EOI

Subject: Request for Proposal – (A) GST Annual Compliance & GSTR-9/9C FY 2025-26 and (B) CA Certification for WorldSkills Programme – ESSCI

Dear Sir/Madam,

Greetings from Electronics Sector Skills Council of India (ESSCI).

ESSCI is a not-for-profit company (CIN: U93000DL2012NPL246447) operating under the aegis of the Ministry of Skill Development and Entrepreneurship (MSDE) and the National Skill Development Corporation (NSDC). Its mandate is to build a skilled workforce for the electronics and IT hardware manufacturing sector. ESSCI develops occupational standards, qualification packs and curricula, facilitates training, assessment and certification through its network of partners, and implements government-sponsored and CSR-funded skill development projects across India. ESSCI is registered under GST in Delhi (GSTIN: 07AADCE2471M1ZH; PAN: AADCE2471M).

We invite proposals from Chartered Accountant firms for the two assignments below. You may submit a proposal for either or both. ESSCI may award the two assignments to the same firm or to different firms.

PART A – GST ANNUAL COMPLIANCE REVIEW AND FILING OF GSTR-9 & GSTR-9C (FY 2025-26)

The annual return (GSTR-9) and reconciliation statement (GSTR-9C) for FY 2025-26 (April 2025 – March 2026) are due by 31.12.2026, and neither can be revised once filed. ESSCI's receipts include assessment and certification fees, affiliation and accreditation fees, and grants or funding for government and CSR projects. Each stream needs to be examined to confirm that it has the correct GST treatment and has been reported correctly.

Scope of work

1. Reconcile outward supplies in GSTR-1, GSTR-3B and the e-invoices with the books, covering taxable, exempt and non-GST supplies, advances, and credit and debit notes.
2. Reconcile ITC in GSTR-3B, GSTR-2B and the books, covering blocked credit under Section 17(5), reversals under Rules 42/43, the Section 16(4) time limit, RCM and ITC carried across years.
3. Review tax liability and payments, including interest and late fee, and recommend DRC-03 where needed. Review HSN/SAC summaries and rates, including the rate changes effective 22.09.2025.
4. Reconcile turnover and tax in the audited financial statements with the GST returns. File GSTR-9/9C after ESSCI approves them, and report observations, exposure and corrective actions to management.

Timelines

- **Draft review:** reconciliation workings and draft observations report – 12.12.2026
- **Final review:** draft GSTR-9 and GSTR-9C for ESSCI approval – 22.12.2026
- **Filing:** GSTR-9 and GSTR-9C filed, with acknowledgements and final report – 28.12.2026 (statutory due date 31.12.2026)

Fee: Please quote a lump-sum professional fee, with GST and out-of-pocket expenses shown separately. Payment will be 50% on filing and 50% on submission of the final report. Proposals for Part A will be evaluated on technical competence (70%) and fee (30%).

PART B – CA CERTIFICATION FOR WORLDSKILLS PROGRAMME

ESSCI is implementing skill competition activities under the WorldSkills programme scheme of NSDC, covering the IndiaSkills, Regional, AsiaSkills and WorldSkills competitions, for which NSDC has released funds to ESSCI. Under the scheme, ESSCI must submit certificates from a Chartered Accountant certifying the receipt and utilisation of these funds, as and when required.

Scope of work

1. Verifying the funds received from NSDC and the expenditure incurred under the scheme for the IndiaSkills, Regional, AsiaSkills and WorldSkills competitions, against the books of account, sanction letters, approved budget heads, invoices, bank statements and other supporting records.
2. Confirming that the expenditure is booked to the approved budget heads and is in line with the terms and conditions of the NSDC scheme.
3. Issuing each Utilisation Certificate / Statement of Expenditure in the format prescribed by NSDC, with UDIN, together with any observations.

Fee: Please quote a fixed **professional fee per certificate** (exclusive of GST, which may be shown separately), inclusive of all out-of-pocket expenses, together with the number of working days you need to issue each certificate after receiving the records. The fee will be payable for each certificate issued, as and when certification is required under the scheme.

COMMON TERMS (PARTS A AND B)

Key dates

- **Last date for submission of proposals:** 21.11.2026, 5:00 PM
- **Engagement letter issued by ESSCI:** 27.11.2026

Eligibility: An ICAI-registered CA firm with an office in Delhi NCR and no conflict of interest with ESSCI or its auditors. For Part A, the firm should have at least 5 years of GST practice, including GSTR-9/9C work for not-for-profit or skill-development organisations.

Your proposal should include

- Firm profile and ICAI registration
- CVs of the partner and team
- Client references
- Methodology and work plan (for Part A)
- Fee quotation, shown separately for Part A and Part B
- Declaration of independence and confidentiality

The supporting records will be made available at our New Delhi office or electronically, as convenient. ESSCI may accept or reject any proposal without assigning reasons. All data shared will remain confidential and the property of ESSCI.

Please send your proposal by **5:00 PM on 21.11.2026** to ceo@essc-india.org, with the subject line “Proposal – GST Annual Compliance FY 2025-26 & WorldSkills Certification – ESSCI”. Please feel free to contact the undersigned for any clarification.

Warm regards,

[Name]
[Designation]
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