



Electronics Corporation of India Limited
A Government of India (DAE) Enterprise
Finance &Accounts Group,
Funds Section, SMD Building, ECIL Post,
Hyderabad- 500 062, Telangana State.
Phone: 040-27182308
E-Mail: pffunds@ecil.co.in

EC: FAG: FUNDS: 2025-26: Statutory Audit

Date: 09-03-2026

To,
Branch Chairman,
Hyderabad Branch of ICAI
Telangana.

Sub: Seeking quotes from Hyderabad based CA firms for Conducting Audit of PF & Gratuity Trust of ECIL for the year 2025-26.

Dear Sir/Madam,

ECIL is required to get its PF and Gratuity Accounts audited for the FY 2025-26 as per the statutory requirements.

We therefore request you to display the qualifying and other criteria as per RFQ and Annexure -A, B & C on the institute – Notice Board and ICAI Hyderabad Portal.

Yours faithfully,

For Electronics Corporation of India Limited



Secretary – ECIL EPF & GRATUITY TRUST

Request for quotation (RFQ) of CA Firm for conducting the statutory Audit of the PF and Gratuity Trust of ECIL for the Financial Year 2025-26

1. Electronics Corporation of India Limited (ECIL) is a Miniratna Category-I public sector enterprise under the Department of Atomic Energy, established on 11th April 1967 with an objective to generate strong indigenous capabilities in the field of Professional Grade of electronics.
2. ECIL manages the **Provident Fund Trust and Gratuity Trust** for its employees in accordance with the applicable statutory provisions. As on March 2026, ECIL has approximately 1300 regular employees.
3. ECIL, Hyderabad, invites sealed quotations from interested Chartered Accountant (CA) firms having requisite experience for conducting the **Statutory Audit of the Provident Fund Trust and Gratuity Trust**, as per the terms and conditions mentioned below.

Bidder to submit two separate sealed envelopes.

The First Envelope Technical Bid

The envelop must contain "**Annexure-A and Annexure-B**" (Pre-Qualification Requirement and firm details with supporting Documents with Signature and Stamp) and the envelop should be clearly super scribe as

"Technical Bid – Statutory Audit of ECIL PF Trust & ECIL Gratuity Trust"

The Second Envelope Price Bid

Second Envelop must contain the Price Bid "**Annexure-C**" and the envelop should be clearly super scribe as

"Price Bid – Statutory Audit of ECIL PF Trust & ECIL Gratuity Trust"

Both these sealed envelopes should be placed in a single envelope which should also be sealed super-scribing the envelope "**Quotations for Conducting Statutory Audit of PF & Gratuity trust**" and sent **on or before 27th March 2026 at 17:00 hrs.** to following address (By Courier/Speed Post/Post) only (Soft copies not allowed)

Secretary of PF & Gratuity Trust,
Finance & Accounts Group,
FAG Building,
Electronics Corporation of India Limited, ECIL Post, Hyderabad-500062.
Mob No: 9949216270/8500119030.
Landline -040-27182308/2551
Mail Id – "pffunds@ecil.co.in"



4. Scope of the proposed work, terms of reference, terms and conditions of the contract will be as the following details:

Particulars	Remarks
Description of Work	Conducting Statutory Audit of the PF Trust and Gratuity Trust of ECIL in all aspects
Terms of reference	1. ECIL reserves the right without assigning any reason to accept or reject any/all quotations(s) in whole or in part.
Extension & Termination of Contract	1. The engagement is valid for a period of one year. 2. The contract may be terminated by this office at any time without assigning any reason if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.
Payment terms	1. The rates should be quoted for the whole year. Payment will be made on the completion of the Audit. 2. No advance payment will be made by the office. The qualified bidder shall submit the bill at the conclusion of the audit. 3. TDS under income tax/GST as per rule shall be deducted from the bill.
Evaluation Criteria and award of contract	1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation. 2. Evaluation of the lowest bidder shall be made for each Trust separately. 3. Acceptance of the offer will be communicated by email / letter or any other form of communication 4. If bidder does not accept the offer, after issue of letter of award by this office within 15 days, the offer shall stand withdrawn.

5. Opening of Bids

- The **Technical Bids** will be opened at the office of the undersigned.
- If required, **technical discussions** may be held with bidders who have taken deviations.
- Representatives of bidders may be present during the opening of the technical bid.
- Price Bids will be opened only after evaluation of the Technical Bids.



6. Validity of the bid

The bid submitted by the bidder shall be kept valid for acceptance for a period of 90 days from the date of opening of the technical bid.

The rates will be valid until the entire scope of work is executed in all respect. No escalation in the rates shall be accepted during the entire period of the contract.

7. For exempted Provident Fund (PF) Trusts, the guidelines generally mandate that the same auditor should not be appointed for two consecutive years and cannot be reappointed for more than two years within a block of six years. Accordingly, any firm that has conducted the audit of the ECIL PF Trust or ECIL Gratuity Trust in the immediate previous year shall not be eligible to quote for this tender.

8. Important Dates

Particulars	Date & Time
Last Date & Time for Submission of Tender	On or before 27 th March 2026 – 17:00 Hrs
Date & Time of Opening of Technical Bid	28 th March 2026 – 11:00 Hrs



Pre-Qualification Requirements (PQR)

Eligibility Criteria for Chartered Accountant Firms

Bidders must meet the following minimum requirements to be considered for the tender:

Annexure -A

Sl. No	Criteria	Details to be Submitted by Bidder
1	Firm should have minimum 3 years of experience	Copy of Firm Registration with ICAI clearly depicting the date of inception of the firm
2	Experience in Trust Audit	Firm must have conducted at least 2 Audit of PF/Gratuity Trust
3	Experience under Companies Act, 2013	The firm should have conducted at least 3 statutory audits under Companies Act, 2013 in the last 6 years. Copies of audit reports / work orders to be attached
4	Applicant firms and their partners must not have been found guilty of professional misconduct under the Chartered Accountants Act, 1949 (as amended) within the past five years, nor penalized by ICAI or any statutory body, and should not be under investigation for tax violations	Under taking as per "Annexure" to this effect on Letter Head
5	The firm must have an office in Hyderabad with at least 1 Partner operating from that office	Address of the Office in Hyderabad
6	Compliance Record	Declaration that the firm is not blacklisted by any Government / PSU / statutory authority
7	Audit Completion and Submission of report	Before 25 th April 2026



Self-Declaration (to be filled by the bidder)

I The Managing Partner of

M/S.....

Chartered accountants do hereby verify, declare and undertake

That the particular given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information. The Firm would stand disqualified from allotment of work and might be liable for disciplinary action under the Chartered Accountants Acts, 1949 and the regulation framed thereunder.

Applicant firm or its partners have not been held guilty of any professional misconduct under Chartered Accountants Acts, 1949(as amended) or penalized under any of the Tax law by ICAI or any other statutory body.

Applicant firm does not have a conflict of interest as mentioned in the bidding documents which materially affects the fair competition

That I and other partners are in full time practice of Chartered Accountants

Name & Signature of the Managing Partner of the Firm with Seal



Annexure –B

Credential of the firm in the below mentioned format

1	Name of the Firm	
2	Firm FRN NO.	
3	PAN of the Firm (Enclosed Copy)	
4	GST Registration Number (Enclosed Copy)	
5	No.Of Partners:	
6	No.of Qualified Persons	
7	Address of the office in Hyderabad	
8	Address of the office in any other Places (If any)	
9	E-Mail ID	
10	Mobile for communication	
11	Date of Incorporation	

Name & Signature of the Managing Partner of the Firm with Seal



Annexure –C

Name of Job /Services: Engagement of CA firm for conducting Statutory Audit of PF and Gratuity Trust for Financial Year 2025-26

slno	Particulars	ECIL PF TRUST	ECIL Gratuity Trust
1	Lump Sum Price for Conduct of Statutory Audit for F.Y.2025-26 (Amount in RS.)		
2	Applicable Tax In Percentage		
3	Applicable Tax in Amount		
4	Lump Sum Price for Conduct of Statutory Audit for F.Y.2025-26 (Total Amount in RS.)		
5	Lump Sum Price for Conduct of Statutory Audit for F.Y.2025-26 (Total Amount in Words.)		

Note-

1. The rates will be valid until the entire scope of work is executed in all respect. No escalation in the rates shall be accepted during the entire period of the contract.

Name & Signature of the Managing Partner of the Firm with Seal


