

Appointment of Statutory Auditor

Electronics Sector Skills Council of India (ESSCI)

(Constituted under Section 25 of the Companies Act, 1956 / Section 8 of the Companies Act, 2013)

1. Introduction

Electronics Sector Skills Council of India (ESSCI) is a not-for-profit organization, registered under Section 8 of the Companies Act, 2013, promoted by NSDC and leading industry associations. ESSCI is mandated to create a robust and sustainable ecosystem for skill development in the electronics sector.

In compliance with the applicable provisions of the Companies Act, 2013, ESSCI invites proposals from eligible Chartered Accountant (CA) firms for the appointment of Statutory Auditor for the financial year 2025-26 to 2030-31, extendable subject to satisfactory performance and approval of the Governing Board.

2. Scope of Work

The scope of work of the Statutory Auditor will include but not be limited to the following:

Conduct statutory audit of the books of accounts of ESSCI in accordance with the Companies Act, 2013, Accounting Standards, and other applicable laws.

Audit of financial statements and preparation of Audit Report along with required annexures and schedules.

Certification of utilization certificates, grant-in-aid statements, and financial reports required by Government, NSDC, or any other funding authority.

Verification of compliance with statutory requirements under the Companies Act, Income Tax Act, GST Act, and other applicable regulations.

Attendance at Board / Audit Committee meetings, if required, for presentation of audited financial statements.

3. Eligibility Criteria

A. Technical Criteria

The firm must be registered with ICAI and hold a valid Firm Registration Number (FRN).

Minimum 10 years of experience in statutory audit.

Experience in handling audits of Section 8 Companies / NGOs / Skill Councils / Government-funded organizations.

The firm should have at least 5 full-time partners (including at least 1 FCA).

The firm must have a team strength sufficient to handle multi-location audits.

B. Financial Criteria

The firm should have a minimum average annual turnover of INR 50 lakhs in the last 3 financial years.

The firm should not have been blacklisted or debarred by any statutory authority.

The firm must have adequate professional indemnity insurance coverage.

4. Documents Required

Interested CA firms must submit the following documents along with their proposal:

Firm profile including year of establishment, partners, staff strength, branch offices.

Copy of ICAI registration certificate.

List of similar assignments handled in the last 5 years.

Copy of PAN, GST registration, and latest ICAI peer review certificate (if applicable).

Financial proposal / professional fee quotation (exclusive of GST) for carrying out the assignment.

Declaration on firm's letterhead confirming eligibility, non-blacklisting, and absence of conflict of interest.

5. Proposal Submission

The proposal must be submitted in two parts:

Part A – Technical Proposal

Part B – Financial Proposal

Both parts must be placed in separate sealed envelopes and super-scribed accordingly.

The sealed envelopes should be addressed to:

The Chief Executive Officer (CEO)
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House Okhla Industrial Area
Phase 3, New Delhi- 110020

The complete proposal should reach ESSCI office on or before 30/08/2025.

6. Evaluation Criteria

The proposals will be evaluated on the basis of the following:

Technical Evaluation (70%)

Experience with Section 8 companies / Government-funded entities – 30 marks

Number of partners and qualified staff – 20 marks

Years in practice and firm credentials – 10 marks

Relevant sectoral exposure (Skill Development / Education / Electronics sector) – 10 marks

Financial Evaluation (30%)

Professional fee quoted (L1 firm will be given preference, subject to technical qualification).

7. General Terms & Conditions

The appointment will be for 5 years subject to annual review.

ESSCI reserves the right to reject any or all proposals without assigning any reason.

The appointed auditor will be required to maintain confidentiality of all information accessed during the course of audit.

Any dispute arising will be subject to jurisdiction of New Delhi courts.

8. Key Dates

Date of Issue of RFP: 22/08/2025

Last Date for Submission of Proposal: 31/08/2025

Opening of Technical Bids: 01/09/2025

Finalization & Appointment: 03/09/2025

For any queries, please contact:

CA. Manoj Kumar

Head - Finance & Accounts

Electronics Sector Skills Council of India (ESSCI)

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