Document Verification	Technical Presentation	Financial	Final QCBS Combined Score

11.1 Stage 1 – Document Verification and Eligibility Screening

All Proposals received shall undergo preliminary scrutiny and eligibility document verification by the TEC, as per the checklist at Appendix I. Stage 1 is qualifying in nature only; only Bidders found compliant shall proceed to Stage 2.

Stage 1 shall be qualifying in nature only (Pass/Fail). Only bidders fulfilling all prescribed eligibility requirements and submitting the mandatory supporting documents shall qualify for Stage 2.

ESSCI may seek clarifications or additional supporting documents wherever considered necessary. However, such clarification shall not be permitted to alter the substantive contents of the proposal.

11.2 Stage 2 – Technical Evaluation

11.2.1 Technical Presentation and Financial Evaluation

Bidders qualifying in Stage 1 shall be invited to make a technical presentation before the TEC.

The presentation shall cover the bidder's understanding of the assignment, proposed approach and methodology, implementation strategy, resource deployment, relevant experience and proposed mechanism for supporting the CEO's office.

The TEC may seek clarifications and ask questions during the presentation. The evaluation, marks and observations shall be recorded in the prescribed evaluation sheets.

Technical Evaluation Matrix (Maximum 80 Marks)

S.No.	Evaluation Criteria	Maximum Marks
1	Relevant Experience of the Agency in Strategic Consulting, PMU Operations, Management Advisory, Institutional Development and Government/Industry Assignments	15
2	Experience in Skill Development, ESDM, Education, Government Programmes, Technology or Allied Sectors	10
3	Understanding of the Assignment, Proposed Approach and Methodology for Supporting the ESSCI	20
4	Proposed Work Plan, Implementation Strategy, Deliverables, Monitoring and Reporting Framework	10

5	Qualification, Relevant Experience and Competency of the Proposed Senior Manager, Manager Professional	15
6	Technical Presentation, Practical Understanding and Response to Questions (Q&A)	10
	Total	**80**

A detailed marking guidance for each evaluation criterion shall be provided in Appendix II of this RFP.
The minimum qualifying score in the Technical Evaluation shall be **sixty (60) out of eighty (80) marks**.
Financial proposals shall be opened only for bidders who secure the minimum qualifying technical score.

11.2.2 Financial Evaluation and QCBS Formula

Financial evaluation shall carry twenty percent (20%) weightage in the final combined score. The financial proposals of only technically qualified bidders shall be considered.
The financial score shall be calculated using the following formula:

Financial Score = (L1 ÷ Bn) × 20

Where:

- **L1:** Lowest evaluated financial bid amount among technically qualified bidders.
- **Bn:** Evaluated financial bid amount of the bidder under consideration.

The financial bid shall be evaluated on the basis of the total quoted cost for the initial six (6) months, inclusive of all applicable costs, fees, expenses and taxes, as specified in the Financial Bid Format.

11.2.3 Combined QCBS Score – Final Evaluation

The final combined score shall be calculated by adding the technical and financial scores, as follows:

S. No.	Evaluation Component	QCBS Weightage	Maximum Marks
1	Technical Score (including agency experience, proposed methodology, resource expertise and technical presentation)	80%	80
2	Financial Score (calculated using the prescribed QCBS formula)	20%	20
	Final Combined QCBS Score	**100%**	**100**

Final Combined Score = Technical Score + Financial Score
The bidder securing the highest final combined QCBS score shall be ranked first (H1) and recommended for award of the contract, subject to satisfactory verification of credentials, reference checks, fulfilment of applicable conditions and approval of the competent authority of ESSCI.
In the event of a tie in the final combined score, the bidder securing the higher technical score shall be given preference.

11.3 General Evaluation Conditions

1. The Technical Evaluation Committee (TEC) shall evaluate the proposals in accordance with the criteria and methodology specified in this RFP.
2. ESSCI reserves the right to verify the credentials, experience, financial information and supporting documents submitted by the bidders.
3. Any false, misleading or fabricated information may result in disqualification of the bidder.
4. ESSCI reserves the right to seek written clarifications from bidders during the evaluation process.
5. The decision of ESSCI's competent authority regarding the evaluation and selection of the successful bidder shall be final, subject to applicable procurement rules and procedures.
6. ESSCI reserves the right to accept or reject any or all proposals, annul the bidding process or discontinue the procurement process at any stage, in accordance with applicable procurement provisions, without incurring any liability towards the bidders.

12. Bid Submission Process

12.1 Key Dates

The schedule for the bidding process shall be as follows:

S. No.	Particulars	Date / Timeline
1	Release of RFP	25/11/2026
2	Last date for submission of written queries	04/12/2026
3	Response to queries / issuance of corrigendum, if any	10/12/2026
4	Last date and time for receipt of physical bid submission	21/12/2026, 5:00PM
5	Document verification and eligibility screening (Stage 1)	23/12/2026
6	Opening of Envelope–A (Legal, Eligibility and Technical Proposal)	23/12/2026
7	Technical presentations before the Technical Evaluation Committee (TEC)	28/12/2026 onwards
8	Opening of Envelope–B (Financial Proposal) of technically qualified bidders	04/01/2027
9	Declaration of successful bidder	06/01/2027
10	Issuance of Work Order	07/01/2027

ESSCI reserves the right to modify the above schedule, if required, through a written notification or corrigendum.

12.2 Mode and Address of Submission

Bids shall be submitted through physical submission by registered post, speed post or hand delivery in sealed envelopes, in accordance with the packaging requirements specified in Section 13 of this RFP.
The proposal shall be addressed to:

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase–III,
New Delhi – 110020
Landline: +91-11-46035050
No bid submitted through e-mail or any other electronic mode shall be accepted or considered under this RFP.

12.3 Bid Validity

The proposal, including the Financial Proposal, shall remain valid for a period of one hundred and eighty (180) days from the last date of bid submission.

A proposal having a shorter validity period shall be liable to rejection as non-responsive. ESSCI may request bidders to extend the validity of their proposals, wherever required. Any such extension shall be subject to the bidder's written consent.

12.4 Clarification Process

Bidders may seek clarification regarding the provisions of this RFP by submitting their queries in writing to the designated ESSCI contact person on or before the date specified in Section 12.1.

All queries shall be submitted through the prescribed communication channel, preferably in the format specified in the RFP, if applicable. Verbal or informal communications shall not be treated as official clarifications.

ESSCI's responses to the queries shall be communicated through e-mail and/or published on the official ESSCI website. Such responses shall form an integral part of this RFP.

12.5 Corrigendum Process

ESSCI reserves the right to amend, modify, clarify or supplement any provision of this RFP before the last date of bid submission by issuing a written corrigendum or addendum.
All such corrigenda/addenda shall be published on the official ESSCI website and shall be binding on all bidders. Bidders shall be responsible for regularly checking the ESSCI website for any updates or amendments to this RFP.

12.6 Bid Opening and Evaluation Process

The bids shall be opened and evaluated in accordance with the two-stage evaluation methodology prescribed under Section 11 of this RFP.

1. **Stage 1 – Document Verification and Eligibility Screening:** Envelope–A shall be opened for verification of the legal, eligibility and mandatory supporting documents. Only bidders fulfilling the prescribed eligibility requirements shall qualify for Stage 2.
2. **Stage 2 – Technical Evaluation:** Eligible bidders shall be invited to make a technical presentation before the TEC. The technical proposals shall be evaluated against the criteria specified in Section 11.
3. **Financial Evaluation:** Envelope–B of only those bidders securing the minimum qualifying technical score of 60 out of 80 marks shall be opened.
4. **Final Selection:** The final ranking shall be determined based on the QCBS methodology, with 80% weightage for technical evaluation and 20% weightage for financial evaluation.

Authorised representatives of bidders may remain present during the opening of bids, subject to prior intimation and ESSCI's applicable procedures. The date, time and venue for technical presentations and financial bid opening shall be communicated to the eligible bidders.

13. Bid Packaging Structure

The bidder shall submit one (1) main sealed envelope containing two (2) separately sealed inner envelopes, as detailed below:

Envelope	Contents
Envelope–A	Legal and Eligibility Documents along with the Technical Proposal
Envelope–B	Financial Proposal

Each inner envelope and the main sealed envelope shall be properly sealed and clearly marked with the following details:

1. RFP Number: **ESSCI/PMU/2026/01**
2. Name of RFP: **"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"**
3. Name of Envelope: Envelope–A / Envelope–B
4. Name of the Bidder
5. Registered Address and Contact Details of the Bidder
6. The words: **"DO NOT OPEN BEFORE THE SCHEDULED BID OPENING"**

Failure to comply with the prescribed sealing, packaging and labelling requirements may render the proposal liable to rejection.

13.1 Envelope–A: Legal, Eligibility Documents and Technical Proposal

The bidder shall arrange the documents in the following sequence, with a table of contents and appropriate section dividers:

S. No.	Document / Particulars
1	Covering Letter, duly signed by the authorised signatory, as per the prescribed format (Appendix–IV).

2	Certificate of Incorporation / Registration of the organisation.
3	PAN Card of the organisation.
4	GST Registration Certificate.
5	Audited financial statements and/or CA-certified turnover certificate for the prescribed financial years.
6	Relevant work orders, client certificates, completion certificates or other supporting documents establishing the agency's relevant experience.
7	Technical Proposal covering the following:
7.1	Understanding of the assignment and the objectives of the proposed PMU.
7.2	Proposed approach, methodology and implementation strategy.
7.3	Proposed work plan, activity schedule and deliverable framework.
7.4	Proposed monitoring, reporting and coordination mechanism for the CEO's office.
7.5	Approach towards strategic planning, business development, project monitoring, industry/government engagement and institutional development.
7.6	Profile and CV of the proposed Senior Manager, Manager PMU Professionals , including qualification and relevant experience.
7.7	Details of the agency's proposed back-end research, analytical, technical and documentation support mechanism.
8	Declaration regarding non-blacklisting / non-debarment, as per the prescribed format (Appendix–IX).
9	Declaration regarding conflict of interest, as per the prescribed format (Appendix–X).
10	Undertaking regarding availability and deployment of the proposed qualified resource (Appendix–VII).
11	Any other document or declaration specifically required under this RFP.

13.2 Envelope–B: Financial Proposal

The Financial Proposal shall contain only the duly completed and signed Financial Bid Form, as prescribed in **Appendix–III**.

The bidder shall quote an all-inclusive monthly professional fee for the proposed PMU engagement, covering:

1. Professional fee/remuneration of the deployed senior Manager and Manager (02 Resources).
2. Agency management and administrative charges.
3. Back-end research, analytical, technical and documentation support.
4. All other costs and expenses required for delivery of the scope of work.
5. Applicable taxes, with GST indicated separately, wherever applicable.

The Financial Proposal shall clearly indicate the monthly quoted fee and the total evaluated cost for the initial six (6) months, along with applicable taxes. The financial bid shall be prepared in accordance with the prescribed format.

No financial information, pricing details or commercial quotations shall be included in Envelope–A.

14. Bid Preparation Instructions

1. All documents shall be arranged in the sequence prescribed in Section 13, with a properly numbered index/table of contents.
2. All pages of the proposal shall be serially numbered and signed by the authorised signatory of the bidder.
3. All supporting documents shall be self-attested by the authorised signatory.
4. Any corrections, overwriting or amendments made in the proposal shall be duly authenticated by the authorised signatory.
5. The bidder shall ensure that all information and supporting documents submitted are accurate, complete and valid.
6. The Technical Proposal shall clearly demonstrate the bidder's understanding of the assignment, proposed methodology, resource deployment and ability to deliver the specified scope of work.
7. The Financial Proposal shall be submitted separately in Envelope–B in the prescribed format. It shall not be included or referred to in Envelope–A.

8. Conditional bids or proposals containing deviations from the prescribed commercial terms shall not be accepted unless such deviations are expressly permitted under this RFP.
9. The proposal shall be signed by a person duly authorised to represent and legally bind the bidder.
10. The bidder shall bear all costs associated with the preparation and submission of its proposal. ESSCI shall not be responsible for any such costs, irrespective of the outcome of the bidding process.

15. Grounds for Rejection of Proposal

Without prejudice to any other provision of this RFP, ESSCI reserves the right to reject a proposal on any of the following grounds:

1. Submission of an incomplete, unsigned or improperly authorised proposal.
2. Non-submission of mandatory eligibility documents or prescribed declarations.
3. Failure to meet the eligibility criteria specified in this RFP.
4. Improper sealing, packaging or labelling of the bid envelopes.
5. Inclusion of the Financial Proposal or commercial information in Envelope–A.
6. Submission of a conditional or materially non-responsive proposal.
7. Receipt of the proposal after the prescribed submission deadline.
8. Submission of false, misleading, fabricated or materially incorrect information or documents.
9. Non-disclosure of any actual or potential conflict of interest.
10. The bidder being blacklisted or debarred by any Central/State Government Department, PSU or statutory authority, as per the applicable eligibility conditions.
11. Submission of the proposal by a person not duly authorised to represent the bidder.
12. Failure to comply with the prescribed bid validity requirements.
13. Failure to secure the minimum qualifying technical score prescribed under Section 11.
14. Any attempt to influence the evaluation process through improper means.

ESSCI reserves the right to seek clarifications or additional information wherever considered necessary during the evaluation process. However, such clarification shall not permit a bidder to materially alter its proposal or revise its Financial Proposal after the submission deadline.

16. General and Legal Terms and Conditions

16.1 Instructions to Bidders

This RFP does not constitute an offer by ESSCI. ESSCI reserves the right to accept or reject any or all Proposals, or cancel or withdraw the RFP process without assigning any reason, subject to applicable procurement requirements. Submission of a Proposal shall imply acceptance of the terms and conditions of this RFP.

16.2 Review and Acceptance of Deliverables

All deliverables shall be reviewed and approved by ESSCI or its designated officials. The Agency shall incorporate feedback and make necessary corrections within the stipulated timelines at no additional cost. Deliverables shall be considered accepted only upon written approval by ESSCI.

16.3 Change in Scope

Any change in the approved Scope of Work shall require prior written approval from ESSCI. Any associated cost or timeline implications shall be assessed and approved in writing before implementation. No additional payment shall be made for activities covered under the approved scope.

16.4 Service Delivery and Corrective Action

The Agency shall ensure timely and satisfactory delivery of PMU services and deliverables. In case of delays or deficiencies, ESSCI may require corrective action within a specified timeline. Persistent non-performance may lead to termination of the Contract under Section 16.9.

16.5 Ownership of Deliverables

All reports, studies, presentations, databases, action trackers and other work products developed specifically under this assignment shall belong to ESSCI, subject to payment of applicable contractual dues. The Agency shall not disclose, publish or commercially use such materials without prior written approval of ESSCI. All deliverables shall be handed over in editable digital formats.

16.6 Confidentiality and Information Security

The Agency and its personnel shall maintain strict confidentiality of all ESSCI information, documents, records and stakeholder data accessed during the assignment. Such information shall not be disclosed or used for any purpose other than the assignment without prior written approval of ESSCI. This obligation shall continue after expiry or termination of the Contract.

16.7 Data Protection and Legal Compliance

The Agency shall comply with applicable laws and regulations, including the Digital Personal Data Protection Act, 2023, wherever applicable. Any actual or suspected data breach or unauthorised disclosure involving ESSCI information shall be promptly reported to ESSCI, with necessary cooperation for remedial action.

16.8 Continuity of Services and Resource Replacement

The Agency shall ensure continuous availability of the deployed **Senior Manager, Manager PMU Professionals** and required back-end support. Replacement of the deployed professional shall require prior written approval of ESSCI and shall be made with a suitably qualified person meeting the RFP requirements. The Agency shall ensure proper handover and continuity of services.

16.9 Exit Management and Termination

ESSCI may terminate the Contract by giving sixty (60) days' written notice without assigning any reason. In case of material breach, non-performance or violation of contractual obligations, ESSCI may terminate the Contract by giving fifteen (15) days' written notice, subject to an opportunity to rectify the breach, wherever applicable. Upon termination, the Agency shall hand over all deliverables, records and ongoing work. Payment shall be limited to satisfactorily completed and accepted services, subject to applicable deductions and recoveries.

16.10 Force Majeure

Neither party shall be liable for delay or failure caused by circumstances beyond its reasonable control, including natural disasters, pandemics, war or government restrictions. The affected party shall notify the other party in writing within seven (7) days. If such circumstances continue for more than sixty (60) days, either party may seek termination, subject to settlement of dues for services satisfactorily rendered.

16.11 Indemnity

The Agency shall indemnify ESSCI against claims, losses or liabilities arising from negligence, wilful misconduct, breach of contract, violation of applicable laws, infringement of third-party intellectual property rights or breach of confidentiality by the Agency or its personnel.

16.12 Fraud and Corruption

The Bidder and Selected Agency shall maintain the highest standards of integrity and ethical conduct. ESSCI reserves the right to reject a Proposal or terminate the Contract in cases of proven fraud, corruption, collusion, coercion or misrepresentation, in accordance with applicable rules and procurement provisions.

16.13 Conflict of Interest

The Bidder shall disclose any actual or potential conflict of interest that may affect the bidding process or execution of the assignment. The Bidder shall submit the prescribed declaration at Appendix X and promptly report any conflict arising during the Contract period.

16.14 Blacklisting / Debarment

ESSCI reserves the right to initiate blacklisting or debarment proceedings in cases of proven fraud, submission of forged documents, material misrepresentation or serious contractual violations, after providing the concerned party a reasonable opportunity to be heard and following applicable procedures.

16.15 Right to Reject, Amend or Cancel

ESSCI reserves the right to accept or reject any Proposal, seek clarifications, issue corrigenda, amend the RFP or cancel the procurement process at any stage, in accordance with applicable procurement requirements. Such action shall not create any liability towards the Bidders.

16.16 Dispute Resolution and Arbitration

Disputes arising out of the RFP or Contract shall first be resolved through mutual consultation within thirty (30) days. If unresolved, the matter shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, as amended. The sole arbitrator shall be appointed mutually by the parties in accordance with the Act. The seat and venue of arbitration shall be New Delhi, and the proceedings shall be conducted in English.

16.17 Governing Law and Jurisdiction

This RFP and the resulting Contract shall be governed by the laws of India. Subject to Section 16.16, courts at New Delhi shall have exclusive jurisdiction.

16.18 Miscellaneous

All queries and clarifications shall be submitted in writing or by e-mail, quoting the RFP reference number, to:

Mr. Ashish Sharma
Electronics Sector Skills Council of India (ESSCI)
Email: ashish@essc-india.org

No verbal communication shall be binding on ESSCI unless confirmed in writing by an authorised official. ESSCI may not respond to queries received after the deadline specified in Section 9.1. The Agency shall not assign or subcontract the assignment without prior written approval of ESSCI. The Agency shall remain responsible for its personnel, remuneration and statutory compliances. Any amendment to the Contract shall be valid only when made in writing and approved by the authorised representatives of the parties.

17. Appendices

The following Appendices shall form an integral part of this RFP. Bidders shall submit the applicable formats duly completed, signed and stamped by their authorised signatory, wherever required.

Appendix	Description
Appendix – I	Eligibility Criteria and Document Verification Checklist
Appendix – II	Detailed Technical Evaluation and Marking Guidelines
Appendix – III	Financial Bid Format
Appendix – IV	Format for Covering Letter
Appendix – V	Particulars of the Bidder
Appendix – VI	Format for Past Experience / Relevant Assignments
Appendix – VII	Undertaking for Availability and Deployment of Qualified Manpower
Appendix – VIII	Financial Capability and Turnover Statement
Appendix – IX	Declaration regarding Non-Blacklisting / Non-Debarment
Appendix – X	Declaration of No Conflict of Interest
Appendix – XI	Authorisation Letter / Power of Attorney, wherever applicable

APPENDIX – I
ELIGIBILITY CHECKLIST
RFP No.: ESSCI/PMU/2026/01

"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"

Sl. No.	Eligibility Criteria and Supporting Documents Required	Submitted (Yes/No)
1	**Legal Status**	
1.1	Certificate of Incorporation under the Companies Act, 2013, or LLP Registration Certificate under applicable Indian laws	
2	**Operational Experience**	
2.1	Evidence of minimum five (5) years of experience in consultancy, management advisory, strategy, programme management or related professional services, supported by relevant work orders/completion certificates	
3	**Relevant Experience**	
3.1	Documentary evidence of at least three (3) relevant assignments involving PMU operations, strategic advisory, institutional development, project management, business development or government/industry consulting, supported by Work Orders/Agreements/Completion Certificates	
4	**Financial Turnover**	
4.1	Audited financial statements or CA-certified turnover certificate establishing average annual turnover of at least ₹50 Cr. during FY 2023–24, FY 2024–25 and FY 2025–26	
5	**Statutory Registration**	
5.1	PAN Card of the organisation	
5.2	GST Registration Certificate, wherever applicable	
6	**Non-Blacklisting / Non-Debarment**	
6.1	Self-declaration on the bidder's letterhead confirming that the bidder has not been blacklisted, debarred or declared ineligible by any Central/State Government Department, PSU or Government agency as on the bid submission date	
7	**Conflict of Interest**	
7.1	Self-declaration confirming that the bidder has no conflict of interest that may adversely affect the execution of the assignment	
8	**Authorisation of Bid Signatory**	
8.1	Board Resolution / Power of Attorney / Authorisation Letter authorising the signatory to submit the bid and represent the bidder	
9	**Proposed Resource and Deployment**	
9.1	CV of the proposed Senior Manager, Manager PMU Professionals , along with supporting educational qualification and experience documents, demonstrating compliance with the resource requirements specified in the RFP	
9.2	Undertaking confirming the availability and full-time deployment of the proposed professional at ESSCI Headquarters, New Delhi	
9.3	Details of the back-end support mechanism proposed by the agency	

Additional conditions to be verified:

1. Consortiums and joint ventures are not permitted.
2. The bidder shall comply with the resource deployment requirements specified in the RFP.
3. ESSCI reserves the right to verify the documents, credentials and experience submitted by the bidder.
4. Submission of false, misleading or fabricated information may result in disqualification and other appropriate action as per applicable procurement provisions.

APPENDIX – II
TECHNICAL EVALUATION MATRIX – DETAILED MARKING GUIDANCE
RFP No.: ESSCI/PMU/2026/01

"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"

Ref.	Evaluation Criteria	Marking Guidance	Maximum Marks
1	**Relevant Experience of the Agency**	0–5: Limited relevant experience. 6–10: Experience in relevant consultancy, project management or advisory assignments. 11–15: Strong experience in strategic advisory, PMU operations, institutional development and management support assignments, supported by references.	15
2	**Sectoral Experience**	0–3: Limited or no relevant sectoral experience. 4–7: Experience in skill development, education, government or technology-related sectors. 8–10: Strong experience in ESDM, skill development, government programmes and industry partnerships.	10
3	**Understanding of Assignment, Approach and Methodology**	0–5: Generic understanding and approach. 6–12: Structured approach with reasonable understanding of ESSCI's requirements. 13–20: Comprehensive, practical and ESSCI-aligned approach covering strategic planning, business development, institutional development and ESSCI support.	20
4	**Work Plan, Deliverables and Reporting Framework**	0–3: Inadequate or unclear work plan. 4–7: Defined activities, timelines and reporting mechanism. 8–10: Clear and practical implementation plan with measurable deliverables, monitoring and reporting mechanisms.	10
5	**Qualification and Experience of Proposed Senior PMU Professional**	0–5: Limited relevant qualification or experience. 6–10: Meets the prescribed qualification and experience requirements with relevant professional exposure. 11–15: Strong experience in strategic management, project monitoring, business development, stakeholder management and senior management support.	15
6	**Technical Presentation and Q&A**	0–3: Unclear presentation and limited understanding. 4–7: Well-structured presentation with adequate understanding and responses. 8–10: Clear, concise and practical presentation demonstrating strong understanding and effective responses to questions.	10
	Total Technical Score		**80**

Financial Proposal Evaluation
The Financial Proposal shall carry a maximum of twenty (20) marks and shall be evaluated using the following QCBS formula: **Financial Score = (L1 ÷ Bn) × 20**
Important: Incomplete or non-compliant financial proposals shall be dealt with in accordance with the provisions of this RFP. The minimum qualifying technical score shall be 60 out of 80 marks.

APPENDIX – III
FINANCIAL BID FORMAT
RFP No.: ESSCI/PMU/2026/01

Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI

1. Scope Covered

The quoted amount shall cover the complete Scope of Work under Section 4, including deployment of two (2) full-time professionals at ESSCI Head Office, New Delhi.

The fee shall include all agency management, back-end support, overheads, travel and other expenses required for execution of the assignment.

2. Financial Bid Summary

S. No.	Particulars	Amount (INR)
1	Monthly Fee – Senior Manager (excluding GST)	₹ _____
2	Monthly Fee – Manager (excluding GST)	₹ _____
3	**Total Monthly Professional Fee (1 + 2)**	**₹ _____**
4	Total Professional Fee for Six (6) Months (excluding GST)	₹ _____
5	GST (%) as applicable	_____
6	GST Amount	₹ _____
7	**Total Contract Value for Six (6) Months (including GST)**	**₹ _____**

Amount in Words: Rupees _____ only.

3. Declaration by the Bidder

I/We hereby declare that:

1. The quoted fee covers both deployed professionals and the complete Scope of Work, including agency management, back-end support and all associated expenses.
2. Travel, local conveyance, accommodation and other assignment-related expenses shall be included in the quoted fee. No separate reimbursement shall be claimed from ESSCI.
3. GST shall be indicated separately and charged as applicable.
4. The quoted monthly fee shall remain unchanged during the contract period and any subsequent renewal approved by ESSCI.
5. The financial proposal shall remain valid for 180 days from the last date of bid submission.
6. Any renewal shall be subject to ESSCI's approval and the provisions of the RFP.

Yours faithfully,

Particulars	Details
Name of Bidder Organisation	
Authorised Signatory	
Designation	
Signature and Seal	
Date and Place	

APPENDIX – IV
COVERING LETTER
RFP No.: ESSCI/PMU/2026/01

"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"

[To be submitted on the Bidder's letterhead]

To, **Date: _____**

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Submission of Proposal for Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) – RFP No. ESSCI/PMU/2026/01

Dear Sir/Madam,

With reference to the above-mentioned RFP, having examined the RFP document, including its terms and conditions, appendices and any corrigenda issued, we hereby submit our proposal for the assignment. We confirm that our proposal is unconditional and that:

1. All information and documents submitted with our proposal are true, complete and correct to the best of our knowledge.
2. We shall provide any additional information or clarification that ESSCI may reasonably require during the evaluation process.
3. We have carefully examined the RFP document and have no reservations regarding its provisions, including any corrigendum issued.
4. We confirm that our organisation meets the eligibility criteria prescribed in the RFP.
5. We undertake to deploy the proposed Senior Manager, Manager PMU Professionals on a full-time basis at ESSCI Headquarters, New Delhi, and provide the required back-end support in accordance with the RFP.
6. We agree to abide by the scope of work, deliverables, timelines, payment terms and other conditions specified in the RFP.
7. We understand that ESSCI reserves the right to accept or reject any or all proposals, cancel or modify the bidding process, in accordance with the provisions of the RFP, without thereby incurring any liability to the bidders.
8. We confirm that the proposal shall remain valid for one hundred and eighty (180) days from the last date of bid submission.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Particulars	**Details**
Name of Authorised Signatory	
Designation	
Signature	
Date	
Place	
Name of Bidder Organisation	
Company Seal / Stamp	

APPENDIX – V
PARTICULARS OF THE BIDDER
RFP No.: ESSCI/PMU/2026/01

"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"

[To be submitted on the Bidder's letterhead]

Sr. No.	Particulars	Details
1	Registered Name of the Organisation	
2	Legal Status / Type of Entity (Company / LLP)	
3	Date of Incorporation / Registration	
4	Registered Office Address	
5	Number of Years in Operation in India	
6	Number and Locations of Offices in India	
7	Name and Designation of Authorised Representative / SPOC	
8	Mobile Number and Email ID of SPOC	
9	Telephone Number (with STD Code), if applicable	
10	PAN	
11	GST Registration Number	
12	Brief Profile of the Organisation and Main Areas of Business	
13	Relevant Experience in Consultancy, Strategic Advisory, PMU or Project Management Assignments	
14	Any Other Relevant Information	

Documents to be enclosed:

1. Certificate of Incorporation / Registration.
2. PAN Card.
3. GST Registration Certificate, wherever applicable.

Declaration

I/We hereby certify that the information provided above is true and correct to the best of my/our knowledge and belief. I/We understand that any incorrect or misleading information may result in rejection of our proposal as per the provisions of the RFP.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Particulars	Details
Name of Authorised Signatory	
Designation	
Signature	
Date	
Place	
Company Seal / Stamp	

Note: The bidder shall ensure that the particulars provided are consistent with the supporting documents submitted along with the proposal.

APPENDIX – VI
FORMAT FOR PROVIDING DETAILS OF PAST ASSIGNMENTS
RFP No.: ESSCI/PMU/2026/01

"Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI"

[To be submitted on the Bidder's letterhead – use one sheet per assignment. Minimum three relevant assignments to be provided.]

Particulars	Details to be provided by the Bidder
1. Name of the Assignment / Project	
2. Client Organisation	
3. Client Contact Details (Name, Designation, Email and Phone Number)	
4. Brief Description of the Assignment	
5. Scope of Services Provided	
6. Key Deliverables / Outcomes	
7. Duration of Assignment (From – To)	
8. Location of Implementation	
9. Contract Value (INR)	
10. Relevance to the Present PMU Assignment	
11. Supporting Documents Attached	Work Order / Agreement / Client Certificate / Completion Certificate

Declaration
I/We certify that the information provided above is true and correct and that the assignment details are supported by the documents enclosed with this proposal.

For and on behalf of [Name of Bidder Organisation]

Particulars	Details
Name of Authorised Signatory	
Designation	
Signature	
Date	
Company Seal / Stamp	

Note: The bidder shall provide details of at least three relevant assignments in consultancy, strategic advisory, PMU operations, programme/project management, institutional development, business development or government/industry consulting. Supporting documents should clearly establish the bidder's role and scope of services.

Appendix VII
UNDERTAKING FOR AVAILABILITY AND DEPLOYMENT OF QUALIFIED MANPOWER
RFP No.: ESSCI/PMU/2026/01

Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI

To be submitted on the Bidder's letterhead

Date: _____

To,
The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Undertaking for Availability and Deployment of Qualified Manpower

Dear Sir/Madam,

We, **[Name of the Bidding Firm]**, hereby undertake that we shall deploy one suitably qualified and experienced **Senior Manager, Manager PMU Professionals** on a full-time basis at the ESSCI Head Office, New Delhi, in accordance with the requirements specified in the RFP.

We further confirm that:

1. The proposed PMU Professional shall meet the prescribed qualification and experience requirements and shall remain available for the entire contract period, including any extension approved by ESSCI.
2. We shall provide the necessary back-end research, analytical, technical, documentation and administrative support required for effective execution of the assigned scope of work. Such support shall be included in the quoted professional fee, without any additional cost to ESSCI.
3. We shall ensure continuity and timely availability of the deployed resources. Any replacement of the PMU Professional shall be made only with prior written approval of ESSCI and with a resource meeting the prescribed requirements.
4. We shall remain responsible for the employment, remuneration, statutory compliances and overall management of the deployed personnel.

We undertake to comply with all manpower-related requirements and obligations specified in the RFP and the resulting contract.

Yours faithfully,

Signature of the Authorised Signatory

Name: _____
Designation: _____
Name of Bidder: _____
Date: _____
Place: _____

(Company Seal / Rubber Stamp)

Appendix VIII
FINANCIAL CAPABILITY AND TURNOVER STATEMENT
RFP No.: ESSCI/PMU/2026/01

Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI

To be submitted on the letterhead of the Chartered Accountant

This is to certify that we have examined the audited financial statements and relevant records of **M/s _____ (Name of the Bidder)**. Based on the examination, the bidder's annual turnover and profit/loss position for the following financial years are as under:

Financial Year	Annual Turnover (₹ in Cr.)	Profit / Loss (₹ in Cr.)
2023–24		
2024–25		
2025–26		
Average Annual Turnover	**₹ _____ Cr.**	

We hereby certify that:

1. The bidder's average annual turnover during FY 2023–24, FY 2024–25 and FY 2025–26 is ₹ _____ Cr., which meets / does not meet the minimum turnover requirement of ₹50 Cr. specified in the RFP.
2. The bidder has not incurred losses in more than one of the above three financial years, in accordance with the eligibility requirements of the RFP.

This certificate is issued on the basis of the bidder's audited financial statements and records produced before us.

For [Name of Chartered Accountant / CA Firm]

Signature: _____
Name of Chartered Accountant: _____
Membership No.: _____
Firm Registration No. (FRN): _____
UDIN: _____
Date: _____
Place: _____

(Seal of Chartered Accountant / CA Firm)

Appendix IX
DECLARATION REGARDING NON-BLACKLISTING / NON-DEBARMENT
RFP No.: ESSCI/PMU/2026/01

Selection of a Consultancy Agency for Establishment and Operation of a Strategic Management Support Unit (PMU) in the Office of ESSCI

To be submitted on the Bidder's letterhead

Date: _____

To,
The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Declaration Regarding Non-Blacklisting / Non-Debarment

Dear Sir/Madam,

I/We, **[Name of the Bidder]**, hereby declare that our firm/company/LLP has not been blacklisted, debarred or declared ineligible by any Central Government or State Government Department, Public Sector Undertaking (PSU), or Government agency as on the date of submission of this bid.

I/We further declare that the information furnished above is true and correct. In the event of any misrepresentation or concealment of material facts, ESSCI shall be entitled to take appropriate action in accordance with the provisions of the RFP and applicable rules.

Yours faithfully,

Signature of the Authorised Signatory

Name: _____
Designation: _____
Name of Bidder: _____
Date: _____
Place: _____

(Company Seal / Rubber Stamp)

Appendix X
DECLARATION OF NO CONFLICT OF INTEREST
RFP No.: ESSCI/PMU/2026/01

To be submitted on the Bidder's letterhead

Date: _____

To,
The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Declaration of No Conflict of Interest

Dear Sir/Madam,

I/We, **M/s _____ [Name of the Bidder]**, hereby declare that we do not have any actual or potential conflict of interest, whether direct or indirect, that may adversely affect our ability to participate fairly in the bidding process or to perform the assignment objectively and effectively.

I/We undertake to promptly disclose to ESSCI any situation or circumstance arising during the bidding process or contract period that may give rise to a conflict of interest.

I/We confirm that the information furnished herein is true and correct and undertake to comply with the conflict-of-interest provisions specified in the RFP and the resulting contract.

Yours faithfully,

Signature of the Authorised Signatory

Name: _____
Designation: _____
Name of Bidder: _____
Date: _____
Place: _____

(Company Seal / Rubber Stamp)

***** END OF RFP DOCUMENT *****