

REQUEST FOR PROPOSAL (RFP)

Appointment of Chartered Accountant Firm

For Handling Income Tax Scrutiny Assessment of ESSCI for FY 2024-25

RFP Reference No.	<u>RFP No. ESSCI/Finance/2026/01</u>
Issuing Organization	ESSCI (Electronics Sector Skills Council of India)
Date of Issue	28 th July 2026
Last Date for Submission	10 th August 2026
Mode of Submission	Sealed Envelope (as specified in Section 7)

1. Background

Electronics Sector Skills Council of India (ESSCI) is a Non-Profit Organization (Section 8 Company / registered society, as applicable) engaged in skill development activities. ESSCI's Income Tax return for FY 2024-25 has been selected for scrutiny assessment by the Income Tax Department. ESSCI wishes to engage a qualified Chartered Accountant (CA) firm to represent and assist it in the said proceedings.

2. Objective of the RFP

To identify and appoint a competent CA firm, having demonstrated experience in handling Income Tax assessment/scrutiny cases of Non-Profit Organizations (NPOs) — including trusts, societies, and Section 8 companies claiming exemption under Sections 11, 12, 12A/12AB, and related provisions of the Income Tax Act, 1961 — to handle ESSCI's Income Tax scrutiny for FY 2024-25 (AY 2025-26).

3. Scope of Work

- Review of ESSCI's income tax return, financial statements, and Form 10B/10BB audit report for FY 2024-25.
- Examination of the scrutiny notice(s) issued (e.g., u/s 143(2)/142(1)) and preparation of a response strategy.
- Compilation and drafting of replies, submissions, and documentation to be filed with the Assessing Officer / Faceless Assessment Unit.
- Representation before Income Tax authorities, including attending hearings/video conferences on ESSCI's behalf, where permitted.
- Advising on applicability of exemptions u/s 11, 12, 12A/12AB, 13 and compliance with conditions of registration u/s 12AB and 80G, if applicable.
- Liaising with ESSCI's internal finance team for information/document requirements.
- Assistance in filing rectification, rectifying defects, or responding to any further notices/orders arising from the scrutiny, up to closure of the assessment.
- Keeping ESSCI informed of the status and timelines at each stage of the proceedings.

4. Eligibility Criteria

- Firm should be registered with ICAI and in practice for a minimum of 5 years.
- Should have handled at least 5 Income Tax scrutiny/assessment cases of NPOs (trusts/societies/Section 8 companies) in the last 5 years — brief case references to be provided (client names may be withheld for confidentiality, but nature and outcome should be stated).
- Should have at least one partner/associate with working knowledge of exemption provisions under Sections 11 to 13 and registration requirements under 12AB/80G.
- No disciplinary action pending/imposed by ICAI against the firm or its partners.

- Firm should be based in or able to represent ESSCI's case before the jurisdictional Assessing Officer / NFAC as required.

5. Proposal to Include

- Firm profile, registration details (FRN), and partner/team CVs.
- Details of relevant experience in NPO income tax assessments (Section 3 above).
- Proposed approach for handling the assignment.
- Professional fee quote (lump sum or milestone-wise), inclusive of applicable taxes, and any out-of-pocket expense basis.

6. Evaluation Criteria

Criteria	Weightage
Relevant experience with NPO tax scrutiny cases more than 10 assignments– 50 Marks 5 to 9 assignments – 40 Marks Less than 5 assignments -30 Marks	50 Marks
Partner/team expertise & qualifications	20 Marks
Professional fee quoted	30 Marks

7. Submission Details

Interested CA firms may submit their proposals (technical and financial) in a sealed envelope marked "Proposal for Handling ESSCI Income Tax Scrutiny FY 2024-25" addressed to:

To,
The CEO,
Electronics Sector Skills Council Of India,
155, Okhla Industrial Estate Phase 3 Rd,
Okhla Phase III, Okhla Industrial Estate,
New Delhi, Delhi 110020

on or before 5th August 2026, 6:00 P.M. Proposals received after the deadline shall not be considered.

8. Timeline

Activity	Date
RFP Issue Date	28th July 2026
Last Date for Queries	7 rd August 2026
Last Date for Proposal Submission	10 th August 2026
Expected Date of Appointment	14 th August 2026

9. General Terms

- ESSCI reserves the right to accept or reject any/all proposals without assigning any reason.
- All information shared shall be kept strictly confidential by the appointed firm.
- The engagement shall be on a professional service contract basis, terminable with notice as mutually agreed.
- Any dispute shall be subject to the jurisdiction of courts at Delhi.

10. Contact for Queries

Hemant Kumar (Sr. Manager – F&A) | Mobile No. 9015263197, 844773850 | info@essc-india.org/accounts2@essc-india.org |