

TIRUMALA TIRUPATI DEVASTHANAMS: TIRUPATI Request for Proposal (RFP)

1. Introduction

On behalf of the Executive Officer, T.T. Devasthanams, Tirupati, responses to RFP are invited by the Office of the Chief Accounts Officer, TTD, Tirupati for availing the services of Chartered Accounting (CA) Firms for undertaking Accounting & verification activities of TTD on contract basis.

The Participants shall submit their response through Bid submission to the RFP on e-Procurement platform at **www.apecurement.gov.in** by following the procedure given below. The CA Firm would be required to register on the e procurement market place **www.apecurement.gov.in** or **https://tender.apecurement.gov.in** and submit their bids online. Offline bids shall not be entertained by the TTD for the tenders published in e-procurement platform.

TTD reserves the sole right for carrying out any amendments/modifications / changes including any addendum to this RFP. Such amendments / modifications / changes including any addendum to this RFP shall be notified on TTD website www.tirumala.org under the Tenders section.

Participants are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

Any clarifications sought by participants will be posted on TTD website www.tirumala.org under the Tenders section. Hence, before submitting bids, participants must ensure that such clarifications / changes have been considered by them. TTD will not have any responsibility in case some omissions are done by any participant.

In case of any clarification required by TTD to assist in the examination, evaluation and comparison of bids, TTD may, at its discretion, ask the participants for clarification. The response / Clarification shall be in writing and no change in the of substance of the bid shall be sought, offered or permitted.

Please note that all the information required as per the RFP document

needs to be provided. Incomplete information in these areas may lead to non-eligibility and thereby, non-selection for bid evaluation.

Modification And/ Or Withdrawal of Bids: Bids once submitted will be treated as final and no further correspondence will be entertained. No bid, once submitted, shall be allowed to be modified. No participant shall be allowed to withdraw the bid, if they happen to be the successful bidder.

TTD has the right to reject any or all bids received without assigning any reason whatsoever.

Earnest Money Deposit (EMD) and Security Deposit (SD)

The Bidder shall furnish an Earnest Money Deposit (EMD) of INR 25,000 (Indian Rupees Twenty-Five Thousand only) at the time of submission of the bid. The EMD may be submitted either:

- (a) through online payment mode as specified in the e-procurement portal; or
- (b) in the form of an unconditional and irrevocable Bank Guarantee issued by any Nationalized/Scheduled Commercial Bank in favour of the Executive Officer, TTD, valid for a period of not less than 180 (One hundred and eighty) days from the last date of bid submission, or as may be specified in the Bid Data Sheet.

In case the EMD is submitted in the form of a Bank Guarantee, the Bidder shall upload a scanned copy of the same along with the bid and produce the original Bank Guarantee for verification as and when required by the Authority.

Bids submitted without the prescribed EMD or without valid proof of submission shall be liable for rejection.

Upon award of the Contract, the successful Bidder shall furnish a Security Deposit (SD) equivalent to 2.5% (two point five percent) of the total Contract Value, in the form of online payment or Bank Guarantee, as may be specified by the Authority.

The EMD of the successful Bidder may be adjusted towards the Security Deposit, and the balance amount, if any, shall be remitted within the time period specified in the Letter of Award.

Failure of the successful Bidder to furnish the required Security Deposit within the stipulated time shall constitute sufficient grounds for

cancellation of the award and forfeiture of the EMD, at the sole discretion of the Authority.

The EMD of unsuccessful Bidders shall be refunded without interest, in accordance with the provisions specified in this RFP.

2. Contract Period & Schedule of RFP

The contract period will be for one (1) year, commencing from the date of Contract. The contract may be renewed, at TTD's sole discretion, on a yearly basis subject to satisfactory performance evaluation, but shall not exceed a total of three (3) years.

Critical Information (dates tentative only)

| Sl. No | Information | Details |
|---------------|---|---|
| 1 | Bid Inviting authority | Tirumala Tirupati Devasthanams, Tirupati |
| 2 | RFP No. and Date | TTD-69021(32)/20/2026-CAUO SEC TTD, 24.04.2026 - Accounting & verification of TTD |
| 3 | Bid document download Start Date & Time | 27.04.2026, 10.00 AM |
| 4 | Earnest Money Deposit (EMD) | Rs. 25,000 /- (Rupees Twenty five only). The EMD should be through online payment or through NEFT/RTGS or through Bank Guarantee. |
| 5 | Last Date for submission of written queries if any for clarifications (through email only) | 29.04.2026, 03:00PM Email: awingtttd@gmail.com |
| 6 | - | - |
| 6 | Release of response to clarifications to firms email only | 30.04.2026, 5.00 PM |
| 7 | Bid document download End date & Time | 04.05.2026, 12.00Noon |
| 8 | Bid Validity Period | 90 days |
| | | |

| | | |
|----|--|--|
| 9 | Last date (deadline) for submission of Bids | 04.05.2026, 4.00PM |
| 10 | Submission of Earnest Money Deposit (EMD) | 04.05.2026, 4.00 PM |
| 11 | Technical Bid opening | 04.05.2026, 04.30 PM |
| 12 | Technical presentation by bidders (For bidders qualifying pre-qualification criteria only) | Technical presentation will begin on 07.05.2026, 11.00 AM onward in alphabetical order of bidder name. Each bidder will be given 15 minutes slot to present. |
| 13 | Opening of Financial Bids (For bidders qualifying technical qualification criteria only) | 07.05.2026, 4.00PM |
| 14 | Contact Person for queries | The Chief Accounts Officer, TTD, Tirupati |
| 15 | Address for Communication | The Chief Accounts Officer, Room No. 220, I floor, TTD Administrative Building, K.T.Road, Tirupati. - 517501 |
| 16 | Deadline/last date for furnishing performance security (PBG) | Within 10 days from the date of issue of Work Order |
| 17 | Performance security value (Performance Bank Guarantee) | 2.5% of the annual contract amount in the form of on line payment or bank guarantee (from Nationalized/Scheduled Banks only) |
| 18 | Performance security validity period | 1 year from the date of signing of the agreement |
| 19 | Deadline / last date for signing agreement | Within 10 days of receipt of the Work Order |

Important Note: Prospective Internal Audit firms (Bidder) are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the e-tender portal. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually

Contact for Information:

The Chief Accounts Officer, Room No. 220, I floor, TTD Administrative Building, K.T.Road, Tirupati. Mail: awingtttd@gmail.com

3. Eligibility Criteria

The CA Firm must satisfy the following minimum criteria as of March 31, 2025.

- a. The firm shall be a Category-I Chartered Accountancy Firm empanelled with C&AG. Firms having Head Office outside Andhra Pradesh shall have an operational Branch Office within Andhra Pradesh.
- b. The Chartered Accounting Firm should have a minimum of 15 (Fifteen) years of standing.
- c. The Firm should have a minimum of 08 (Eight) partners, and at least 02 (Two) partners must have a minimum of 15 (Fifteen) Years of post qualification Experience as a practicing Chartered Accountant.
- d. The Firm must have gross receipts of at least Rs. 2 crore per annum each in the last 3 financial years (FY 2022-23, 2023-24, 2024-25).
- e. The Firm must have at least 25 full-time employees, out of which at least 10 are Semi-qualified professionals (who have completed CA Inter).
- f. The Firm must have exposure of handling Accounts of Charitable Institutions and sound knowledge of statutory compliances.
- g. The firm should have conducted Accounting/verification/Internal audit assignment for a Trust having gross receipts of at least Rs 10 Crore per annum each in the last 5 years.
- h. Firms which have carried out Accounting activities of TTD or its allied Trusts during the immediately preceding three (3) years shall not be eligible.
- i. If relatives of any partner of the firm are employed in TTD, the firm is not eligible.
- j. The Firm must have experience of working in an ERP environment.

4. Scope of Work

The objective is to increase professionalism and quality in TTD's accounting process by:

- a) Aligning accounting methods with Governing Legislations, Sub-ordinate regulations, and applicable Accounting Standards.
- b) Assisting Management in achieving statutory compliance and timely filing of returns.
- c) Providing Reports on Management Information System (MIS) for better financial controls.

Indicative Scope:

- **ERP Environment:** The CA firm shall perform all its activities within TTD's specified ERP environment.
- **Reconciliation & Review:** The firm shall be responsible for the reconciliation and **review** of transactions, coordinating with centralized desks and respective divisions to obtain necessary information.
- **Expenditure:** Review transactions to assess the correctness of the same and examine underlying documents from an accounting perspective.
- **Receipts:** Review whether collectibles have been collected correctly and in time, and whether monies collected have been deposited and credited appropriately.
- **Statutory Compliance:** Provide required data for statutory compliances (e.g., Income Tax TDS, GST returns and FCRA).
- **Month-End Closing:** Analyse Trial Balances, reconcile bank accounts, and ensure the correctness of monthly closing balances.
- **Reporting:** Firms submit monthly trial balances, reconciliation statements, and MIS reports, plus quarterly financial statements. Additional duties cover bank reconciliations, system improvements for financial prudence, and any management-directed tasks.
- **Additional Activities:** Handle additional activities related to accounting and verification issues as instructed by the Chief Accounts Officer.

5. Personnel Deployment

The Firm must deploy the following manpower on a full-time basis:

| Type of activity | Personnel | Qualifications & Experience | No. |
|--------------------------------------|--------------|--|------------------------------------|
| Overall Supervision | Senior Level | Partner of the firm; a qualified Chartered Accountant with at-least 15 years of post-qualification experience. | 1 |
| Accounting work at Head Office (TTD) | Middle Level | A qualified Chartered Accountant in full-time employment with at-least 3 years post-qualification experience. | 1 |
| | | Pass in CA (Inter) with not | Not less than 10, out of which 60% |

| | | | |
|-----------|-----------|----------------------------------|--|
| Jr. staff | Jr. staff | less than 2 years of experience. | (i.e., 6) shall be CA (Inter) qualified. |
|-----------|-----------|----------------------------------|--|

6. Evaluation Criteria & Process

- Only firms that meet the minimum Eligibility Criteria (Section 3) will be evaluated. The technical evaluation will be based on the following 100-point scoring system.
- TTD shall select 2 Chartered Accountant firms based on the total score on Quality and Cost Based Selection (QCBS model).

Scoring Table:

| Sl. No. | Item | Total Score |
|---------|--|-------------|
| 1 | <p>(A) Partner Experience: Cumulative Years of Experience of partners (min. 15 years in the firm) as of 31.03.2025. Partners, whose experience is either outside of applicant firm or less than Ten years in the said firm, are not considered for scoring. (20 marks)</p> <p>(B) Trust Revenue: Total Revenue from Accounting/Auditing for registered Trusts/NGOs (last 3 years).(20 marks)</p> | 40 |
| 2 | <p>A. Staff Strength: Total number of full-time employees (min. 25) excluding partners (15 marks)</p> <p>B. Trusts Handled: Number of trusts having gross receipts > Rs. 1 Cr handled for at least 5 years each year. (15 marks)</p> | 30 |
| 3 | <p>A. CAG Empanelment: Valid CAG Empanelment. (10 marks)</p> <p>B. CISA/DISA: Number of employees/Partners with CISA/DISA qualification. (5 marks)</p> | 30 |

| | | |
|--|--|------------|
| | (C)Salary Paid: Total Salary paid to non-partners (last 3 years). (15 marks) | |
| | Total Technical Score | 100 |

Scoring Methodology:

1A. Partner Experience: (Base: 50 cumulative years) 1 mark for every 5 additional cumulative years of standing experience in the said firm. Partners with < 10 years in the firm are excluded. Subject to a maximum of **20 marks**. Experience Details of each partner in the firm is to be given to support score entered in this field

1B. Trust Revenue: (Base: Rs. 2 Crores) 1 mark for every Rs. 10 lakhs additional earning over and above Rs. 2 Crores. Subject to a maximum of **20 marks**.

2A. Staff Strength: (Base: 25 members) 1 mark for every 10 additional staff members. Subject to a maximum of **15 marks**.

2B. Trusts Handled: (Base: Zero) 1 mark for every additional trust that meets the criteria (Gross receipts > Rs. 1 Crore for 5 years). Subject to a maximum of **15 marks**.

3A. CAG Empanelment: Full 10 marks if a valid certificate is produced; else zero.

3B. CISA/DISA: 2 marks per Partner, 1 mark per employee holding the qualification. Subject to a maximum of **5 Marks**.

3C. Salary Paid: (Base: Rs. 50 Lakh per annum) 1 mark for every Rs. 1 lakh additional salary. Subject to a maximum of **15 marks**.

Note: In all computations, the fractional values (i.e. fractional years of experience or value below Rs. 10 lakhs or Rs. 1 lakh) are ignored.

7. Submission of Proposals

Bidders must submit their proposal in two parts:

Part A: Technical Proposal: This shall include all forms and documents related to Eligibility (Section 3) and Evaluation Criteria (Section 6), including:

- Part A & B forms from the RFP.
- Registration Certificates (Firm & ICAI).
- Experience certificates.
- Last 3 years' Audited Statements and ITRs.
- PAN and GST Registration.
- Latest Firm constitution certificate.

- CAG empanelment details.
- Certified copies of DISA/CISA of partners / Employees
- Certified copies of salary payments.
- A copy of this RFP document, **duly signed on each and every page.**

Part B: Financial Proposal:

- The Financial Proposal must be submitted **separately.**
- The proposal shall state a **fixed, all-inclusive monthly remuneration** (in INR) for providing the services and personnel as defined in this RFP.
- This fee must be exclusive of GST, which will be paid extra as applicable.
- No additional conditions should be attached to the financial proposal

Part C: Evaluation Methodology (QCBS)

The selection shall be based on **Quality & Cost Based Selection (QCBS).**

Weightage:

- Technical Score (T): 70%
- Financial Score (F): 30%

Minimum qualifying marks: 70 for Technical evaluation. Only bidders scoring **70 or above** shall qualify for financial evaluation.

Financial Evaluation

- Financial bids of only technically qualified bidders will be opened.
- The lowest bid (L1) will be given **100 marks.**
- Other bids will be scored using formula:
- L1 stands for the lowest Financial Bid among all the eligible Bidders (i.e., Eligible bidders include those meeting the eligibility criteria and scoring 70 marks or more in the technical evaluation)

Financial Score = (L1 / Bid Price) X 100

Final Score Evaluation :

Final Score=(Technical Score×0.70)+(Financial Score×0.30)

Selection of Bidders:

The **top two (2) bidders** based on the Final Score shall be selected for the assignment.

The fee quoted by the **L1 bidder** shall be offered to the **second selected bidder (L2)**.

In the event that the **second ranked bidder (L2)** does not accept the L1 price, the offer shall be extended to the **next ranked bidder (L3)** at the **L1 price**.

This process shall continue sequentially to the next eligible bidder (L4, L5, etc.), based on ranking, until a bidder accepts the L1 price.

8. General Terms and Conditions

- **Personnel Conduct:** All personnel deployed by the Firm must adhere to the highest standards of professional conduct and must be sensitive to the organizational environment, values, and cultural practices of TTD.
- **Personnel Replacement:** If the performance of any personnel is found inappropriate or not up to expectation, the Firm shall replace the personnel within a reasonable timeframe, not to exceed seven (7) business days, upon written intimation from TTD. In the case of temporary absence, an alternate arrangement must be made within 48 hours.
- **Indemnification:** The Firm shall indemnify TTD against any claims or damages arising *directly* from the gross negligence or wilful misconduct of the Firm or its deployed personnel in the performance of their duties.
- **Confidentiality:** The Firm shall not reveal any non-public information acquired during the assignment, during or after its completion/termination, without the written permission of TTD.
- **Change in Scope:** Any significant modifications or requests for "additional activities" that fall outside the defined Scope of Work shall be mutually agreed upon in writing by both parties through a formal change order, which shall detail any impact on timelines and/or remuneration.
- **Payment:** Payment shall be made **monthly**, based on submission of invoice and satisfactory performance. No advance payment shall be made. Payment shall be strictly as per the **accepted financial bid**. Statutory deductions (TDS, etc.) shall be made as applicable.
- **Termination:**
 - **For Convenience:** TTD or the Firm may terminate this

contract without cause by providing **thirty (30) days' written notice** to the other party.

- For Cause: TTD may terminate the contract if the Firm fails to comply with any material terms and does not remedy the breach within fifteen (15) days of receiving a written notice of such breach.
- Dispute Resolution: Any dispute arising will be subject to the exclusive jurisdiction of the competent courts in Tirupati and High Court of AP.

9. Acceptance

I/We have read and accept all the Terms and Conditions of this RFP document.

Place:

Date:

Signature of the CA FIRM (with Seal)

TIRUMALA TIRUPATI DEVASTHANAMS: TIRUPATI **Proposal for Accounting/ Verification Services in TTD**

Part A: Basic Firm Details

| | | |
|---|---|--|
| 1 | Name of the Audit Firm | |
| 2 | Address of Registered Office | |
| 3 | Address of the Office in the State of Andhra Pradesh | |
| 4 | Date of Registration of Firm | |
| 5 | Number of Partners (please provide the details of partners in Annexure 1) | |
| 6 | Total Number of employees other than partners as on 31 st March 2025 | |

Part B: Scoring Details

Please enter the values on the following items which are used for scoring. The values entered in this have to be accurate and supported documents should be provided. Firms which provided incorrect information shall be disqualified.

The CA firm shall furnish the following documents;

| S.No | Item | Score |
|------|--|-------|
| 1 | Cumulative Years of Experience of partners in the firm who have minimum 15(Fifteen) years & 10 years of experience in case of each partner as on 31.03.2025. Partners, whose experience is either outside of applicant firm or less than Ten years in the said firm, are not considered for scoring. | |
| 2 | Total Revenue earned through Accounting and Auditing Services from registered Trusts / NGOs who enjoy Income Tax exemption during the last three years. Revenue earned from other clients and through services other than Accounting and Auditing are not considered. | |
| 3 | Total number of employees working in the firm (not less than 25 excluding partners at least 10 semi qualified | |
| 4 | Number of trusts whose gross receipts are exceeding Rs. 10 Crore per annum for at least 5 years. | |
| 5 | CAG Empanelment should be currently valid | |
| 6 | Number of employees and Partners/employees with CISA/DISA qualification. | |
| 7 | Total Salary paid to non-partners during the last three years | |

Documents required to be uploaded by the bidders.

| S.No | Document | Reference | Complied |
|---|---|--------------|----------|
| FIRM REGISTRATION & BASIC INFO | | | |
| 1 | ICAI Firm Constitution Certificate | Section 7(i) | Yes / No |
| 2 | PAN Certificate | Section 7(v) | Yes / No |
| 3 | GST Registration Certificate in the state of Andhra Pradesh | Section 7(v) | Yes / No |
| | CAG Empanelment Certificate (Category- | Eligibility | Yes / No |

| | | | |
|--|---|-----------------------------|----------|
| 4 | I, Valid) | 3(a) | |
| 5 | Individual ICAI Membership Certificates of Partners | Section 7(ii) | Yes / No |
| FINANCIAL STATEMENTS (Last 3 Years: FY 2022-23, 2023-24, 2024-25) | | | |
| 6 | Audited Financial Statements | Section 7(iv) | Yes / No |
| 7 | Income Tax Returns (ITRs) | Section 7(iv) | Yes / No |
| SALARY DOCUMENTATION (Last 3 Years) | | | |
| 8 | Salary Payment Certificate to Non-Partners | Section 7(viii); Scoring 3C | Yes / No |
| REVENUE & CLIENT EXPERIENCE | | | |
| 9 | Trust/NGO Revenue Certificate (Fees received from Accounting/Audit services of Trusts/NGOs) | Scoring 1B | Yes / No |
| 10 | List of Trusts Handled (gross receipts > Rs. 1 Cr, min. 5 yrs each) (Appointment orders) | Scoring 2B | Yes / No |
| 11 | Proof: Trust Experience (\geq Rs. 10 Cr p.a. for \geq 5 years in last 5 years) | Eligibility 3(g) | Yes / No |
| STAFF & QUALIFICATIONS | | | |
| 12 | Staff Strength Certificate (min. 25 employees, min. 10 CA Inter) | Scoring 2A | Yes / No |
| 13 | DISA/CISA Qualification Certificates (Partners & Employees) | Section 7(ix); Scoring 3B | Yes / No |
| COMPLIANCE DECLARATIONS | | | |
| 14 | Declaration: No TTD/Allied Trust Work in Last 3 Years | Eligibility 3(h) | Yes / No |
| 15 | Declaration: No Relatives Employed in TTD | Eligibility 3(i) | Yes / No |
| 16 | ERP Environment Experience Certificate with client list | Eligibility 3(j) | Yes / No |
| FORMS & DECLARATIONS | | | |
| 17 | Part B Form: Scoring Details (Completed with accurate values) | Part B | Yes / No |
| 18 | Complete RFP Document (Signed on EVERY page with seal) | Section 7 | Yes / No |
| | | | |

| | | | |
|------------------------------|--|---------------|----------|
| 19 | Power of Attorney/Authorization (if signatory not a partner) | General | Yes / No |
| EARNEST MONEY DEPOSIT | | | |
| 20 | EMD Proof: Rs. 25,000 (Online payment OR Bank Guarantee) | General Terms | Yes / No |

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. The contract period will be for one financial year and the contract shall be renewable if required on yearly basis on evaluation by TTD and in any case not exceeding three financial years.
2. Time is the essence of the contract and accordingly all endeavours should be made to complete the work within the stipulated time and any extension beyond the given date should be by way of proper approval.
3. Tirumala Tirupati Devasthanams being a religious Institution and a place of public religious worship also having sub shrines, utsavams, mantapams, tanks and other necessary appurtenant structures is strictly desirous to have personnel only from Hindu Religion.
4. This Contract is a contract for execution of services and it shall be the endeavour of the Chartered Accountancy Firm to provide the appropriate personnel to execute the services and in case if the performance or behaviour of any personnel is not up to the expectation of TTD or found inappropriate, the Firm shall replace the personnel immediately on the intimation from TTD
5. Without the knowledge of the Chief Accounts Officer, the person deployed for this work should not be replaced and alternate arrangement should be made within 24 hours in the absence of regular staff and their output should match with the outputs given by regular personnel and should not lead to day to day work getting affected.
6. The Chartered Accountancy Firm is informed that TTD may find if necessary to postpone or cancel the assignment and/or shorten the extension of its duration. However, every effort will be made to give early notice of such changes. In the event of termination, the amount shall be paid for the services rendered for carrying out the assignment till the date of termination or parts thereof, and any other information and documentation gathered under this contract prior to the date of termination shall be handed over to TTD.
7. The Chartered Accountancy Firm will be responsible for staff compensation, employment liability, and insurance for the candidates during this assignment. The Chartered Accountancy Firm may also maintain comprehensive general liability insurance including contractual liability coverage adequate to cover the indemnity of obligation against all damages, cost and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of its staff.
8. The Firm should provide the qualified staff to work on ERP Software's for TTD Accounting as mentioned in the scope of work.

9. The Chartered Accountancy Firm shall indemnify and hold harmless to TTD against any/and all claims, demands and/or judgments of any nature brought against TTD arising out of the services by the consulting firm and its staff under this contract. The obligation under this paragraph shall survive even after the termination of this contract.

10. Obligation on the part of Service Provider: The Chartered Accountancy Firm during the term of this assignment and after its termination shall not reveal any information or provide data directly or indirectly to any agency. Any breach of this condition is liable to be sued in the jurisdictional court of law and damages are chargeable as decided by the TTD.

11. Prohibited Sub Contracting: The Chartered Accountancy Firm shall not assign this contract to a sub-contractor fully or any portion of it. Further, the contract or any part, shares or interest of the contract is not to be transferred or assigned by the contractor directly to any person whomsoever.

12. Disclosure of information: The Chartered Accountancy Firm also agree that, all knowledge and information not within the public domain which may be acquired during the carrying out of this assignment, shall be for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of TTD.

13. Payment: No advance payment of Fee will be made. Agreed Fee of contract is valid during the currency of the contract. The renewal of contract after one year will be based on evaluation by TTD. The payments are made by TTD through online transfers. The Chartered Accounting firm is responsible in discharging all liabilities under various acts applicable to the transactions made by it during the currency of this contract. All statutory liabilities shall be borne by the Chartered Accounting firm only.

14. Documents required for the claim of remuneration.—

A) Monthly bill

B) The certified Financial Statements of the individual Accounting Units for which the CA Firm would be responsible for accounting.

C) A detailed check list of activities that are to be confirmed by the CA firm along with the claim.

The above documents required are not exhaustive and it is to be specifically noted that without the above documents, the bills of the firm shall not be processed by respective TTD.

15. The Chartered Accountancy Firm shall be responsible for the payment of wages, salary allowances and any statutory contributions on behalf of the personnel employed and for others in pursuance of the contract with TTD and the TTD will not be liable on this count. The CA firm shall also hold and renew such of the licenses, registration, permit etc., and maintain/furnish such of the records as may be required under any Law or relevant rules from time to time.

16. TTD reserves the right to give preference to any Agency in the interest of the Organization at any time before the acceptance of the

R.F.P. and the decision of the TTD is final and binding on R.F.P.s without any recourse.

17. TTD reserves the right to charge any penalty or withhold payment for any unsatisfactory service rendered by the agency without prejudice to its other rights. The Chartered Accounting Firm is further liable to reimburse/compensate the respective TTD or third party for any loss, damage, injury, harm etc., caused or arisen out of the negligence or any other act of its personnel employed or breach of contract. The order of the Executive Officer in this regard under this clause is final. The Executive Officer may enhance or reduce the penalty leviable or waive the penalty.

18. The TTD reserves the right to terminate/amend/modify the contract without assigning any reason or advance notice to the Chartered Accountancy Firm. Similarly, the terms of the R.F.P. may be amended/modified by TTD, if necessary, to ensure competitiveness and quality of service. The terms and conditions of the contract include R.F.P. Rules specified in the R.F.P. document.

19. The TTD reserves the right to add/delete/change/modify any or all the conditions mentioned in the R.F.P. document including in annexures if any and the said addition/deletion/changes/modifications can also be incorporated in the agreement to be entered into with the R.F.P. at a later date irrespective of R.F.P. conditions mentioned in the notice inviting R.F.P. or in the R.F.P. document and further if required the same can be incorporated in a form of codicil as the case may be and the same will be binding on the contract without any recourse

20. If the Chartered Accountancy Firm in the opinion of TTD, fails or neglects to comply with any of the terms and conditions of the contract or with any orders issued, then in such a case, the TTD shall without prejudice to any other right or remedies under this contract as a right and be entitled to cancel the contract by giving a notice in writing to the CA firm without being liable to pay any compensation for such cancellation.

21. Force Majeure: If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither Party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the TTD as to whether the deliveries have been so resumed or not shall be final and conclusive.

22. In the case of failure by the Chartered Accountancy Firm to take up the work within the period specified, the Executive Officer, or any other Officer authorised by him shall have the powers to reject such contract and to engage any other Chartered Accountancy Firm and excess of cost

so incurred by the concerned officer, TTD, over the contract price together with all charges and expenses attached to the provision of service shall be recoverable from the failed Chartered Accountancy Firm.

23. The interested Chartered Accountancy Firms should submit the response to R.F.P. duly signed in each and every page and should also mention that the conditions of the R.F.P. are thoroughly studied by them and they are agreeable to the conditions. Otherwise the response to R.F.P. will not be accepted.

24. In the event of any breach of agreement at any time by the CA firm, the assignment will be terminated by the concerned officer of TTD without any compensation payable to the firm. The contract may also be put to an end at any time by the concerned officer of TTD on giving (7) Seven days notice to the Chartered Accounting Firm. Further any dispute arising will be subject to the jurisdiction of Tirupati only.

25. The participants for the sake of uniform comparison should not add any condition in response to R.F.P and such of those responses to R.F.P.s, which stipulate any condition, are liable for rejection.

26. During the period of the contract, the prevailing TDS of Income Tax, GST as applicable from time to time will be deducted from the gross payment of each bill of the contract.

27. TTD reserves the right to reject any bid against R.F.P. or any items in the response to R.F.P. or all the bids against R.F.P.s without assigning any reason therefore.

28. TTD reserves the right to accept or reject any response to R.F.P. and to cancel the process and to reject all bids against R.F.P.s at any time prior to the award of the contract without assigning any reasons and also under no obligation to inform the affected bidders the ground of acceptance or rejection of the same. In this regard, the decision of the TTD is final and binding on the CA Firms without any recourse.

29. Further, it is to specifically be accepted by the CA firm when the response to R.F.P. is filed before T.T. Devasthanams that the acceptance or rejection of the response to R.F.P. by T.T.D or methodology adopted by T.T.D in short- listing the CA firms for the supply of R.F.P. requirements shall not become a cause of Action or Ground for the bidder to initiate any legal action before any Court or Courts of Law for obtaining any order, Injunction, direction etc., from the Hon"ble Court or Courts to stall the proceedings in TTD .

30. It is specifically accepted by the Chartered Accountancy Firms that no employee of the said firm shall under no circumstances be treated or deemed to be an "Employee" of TTD and TTD shall not have or be asked to or expected to accept or accepted any responsibility or liabilities as an "Employer" to any of the employees of the Chartered Accountancy Firm for the reason of making any payment continuously or extending any facility under this contract.

I / We read and accept the above Terms and conditions of this R.F.P.

Place:

Date:

Signature of the CA FIRM