

TIRUMALA TIRUPATI DEVASTHANAMS : TIRUPATI
Request For Proposal.

On behalf of the Executive Officer, T.T. Devasthanams, Tirupati sealed R.F.P.s are invited by the Office of the Chief Accounts Officer, TTD, Tirupati for availing the services of Chartered Accounting Firms for undertaking Accounting & verification activities of **TTD** on contract basis, for a period of one year renewable if required on yearly basis on evaluation by TTD and in any case not exceeding three years.

The intending CA Firm should satisfy the following criteria.

- a) The Chartered Accounting Firm should have a minimum of 15 (Fifteen) years of standing.
- b) The Chartered Accounting Firm (here in after referred to as Firm) should have minimum 08 (Eight) partners and at least 02 (Two) partners of the firm must have a minimum of 15 (Fifteen) Years of Experience as a practicing Chartered Accountant.
- c) The Firm must have gross receipts of at least Rs.2 crore per annum each in the last 3 years.
- d) The Firm must have at least 25 full-time employees, out of which at least 10 Semi qualified professionals (who have completed CA Inter) to be in its rolls.
- e) The Firm must have exposure of handling Accounts of Charitable Institution and sound knowledge of statutory compliances. The firm should have conducted trust Accounting or auditing for a trust having gross receipts of Rs 1 Crore per annum for at least 5 years.
- f) If close relatives (parent or children) of any partner of the firm are employed in TTD, the firm is not eligible to participate in the RFP.

Scope of the work:

The objective of this assignment is to achieve manifold increase of professionalism and quality in accounting process in TTD, by

- a) Bringing the accounting methods and procedures, in tune with the Governing Legislations and Sub-ordinate regulations as applicable to TTD, Accounting Standards to the extent it may be relevant to an Institution like TTD, with an aim to improve the accuracy, relevancy and transparency of the Financial Statement.
- b) Assisting management in achieving statutory compliance and filing of statutory returns on timely basis.

- c) Providing of Intelligent Management Information Reports to implement better Financial Controls in the Organization.

For the sake of Clarity and to convey the firms the line of TTD's expectation, an indicative scope of work is provided hereunder.

- Books of Accounts, includes Financial, Inventory and other aspects of accounts.
- The CA firm required to work in the ERP environment and must have hands on experience in working in ERP environment.
- The firms would be responsible for the **reconciliation and review the transactions**; the firms may co-ordinate with the centralized desks of Accounts Department to get the records for reconciliation, after analyzing the transaction, getting the necessary information and explanations from the respective division or section through the Accounts Officer.
- In the case of expenditure, the Chartered Accountants have to analyze the transaction to ensure the correctness of the same and to examine all the underlying documents from the Accountants point of view
- In respect of Inventory the CA firms have make sure that transaction entries in the inventory books are carried out on live basis properly.
- The CA firm should provide required data for statutory compliances i.e. Income Tax TDS returns, GST returns on timely basis from the books of accounts.
- The Firm shall analyze their respective Trial Balance, reconcile the respective Bank accounts in the subsidiary books and ensure the correctness of the monthly closing balances in the subsidiary books.
- In the case of receipts, the firms shall be verify whether all the collectibles have been collected correctly and in time, and all the monies collected have been deposited to the predetermined bank account correctly and in time and the monies deposited to the Bank account are credited to the Bank account correctly and in the expected time.
- In the case of Bank accounts, the Firms have to ensure that the Bank Funds Management Policy is being adopted correctly and have to ensure that the Bank Accounts in TTD books are always reconciled with that of the Bank Statements.
- The Chartered Accountants have to verify, the correctness of the Income and Material Reconciliation Statements prepared by the Units.
- Providing information and clarifications to internal auditors and assisting internal auditors to review financial aspects of their audit assignment.
- At the end of every month before the close of the ensuring month the Firms shall submit the Trial Balances along with reconciliation statements and MIS reports as required by the management from time to time.

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- Apart from the above scope, all additional activities related to accounting issues arising during the assignment from time to time, the accounting firm shall handle the same from the instruction from the Chief Accounts Officer.
- The CA firm shall submit quarterly financial statements to the management along with reconciliation statements.
- The Firm should deploy the following manpower for the assignment in TTD on full time basis.

The Chartered Accountant firm has to place one of its Senior partners as in charge for the assignment. Such Senior partner shall be assisted by one CA qualified person with 3 years of experience as team head continuously stationed at the place of accounting. The accounting team shall consist of minimum 10 staff and 60% of them should be CA inter qualified with not less than 2 years of experience. Further, details relating to the constitution of accounting team are as below:

Type of activity	Personnel	Qualifications & Experience	No.
Overall Supervision	Senior Level personnel	Partner of the firm a qualified Chartered Accountant with at-least 15 years of post qualification experience.	1
For Accounting work at Head Office	Middle Level personnel	A qualified Chartered Accountant in full time employment with at-least 3 years post qualification	1
	Jr. staff	Pass in the intermediate examination of the Institute of Chartered Accountants of India along with an experience of not less than two years.	Not less than 10, out of which 60% of the candidates shall be with CA (inter) qualification.

Not more than 2 Chartered Accountant firms only will be selected through the evaluation process as prescribed.

The selection process and Evaluation criteria for this work will be as follows:

Firms which met the minimum criteria as mentioned above are evaluated further as detailed below:

SCORING TERMS

Sl. No.	Item	Total 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 31.12.2022. Partners, whose experience is either outside of applicant firm or less than Ten years in the said firm, are not considered for scoring.	20
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.	20
3	Total number of employees working in the firm not less than 25 excluding partners.	15
4	Number of trusts whose gross receipts are exceeding Rs. 1 Crore per annum for at least 5 years.	15
5	CAG Empanelment should be currently valid	10
6	Number of employees and Partners/employees with CISA/DISA qualification.	5
7	Total Salary paid to non-partners during the last three years	15
Total		100

Scoring Methodology:

The scoring methodology for the six scoring items listed above is as follows:

Sl. No.	Item
1	Cumulative experience of all partners above 50 years of standing should be eligible for marking. 1 mark for every 5 years of cumulative standing experience in the said firm of all partners subject to maximum of 20 marks. In computing cumulative experience of partners, experience outside the applicant audit firm as well as of those partners whose experience falls below 10 years are excluded. Experience Details of each partner in the firm is to be given to support value entered in this field.
2	Below Rs. 2 Crores, zero mark. 1 mark for every Rs. 10 lakhs additional earning over and above Rs. 2 Crores subject to maximum of 15 marks.
3	Below 25 members, zero mark. 1 mark for every 10 additional staff members subject to maximum of 15 marks.

4	Trusts below Rs. 1 Crore for 5 years, zero mark. 1 mark for every additional number of trust or number of years' subject to maximum of 15 marks.
5	Full 10 marks if CAG Empanelment certificate is produced; else zero
6	The firm's partner or employee having qualification in CISA/DISA should be marked with 2 Marks for every partner holding such qualification and 1 mark for employees subject to a maximum of 5 Marks.
7	Below Rs. 50 lac, zero mark. 1 mark for every Rs. 1 lakh subject to maximum of 10 marks.

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

Interested firms who have met eligible conditions need to submit their details in the attached form and enclose relevant documents listed in the form.

Remuneration for the Accounting Services

Remuneration will be decided by taking prevailing fees into consideration and in commensuration to the work entrusted.

The intending CA Firms may download the R.F.P. documents from TTD's website www.tirumala.org. Documents can also be obtained from the O/o Chief Accounts Officer, TTD, Tirupati 517 501 during the working hours from 10:30 AM to 5.00 PM on the dates give below. In case, any further information is required, the applicants are requested to contact: The Chief Accounts Officer, Room No.33, 1st floor, TTD Administrative Building, K.T.Road, Tirupati during office working hours.

R.F.P.Notice vide Roc.No. TTD-53023(31)/1/2020-A WING SEC - TTD

Office of Issue : Office of the C.A.O., Room No. 33,
1st floor, TTD Administrative Building,
K.T.Road, Tirupati -517501.

Due date & time of Receipts of R.F.P. : 23.03.2023 3.30 PM

Data & time of opening of R.F.P.s : 23.03.2023 4.30PM

Venue for opening of R.F.P.s : O/o Chief Accounts Officer, TTD, ADMN, BLDG, Tirupati

TIRUMALA TIRUPATI DEVASTHANAMS: TIRUPATI**Request For Proposal for Accounting Services in TTD****Part A: Basic Firm Details**

1	Name of the Audit Firm	
2	Address of Registered Office	
3	Date of Registration of Firm	
4	Number of Partners (please provide the details of partners in Annexure 1)	
5	Number of Partners based out of Tirupati (please provide the details of partners in Annexure 2)	
6	Total Number of employees other than partners as on 31 st December 2022	

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 support document should be provided after shortlisting. Firms which provided incorrect information shall be disqualified.

The CA firm shall furnish the following documents

Sl. No.	Item	Total 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 31.12.2022. 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.	

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4	Number of trusts whose gross receipts are exceeding Rs. 1 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	
Total		

- (i) Certificate of Registration of firm / Certificate by ICAI.
- (ii) Individual membership certificate of ICAI.
- (iii) Relevant experience certificate for Accounting and Audit works handled.
- (iv) Last 3 years Audited Statements and Income Tax returns with Acknowledgment of CA firms.
- (v) The CA firm shall furnish PAN number and GST Registration Number.
- (vi) The CA firm shall submit the latest Firm constituency certificate.
- (vii) CAG empanelment details
- (viii) Certified copies for salary paid to the non-partners during the last three years.
- (ix) The CA firm should submit the self-certified copies of the supporting documents as a proof of their eligibility / marking.

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 desirous to have personnel only from Hindu Community.
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 handover 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 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 with in 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:
 - 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 cancel 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 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 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 R.F.P and such of those 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 R.F.P. or any items in the R.F.P. or all the R.F.P.s without assigning any reason therefore.
28. The TTD reserves the right to accept or reject any R.F.P. and to cancel the process and to reject all 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 R.F.P. is filed before T.T. Devasthanams that the acceptance or rejection of the 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, Injection, 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 proposal.

Place :

Date :

Signature of the CA FIRM.