

ELECTRONICS SECTOR SKILLS COUNCIL OF INDIA (ESSCI)



REQUEST FOR PROPOSAL (RFP)

Appointment of Staffing Agency for Payroll Processing

RFP Reference No.	ESSCI/RFP/CSR/MP/2026-27/001
Date of Issue	1 st June 2026
Bid Submission Deadline	15 th June 2026 (3:00 PM)
Bid Opening	19 th June 2026 (3:30 PM)
Bid Validity	45 days from opening date
Contract Duration	1 year, extendable up to 2 years
Procurement Method	Open Tender
Submission Mode	Sealed envelope to be send/submitted at ESSCI

Issued by: Head – HR & Admin, ESSCI

155, 2nd Floor, ESC House, Okhla Industrial Area Phase 3, New Delhi – 110020
info@essc-india.org | +91-11-46035050 | www.essc-india.org

1. Background

Electronics Sector Skills Council of India (ESSCI) is a Section 8 Not-for-Profit organization.

For the implementation of its multiple projects, Electronics Sector Skills Council of India (ESSCI) requires the engagement of project staff—including coordinators, trainers, assessors, and support personnel—on fixed-term, short-duration contracts.

To ensure efficient management of end-to-end payroll processing and compliance with all applicable statutory requirements for such personnel, ESSCI intends to engage a staffing agency. The selected agency will act as the payroll service provider for the retained project staff. Accordingly, the process for hiring a suitable staffing agency is being undertaken.

2. Scope of Work

2.1 Payroll Processing

- Verified monthly attendance/input data from ESSCI HR by the designated cut-off date.
- Compute gross salary, deductions, and net pay; generate itemised salary slips.
- Disburse salary of employee and share stamped Bank Advice / salary transfer proof to ESSCI.
- Process arrears, increments, and Full & Final settlements as applicable.

2.2 Statutory Compliance as applicable

- PF: Monthly ECR preparation and filing on EPFO portal within due date.
- ESI: Monthly return filing on ESIC portal.
- TDS (Sec. 192): Computation, timely deposit, quarterly Form 24Q, annual Form 16.
- Professional Tax and Labour Welfare Fund as applicable by state.

2.3 Reporting & Support

- Monthly Payroll Summary Report (project-wise and employee-wise).
- Statutory Compliance Tracker with filing status and due dates.
- Employee self-service portal / app for payslip and tax document access.
- Dedicated POC for ESSCI HR; employee query resolution within 48 working hours.
- Support during internal and statutory audits.

3. Eligibility Criteria (All Mandatory)

#	Criterion	Supporting Document
1	Registered Company/LLP in India; minimum 3 years of operations	Certificate of Incorporation, MoA/AoA
2	Min. annual turnover of ₹50 Lakhs from payroll services in each of last 3 FYs	Audited financials + CA certificate
3	Min. 3 years of payroll processing experience; at least 2 client references	Work orders / client certificates
4	At least 1 payroll assignment for an SSC, NGO, or CSR-funded organisation	Work order / client certificate
5	Valid PF, ESI, TAN, and GST registrations	Copies of all registrations
6	Dedicated payroll team of minimum 5 qualified professionals	Team list with qualifications

7	Cloud-based HRMS/payroll software with employee self-service portal	Software details / screenshots
8	Not debarred/blacklisted by any government body, SSC, or NSDC	Self-declaration on company letterhead
9	Positive net worth as per latest audited accounts	Audited balance sheet
10	Signed Code of Integrity & Conflict of Interest Declaration (Annexure C)	Signed declaration

4. Bid Structure – Two-Bid System

Submit physical & Financial bids in two separate envelope sealed in a big envelope:

Part A – Technical Bid

- Covering letter (Annexure A).
- Company profile and proof of all eligibility criteria (Section 3).
- Technical approach: payroll methodology, compliance management, MIS reporting.
- Technology platform details and employee self-service features.
- Two client references (at least 1 from SSC/NGO/CSR context).
- CVs of Account Manager, Payroll Lead, and Compliance Officer.
- Implementation/on boarding plan (target: 15 days from contract signing).

Part B – Financial Bid (Annexure B)

- Price Schedule as per Annexure B only. No other documents.
- Do NOT include any price in the Technical Bid — risk of disqualification.

5. Evaluation – QCBS

Technical: 70 Marks | Financial: 30 Marks | Minimum Technical Pass: 49/70

#	Technical Criterion	Max. Marks
1	Organisation 3 years in payroll services, annual turnover, team strength	15
2	Experience 2 number of payroll clients; SSC/NGO/CSR assignment	20
3	Technical Approach and Methodology	15
4	Technology Platform and Data Security	12
5	Key Team Qualifications	8
TOTAL		70

Financial Score = (Lowest Bid / Bidder's Bid) × 30. Combined Score = Technical Score × 0.70 + Financial Score × 0.30. Highest Combined Score wins.

6. Key Contract Terms

Contract Duration	1 year, extendable annually up to 2 more years subject to satisfactory performance
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Payment	Monthly in arrears within 30 days of verified invoice; no advance payment
Payroll Accuracy KPI	≥ 99.5%; penalty ₹500 per error beyond threshold
Timeliness KPI	100% on-time Bank Advice and statutory filings; ₹1,000–₹2,000 per delay
Query Resolution KPI	95% employee queries resolved within 48 working hours
Data Confidentiality	Strict; ISO 27001 preferred; breach notification to ESSCI within 24 hours
Sub-contracting	Core payroll/compliance: not permitted. Ancillary IT: prior ESSCI approval required
Termination	60 days' notice; immediate for breach, fraud, or debarment
Dispute Resolution	<p>Step 1 – Negotiation: Either party may raise a written dispute notice to the other party’s authorised representative. Both parties shall meet (in person or virtually) within 15 calendar days of such notice and endeavour to resolve the dispute amicably within 30 calendar days of the notice date.</p> <p>Step 2 – Arbitration (if negotiation fails): Disputes not resolved under Step 1 shall be referred to sole arbitration under the Arbitration & Conciliation Act, 1996 (as amended by the 2015 and 2019 Amendment Acts). The sole arbitrator shall be mutually appointed by both parties within 15 days of arbitration notice; failing agreement, either party may approach the Delhi High Court for appointment. Each party bears its own legal costs; arbitrator’s fees shared equally unless the award directs otherwise. Small Claims:.</p>

7. Instructions to Bidders

- Bids must be submitted at Electronics Sector Skills Council of India, 155, Okhla Phase 3, New Delhi 110020
- Late bids will be rejected without giving any reason.
- Bid validity: minimum 45 days from opening date.
- Queries by email to admin@essci-india.org before Day 7 deadline (subject: RFP Clarification – ESSCI/RFP/CSR/MP/2026-27/001).
- ESSCI reserves the right to reject any or all bids, or cancel the procurement, without any reason or liability whatsoever.
- Canvassing or improper approach to ESSCI officials shall result in immediate disqualification.

Annexure A – Covering Letter Format

(On Bidder's letterhead, signed by authorised signatory)

Date: _____

To,

Head – HR & Admin, ESSCI

155, 2nd Floor, ESC House, Okhla Industrial Area Phase 3, New Delhi – 110020

Sub: Bid Submission – RFP No. ESSCI/RFP/CSR/MP/2025-26/001

Dear Sir/Madam,

We, _____ [Company Name], submit our Bid for the above RFP. We confirm that:

1. We have read and accepted all RFP terms.
2. We satisfy all eligibility criteria; supporting documents are enclosed.
3. Our bid is valid for 45 days from the opening date.
4. We are not debarred/blacklisted by any government body, SSC, or NSDC.
5. All information provided is true and correct.

Authorised Signatory: _____ Designation: _____

Company Seal: _____ Date: _____

Annexure B – Price Schedule (Financial Bid Only)

#	Service	Unit	Rate (₹)	GST (%)	Total (₹)
1	Monthly payroll processing fee per employee	Per employee/month			
2	One-time on boarding / setup fee (if any)	Lump sum			
3	Full & Final Settlement processing (per case)	Per case			
4	Any other charge (specify)	–			
5	Total				

All prices in INR, inclusive of all costs. GST stated separately. Validity: 45 days.

Authorised Signatory: _____ Date: _____

— END OF RFP —

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