REQUEST FOR EMPANELMENT

Fast-Track Empanelment of CA/CS Firms

FOR INCORPORATION AND FIRST-YEAR COMPLIANCE SUPPORT OF
SECTION 8 COMPANIES FOR PARTICIPATING INSTITUTIONS

Issuing Entity	Ratan Tata Innovation Hub Amaravati Foundation (RTIH)
Document Type	Request for Empanelment (RFE) - website version
Document Reference No	RTIH-AMVT/RFE/2026/001
Issue Date	30 Mar 2026
Submission Mode	Single Google Form response with structured uploads
Last Date for Submission	10 Apr 2026
Empanelment Type	Non-exclusive; no work order guarantee

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1. Background and Purpose

RTIH invites applications from firms of Chartered Accountants, Company Secretaries, CA-CS-led LLPs/companies, and other legally eligible professional entities with demonstrated capability in Section 8 incorporation and compliance, for empanelment to support the incorporation and first-year compliance setup of Section 8 companies for participating institutions under RTIH's InnoTribe Program.

RTIH may facilitate a significant volume of Section 8 incorporations (indicatively up to ~300 over 6 months); however, this is not a commitment or guarantee. This is therefore a fast-track, volume-driven institutional support empanelment intended to build reliable execution capacity within defined program timelines. Multiple firms may be empanelled, and assignments may be released in batches or individually.

2. Key Dates & Timelines

Milestone	Date
Release of RFE	30 Mar 2026
Last date to submit queries	03 Apr 2026
Response to queries / issuance of corrigendum	06 Apr 2026
Last date for submission of proposals	10 Apr 2026
Evaluation of proposals & internal approvals	11-23 Apr 2026
Confirmation of empanelment	24 Apr 2026

3. Nature of Empanelment

- The empanelment is non-exclusive.
- RTIH may empanel one or more firms.
- Assignments may be issued from time to time based on requirement, capacity, responsiveness, specialization, timelines, past performance, geography, and commercial reasonableness.
- RTIH reserves the right to issue no assignment to an empanelled firm.

- Quoted rates will serve as pre-agreed reference rates unless RTIH separately seeks confirmation for a specific batch or requirement.

4. Scope of Work

- Incorporation of Section 8 company for participating institution.
- Name reservation, incorporation filing, Section 8 licence process, DIN / DSC support where required, PAN / TAN related steps, and preparation of incorporation pack.
- Institution-specific completion / customization of Memorandum and Articles of Association using RTIH-provided standard templates and governance structure, together with all incorporation-related support required for filing.
- Post-incorporation support including first board meeting papers, statutory registers setup, compliance calendar, and bank account opening documentation pack.
- First-year secretarial compliance support including routine board / member documentation, annual ROC filings, and event-based filings as required.
- First-year accounting / bookkeeping support, year-end financial statement support, and audit coordination support.
- Coordination with institution nodal officer and RTIH for document collection, status updates, and issue resolution.
- Maintenance and sharing of periodic status updates in the format prescribed by RTIH, including institution-wise stage, pending documents, filing status, defects / resubmissions, expected completion dates, and escalations. RTIH may require use of a central tracker, dashboard, or MIS format for monitoring batch progress and vendor performance.

5. Eligibility Criteria

- Applicants should be firms of Chartered Accountants, Company Secretaries, CA-CS-led LLPs/companies, and other legally eligible professional entities with demonstrated capability in Section 8 incorporation and compliance.
- Minimum 3 years of relevant experience is required.
- Experience in Section 8 company incorporation / compliance, nonprofit entities, educational institutions, incubators, or grant-linked entities is strongly preferred.

- Applicant should be capable of issuing GST invoice where applicable.
- Applicant should not be blacklisted by any government department, PSU, statutory body, or court order at the time of submission.
- Applicant must be willing to work on RTIH-standard templates, process checklists, MIS, and SLA requirements.

6. Capacity Declaration

Applicants must clearly declare their realistic operational capacity against the indicative volume communicated under this RFE. This is a key evaluation factor for this RFE.

- Maximum number of Section 8 incorporations that can be handled per month.
- Maximum number of Section 8 incorporations that can be completed within 6 months for RTIH.
- Team structure proposed for RTIH assignments, including number of partners, managers, associates, article assistants, and support staff.
- Expected turnaround time from receipt of complete documents to filing submission.
- Expected turnaround time for re-submissions, defect notices, or clarifications.
- Mode of support: remote, hybrid, and on-site availability in Andhra Pradesh.
- The capacity and turnaround commitments declared by the applicant shall be treated as indicative service-level expectations. In the event of material deviation from declared capacity, persistent delays, or inability to handle allocated volume, RTIH may, at its discretion:
    - reduce or withhold batch allocation;
    - reallocate assignments to other empanelled firms;
    - require corrective action plans; or
    - suspend or remove the firm from the empanelled panel.

7. Submission Structure and Method

For ease of evaluation, responses should be structured in two parts: Part A - Technical / Capability Submission and Part B - Commercial Submission. RTIH may assess technical fit before reviewing commercial

reasonableness. This is for evaluation convenience and does not constitute a formal two-envelope tender process.

Applications shall be submitted through the RTIH Google Form link published on the website. The form and uploads should be structured as follows:

- **Part A - Technical / Capability Submission:** firm profile, registrations, signing professional details, Section 8 experience, execution plan, Andhra Pradesh coverage, throughput capacity, SLA commitments, and technical uploads.
- **Part B - Commercial Submission**: signed rate card for the mandatory service basket, volume discount slabs if any, taxes / statutory charges treatment, pricing assumption based on RTIH-provided standard MOA / AOA templates, and any optional additional services.

RTIH may review technical suitability first and may compare commercial submissions among firms considered suitable for empanelment. This separation is for screening convenience and does not require a formal two-envelope tender process.

All uploaded files should clearly identify the applicant firm and document type in the filename (for example: FirmName_TechnicalProfile.pdf, FirmName_CommercialRateCard.pdf, FirmName_Declaration.pdf).

Commercial Assumptions for Quotation

(a) RTIH expects to provide standard MoA and AoA templates for use by empanelled firms. Quotations should therefore be based on institution-specific customization, incorporation support, coordination, filing, and first-year compliance support, rather than fresh drafting of constitutional documents from scratch for each institution.

(b) For purposes of quotation, bidders shall assume an initial Board size of **up to 5 directors** per Section 8 company.

(c) If the bidder proposes any additional charge for cases involving more than 5 directors, the same shall be quoted separately as an **incremental rate per additional director**.

(d) Government filing fees, stamp duty, DSC/DIN charges, and other statutory fees, if not included, shall be clearly identified separately.

(e) An indicative document responsibility matrix is placed at Annexure 2 for reference.

(f) Quotations under the standard commercial schedule shall be based on a standard case, meaning use of RTIH-provided standard MoA/AoA templates, an initial Board size of up to 5 directors, Indian resident directors / signatories only, no foreign national / NRI director documentation requiring specialised handling, and no material deviation from the standard governance structure.

(g) Any case involving foreign nationals, NRIs, additional legalization / apostille requirements, substantial deviation from standard templates, or any other materially non-standard complexity shall be quoted separately under "complex / special-case charges," with the nature of such complexity clearly described.

Commercial Schedule (Annexure 1 refers)

All quotes shall clearly separate professional fees from statutory / government fees, stamp duty, DSC costs, taxes, and out-of-pocket expenses.

S No	Service Item	Unit for Quote	Quote Required
A1	Section 8 incorporation package using RTIH-provided standard MOA / AOA templates (professional fee only)	Per company	Mandatory
A2	First-year secretarial compliance support	Per company / year	Mandatory
A3	First-year bookkeeping / accounting support	Per company / month	Mandatory
A4	Incremental fee per additional director beyond 5	Per additional director	Mandatory
A5	Director appointment / resignation related filing	Per event	Mandatory
A6	Registered office change related filing	Per event	Mandatory

S No	Service Item	Unit for Quote	Quote Required
A7	Non-standard MOA / AOA amendment / deviation related filing	Per event	Mandatory
A8	Other ROC event-based filing	Per event	Mandatory
A9	Optional additional services proposed by bidder	Specify unit	Optional

For avoidance of doubt, quotations for the standard Section 8 incorporation package should be submitted on the assumption that RTIH will separately prepare and share standard MOA and AOA templates for use across participating institutions. The quoted package should therefore cover institution-specific customization, document completion, coordination, filing support, defect handling, and post-incorporation support. Any additional fee proposed for non-standard drafting, major deviations from the standard templates, or special legal structuring should be disclosed separately as an optional item.

Submission Checklist

Document / Input	Mandatory	Remarks
Part A - Firm profile and contact details	Yes	In Google Form / uploaded profile deck
Part A - Registration proof and profile of proposed signing professionals	Yes	ICAI / ICSI / entity registration as applicable
Part A - Proof of COP / CoP of proposed signing professionals	Yes	Merged PDF acceptable
Part A - Capacity and execution plan	Yes	1-3 pages recommended
Part A - Conflict of interest and no-blacklisting declaration	Yes	Signed on letterhead

Document / Input	Mandatory	Remarks
Part B - Signed and stamped commercial rate card	Yes	Professional fee separate from statutory fees
Part B - Volume discount sheet, if any	No	Optional but recommended for batch work
Public listing consent and logo upload	No	Only if the bidder wants RTIH to showcase the firm publicly

8. Evaluation Approach

RTIH intends to evaluate applications on a best-fit basis rather than on a lowest-price-only basis.

- Eligibility and completeness of submission.
- Relevant experience and Section 8 track record.
- Declared throughput capacity and execution plan.
- Turnaround commitments and escalation readiness.
- Commercial reasonableness of the submitted rate card.

RTIH may, at its discretion, hold clarifications, seek additional information, or conduct interaction with applicants before empanelment. In case a bidder's commercial proposal is based on assumptions materially different from those specified in this RFE, RTIH may seek clarification, normalize the proposal for evaluation, or reject the proposal as non-responsive.

9. Optional Public Listing of Empanelled Firms

RTIH may choose to showcase consenting empanelled firms on its website, decks, or ecosystem materials for discoverability. Applicants may opt in separately for such listing.

- The bidder may provide firm logo, website / LinkedIn link, office locations, and a short public profile for such listing.
- Public display by RTIH shall be optional and subject to explicit bidder consent.
- Such listing shall not amount to endorsement, ranking, preferred partner status, exclusivity, or guarantee of work allocation.

- RTIH reserves the right to modify, update, or remove any such public listing, profile, or display of empanelled firms at its discretion, without prior notice and without assigning any reason.
- No empanelled firm shall use RTIH's name, logo, marks, or branding in any marketing, publicity, website, pitch material, or client communication except to the extent expressly authorised in writing by RTIH. Any approved use shall be subject to RTIH's branding and communication guidelines.

10. Key Terms & General Provisions

Proposal Validity

All submissions made in response to this RFE shall remain valid and binding for a period of **90 days** from the submission deadline, unless a longer validity is expressly stated by the applicant.

Nature of Empanelment and No Work Guarantee

This RFE is being issued for the purpose of **non-exclusive empanelment** of suitable professional firms. Empanelment shall not create any exclusive right, preferred status, minimum business assurance, or guaranteed work allocation in favour of any empanelled firm. RTIH may empanel one or more firms and may assign work, if any, from time to time based on requirement, capacity, responsiveness, timelines, specialization, geography, past performance, and commercial reasonableness.

Empanelment Period

Unless otherwise specified by RTIH, empanelment under this RFE shall remain valid for a period of **two (2) years** from the date of empanelment, unless extended, suspended, or terminated earlier by RTIH. RTIH may review the empanelled panel periodically and may refresh, revise, expand, or rationalise the panel as it considers appropriate.

Work Allocation and Confirmation of Capacity

RTIH may allocate assignments in batches or individually. Before issuing any specific assignment or work order, RTIH may seek confirmation of availability, throughput capacity, team deployment, and acceptance of timelines from the empanelled firm. RTIH may also seek a reconfirmation of commercials where the requirement materially differs from the assumptions set out in this RFE.

Right to Accept, Reject, Cancel, Amend, or Reissue

RTIH reserves the right, at its sole discretion, to accept or reject any application, to seek clarifications, to treat any application as non-responsive, to cancel or withdraw this RFE, to amend its terms, or to reissue the RFE, in whole or in part, at any stage, without assigning any reason and without incurring any liability to any applicant. Applications that are incomplete, submitted after the deadline, or found to contain material deviations from the requirements of this RFE may be rejected without further consideration.

Technical and Commercial Review

For ease of evaluation, RTIH may assess technical suitability first and may compare commercial submissions among firms considered suitable for empanelment. This separation is only for evaluation convenience and shall not be construed as a formal two-envelope tender process. RTIH may empanel firms on a best-fit basis and is not bound to adopt a lowest-price-only approach.

Confidentiality

Applicants shall treat all non-public information, documents, templates, clarifications, and communications shared by RTIH in connection with this RFE as confidential and shall not disclose the same to any third party, except as required for internal preparation of the submission or as required by law, without prior written consent of RTIH. The empanelled firm shall ensure confidentiality of all data, documents, and information relating to RTIH and participating institutions, including incorporation documents, financial data, and personal information of directors.

Such information shall not be used for any purpose other than execution of assigned services.

These obligations shall survive termination or expiry of empanelment.

Data Protection/Privacy

The empanelled firm shall comply with applicable data protection laws and shall implement reasonable security safeguards for handling personal and sensitive information.

Any data breach shall be immediately reported to RTIH.

Intellectual Property

All documents, filings, working papers, templates, and outputs prepared specifically for RTIH or participating institutions shall belong to RTIH or the respective institution, as applicable.

The empanelled firm shall not retain or reuse such materials for unrelated purposes without consent.

Conflict of Interest

Applicants must disclose any actual, potential, or perceived conflict of interest, including any personal, professional, financial, or advisory relationship that may impair, or appear to impair, their independence or objectivity in relation to RTIH, its officials, consultants, partner institutions, or this empanelment process. Any conflict arising at any stage shall be promptly disclosed in writing to RTIH. RTIH reserves the right to reject, suspend, or remove any applicant or empanelled firm on account of conflict-of-interest concerns.

Compliance with Applicable Law and Professional Standards

Each applicant shall be solely responsible for ensuring that its participation and any services proposed or rendered pursuant to this RFE are fully compliant with all applicable laws, regulations, and professional standards, including those prescribed by ICAI, ICSI, the Companies Act, 2013, and any other competent authority. RTIH does not encourage any arrangement that may create legal, regulatory, professional, or ethical conflict.

Accuracy of Information / Misrepresentation

All information, declarations, documents, and certifications submitted by the applicant must be true, correct, complete, and not misleading. If at any stage an applicant is found to have misrepresented facts, concealed material information, submitted false or forged documents, or otherwise acted in a fraudulent, corrupt, or unfair manner, RTIH may reject the application, cancel empanelment, withdraw any work allocation, or take such other action as it deems appropriate, without liability.

Blacklisting / Debarment

The applicant must not be blacklisted, debarred, suspended, or declared ineligible by any Government department, PSU, statutory authority, funding body, donor organisation, multilateral agency, or regulatory body as on the date of submission. Any false declaration in this regard shall render the

application liable to rejection and, if already empanelled, may lead to immediate removal from the panel.

Subcontracting

No empanelled firm shall subcontract the whole or any material part of an assignment issued by RTIH without the prior written approval of RTIH. Any approved subcontractor shall meet the same eligibility, confidentiality, data protection, and compliance requirements applicable to the empanelled firm under this RFE. Where such approval is granted, the empanelled firm shall remain fully responsible for the quality, timeliness, compliance, and conduct of the services.

Proposal Costs

All costs and expenses incurred in the preparation and submission of an application, including document collection, internal coordination, travel, professional time, and clarifications, shall be borne solely by the applicant. RTIH shall not be liable for any such cost or expense, irrespective of the outcome of the empanelment process.

Performance, Conduct, and Removal from Panel

Empanelled firms shall be expected to maintain timely responsiveness, professional conduct, accuracy of filings, compliance with agreed timelines, and adherence to RTIH's templates, checklists, process requirements, and reporting expectations. Poor performance, persistent delays, failure to respond, material errors, conflict issues, breach of confidentiality, misstatements, or non-compliance with RTIH instructions may result in warning, temporary suspension, withholding of future assignments, or removal from the empanelled panel at RTIH's discretion.

No Partnership/Agency

Nothing in this RFE or empanelment shall be deemed to create any partnership, joint venture, agency, or employment relationship between RTIH and the empanelled firm.

Indemnity

The empanelled firm shall indemnify, defend, and hold harmless RTIH, its officers, employees, and partner institutions from and against any losses, claims, damages, penalties, costs, or expenses arising out of:

(a) professional negligence, errors, or omissions;

(b) non-compliance with applicable laws or professional standards;
(c) breach of confidentiality or data protection obligations;
(d) misrepresentation or misconduct by the firm or its personnel.

Without prejudice to the generality of the above, where any re-submission, additional filing effort, rectification cost, or regulatory penalty arises solely due to the empanelled firm's professional negligence, filing error, omission, or non-compliance with agreed instructions, such cost / consequence shall be borne by the empanelled firm, to the extent attributable to such negligence or error.

Limitation of Liability

To the extent permitted by law, RTIH shall not be liable for any indirect, incidental, or consequential damages arising out of this empanelment. RTIH's aggregate liability, if any, shall be limited to the fees actually paid for the specific assignment giving rise to such claim.

Governing Law and Jurisdiction

This RFE and any empanelment arising from it shall be governed by and construed in accordance with the laws of India. Courts at Amaravati / Andhra Pradesh shall have exclusive jurisdiction.

Non-Binding Nature of RFE

No binding relationship, contractual obligation, or enforceable rights shall arise from this RFE or empanelment unless and until a separate written work order or engagement letter is executed by RTIH.

Payment Terms

Payment terms for each assignment shall be specified in the respective work order or engagement communication.

RTIH shall not be liable for any payment unless such assignment is formally issued and accepted.

For batch assignments, RTIH may adopt milestone-based payment linked to defined deliverables such as document readiness, incorporation completion, and delivery of post-incorporation / first-stage compliance outputs. The milestone structure, supporting documents, and payment percentages, if applicable, shall be specified in the relevant work order or batch allocation communication.

Clarifications and RTIH Communication

RTIH may seek clarifications, additional information, revised documents, or confirmation of assumptions from any applicant at any stage. Any communication or clarification issued by RTIH in relation to this RFE, including corrigenda, FAQs, or deadline extensions, may be shared through email, Google Form communication, or publication on the RTIH website, and shall be deemed to form part of this RFE. The designated email for clarifications under this RFE is: **proposals@rtih.co.in**.

No oral clarification, discussion, or informal communication shall be binding on RTIH unless expressly confirmed in writing through an authorised RTIH communication channel.

Dispute Resolution

Any dispute or difference arising in connection with this RFE or the empanelment process shall, in the first instance, be addressed through mutual discussion and good-faith resolution. Pending such resolution, RTIH's decision in relation to the conduct of the empanelment process shall remain operative.

Annexure 1: Minimum Scope Inclusions for Mandatory Commercial Items

Unless expressly stated otherwise, quoted professional fees under this Annexure shall not include government filing fees, stamp duty, DSC/DIN procurement or renewal charges, notarisation, apostille, translation, courier charges, or any third-party out-of-pocket expenses. Such costs, if applicable, shall be identified separately.

A1. Section 8 incorporation package must include:

- name reservation
- incorporation filing
- Section 8 licence process
- use of RTIH standard MoA/AoA templates with institution-specific customization
- PAN/TAN coordination
- defect handling / resubmissions
- post-incorporation pack
- first board meeting basic documents
- bank account documentation pack
- 12A, 80G & CSR-1 registration

A2. First-year secretarial compliance must include:

- annual filings
- routine board/member documentation
- statutory registers guidance
- compliance calendar / reminders

A3. First-year bookkeeping/accounting must include:

- ledger setup
- monthly bookkeeping
- year-end support
- audit coordination support
- TDS & GST support

A4. Incremental fee per additional director beyond 5 must include:

- review of director KYC and supporting documents provided
- preparation / finalization of standard consent / disclosure / board-related documentation, to the extent applicable
- assistance with filing-related documentation for the additional director, where required
- one round of routine defect correction / resubmission, if required
- status update to RTIH / institution until filing completion

A5. Director appointment / resignation related filing — per event must include:

- review of supporting documents provided by the institution
- preparation / finalization of standard board / shareholder documents, to the extent applicable
- preparation and filing of relevant ROC forms
- one round of routine defect correction / resubmission, if required
- status update to RTIH / institution until filing completion

A6. Registered office change related filing — per event must include:

- review of address-related documents provided by the institution
- preparation / finalization of standard resolutions and filing documents, to the extent applicable
- preparation and filing of relevant ROC forms
- one round of routine defect correction / resubmission, if required
- status update to RTIH / institution until filing completion

A7. Non-standard MoA / AoA amendment / deviation related filing — per event must include:

- review of proposed amendment / deviation request
- customization of RTIH-standard constitutional documents to the approved extent
- preparation / finalization of standard resolutions and filing documents
- preparation and filing of relevant ROC forms
- one round of routine defect correction / resubmission, if required
- status update to RTIH / institution until filing completion

A8. Other ROC event-based filing — per event must include:

- review of documents relevant to the event
- preparation / finalization of standard resolutions and filing documents, to the extent applicable
- preparation and filing of relevant ROC forms
- one round of routine defect correction / resubmission, if required
- status update to RTIH / institution until filing completion

Annexure 2: Indicative Document Responsibility Matrix

- **Institution**: provides incorporation documents, director KYC docs, resolutions/approvals, address proof, signatory details
- **Empanelled Firm**: reviews completeness, identifies gaps, prepares filing set, files forms, tracks defects, updates status
- **RTIH**: provides standard templates / checklists, coordinates batch rollout, monitors status, resolves escalation where needed

REQUEST FOR EMPANELMENT

General Empanelment of CA/CS Firms

FOR STARTUP INCORPORATION, MCA / ROC COMPLIANCE, ACCOUNTING, TAXATION, CERTIFICATION, AND RELATED PROFESSIONAL SERVICES FOR RTIH AND ITS ECOSYSTEM

Issuing Entity	Ratan Tata Innovation Hub Amaravati Foundation (RTIH)
Document Reference No	RTIH-AMVT/RFE/2026/002
Issue Date	30 Mar 2026
Submission Mode	Single Google Form response with structured uploads
Application Window	Open on a rolling basis
Review Cycle	Applications will ordinarily be reviewed every 2 months
Next Review Cut-off	24 Apr 2026
Empanelment Type	Non-exclusive; no work order guarantee

RTIH

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1. Background and Purpose

Ratan Tata Innovation Hub Amaravati Foundation (RTIH), invites applications from eligible firms of Chartered Accountants, Company Secretaries, and other eligible professional service providers for empanelment on a non-exclusive basis to provide startup incorporation, MCA / ROC compliance, accounting, taxation, certification, and related professional services for RTIH and its ecosystem.

This is a standing empanelment for general professional services. Multiple firms may be empanelled. Empanelment does not guarantee any minimum work order, minimum number of assignments, or minimum fees.

2. Rolling Application and Review Cycle

Milestone	Date
Release of RFE	30 Mar 2026
Application mode	Rolling/ open call
Submission Channel	RTIH Google Form with structured uploads
Review Frequency	Ordinarily once every 2 months
Next Review Cut-Off	24 Apr 2026
Clarifications	May be submitted on a rolling basis to proposals@rtih.co.in
Communication of Empanelment	RTIH may communicate empanelment outcomes after each review cycle or as otherwise determined

3. Nature of Empanelment

- The empanelment is non-exclusive.
- RTIH may empanel one or more firms.

- Assignments may be issued from time to time based on requirement, specialization, responsiveness, commercial reasonableness, capacity, and performance.
- RTIH may route work directly, through program teams, or through startup-support workflows.
- RTIH may ask for assignment-specific confirmation of rates, timelines, and availability before issuing work.

4. Indicative Scope of Services

- Private limited company incorporation.
- LLP incorporation.
- Annual MCA / ROC compliance and event-based filings.
- Board / shareholder documentation support and corporate secretarial support.
- Bookkeeping, accounting, financial statement support, audit coordination support.
- GST, TDS, and other routine tax support where applicable.
- Certification support such as utilization certificates, expenditure certification, net worth / turnover / incorporation-related certificates.
- Closure, strike-off, dormant company support, or special advisory support where required.
- Other startup and governance related services proposed by the bidder.

5. Eligibility Criteria

- Applicant should be a CA firm, CS firm, LLP, company, or other legally valid professional services entity with relevant registration and authority to render the proposed services.
- Minimum 3 years of relevant experience is required.
- Experience with startups, early-stage companies, or incubator ecosystems is preferred.
- Applicant should be capable of issuing GST invoice where applicable.
- Applicant should not be blacklisted by any government department, PSU, statutory body, or court order at the time of submission.

6. Information to be Submitted

- Firm profile, team strength, office locations, SPOC details, and service coverage.

- Relevant experience in startup incorporation, MCA / ROC, accounting, and tax support.
- Profile and COP / CoP details of proposed signing professionals.
- Typical monthly capacity and average turnaround times for common services.

7. Submission Structure and Method

Applications shall be submitted through the RTIH Google Form link published on the website. The form and uploads should be structured as follows:

- **Part A - Technical / Capability Submission:** firm profile, registrations, signing professional details, startup and compliance experience, service groups offered, turnaround time, and relevant uploads.
- **Part B - Commercial Submission**: signed rate card for the minimum service basket, taxes / statutory charges treatment, and any optional additional services.

RTIH may review technical suitability first and may compare commercial submissions among firms considered suitable for empanelment. This separation is for screening convenience and does not require a formal two-envelope tender process.

All uploaded files should clearly identify the applicant firm and document type in the filename (for example: FirmName_TechnicalProfile.pdf, FirmName_CommercialRateCard.pdf, FirmName_Declaration.pdf).

Commercial Schedule

All quotes shall clearly separate professional fees from statutory / government fees, stamp duty, DSC costs, taxes, and out-of-pocket expenses.

S No	Service Item	Unit for Quote	Quote Required
B1	Private limited company incorporation (professional fee only)	Per company	Mandatory
B2	LLP incorporation (professional fee only)	Per entity	Mandatory
B3	Annual ROC / MCA compliance package	Per company / year	Mandatory
B4	Event-based ROC filing support	Per event	Mandatory

S No	Service Item	Unit for Quote	Quote Required
B5	Monthly bookkeeping / accounting retainer	Per entity / month	Mandatory
B6	GST registration / basic GST support	Per event / monthly	Mandatory or enter 0
B7	TDS / other routine tax support	Per entity / period	Mandatory or enter 0
B8	Certification services	Per certificate	Mandatory
B9	Closure / strike-off / restructuring support	Per assignment	Mandatory
B10	Optional additional services proposed by bidder	Specify unit	Optional

Submission Checklist

Document / Input	Mandatory	Remarks
Part A - Firm profile and contact details	Yes	In Google Form / uploaded profile deck
Part A - Registration proof and profile of proposed signing professionals	Yes	ICAI / ICSI / entity registration as applicable
Part A - Proof of COP / CoP of proposed signing professionals	Yes	Merged PDF acceptable
Part A - Relevant experience note / client examples	Yes	Non-confidential examples are sufficient
Part A - Conflict of interest and no-blacklisting declaration	Yes	Signed on letterhead
Part B - Signed and stamped commercial rate card	Yes	Professional fee separate from statutory fees
Part B - Additional services menu with indicative rates	No	Optional

Document / Input	Mandatory	Remarks
Public listing consent and logo upload	No	Only if the bidder wants RTIH to showcase the firm publicly

8. Evaluation Approach

RTIH intends to maintain a usable panel of capable firms rather than award all work to a single lowest-cost bidder.

- Eligibility and completeness of submission.
- Breadth and relevance of services offered.
- Experience with startups / ecosystem entities.
- Capacity and turnaround commitments.
- Commercial reasonableness of the rate card.

9. Optional Public Listing of Empanelled Firms

RTIH may choose to showcase consenting empanelled firms on its website, decks, or ecosystem materials for discoverability. Applicants may opt in separately for such listing.

- The bidder may provide firm logo, website / LinkedIn link, office locations, and a short public profile for such listing.
- Public display by RTIH shall be optional and subject to explicit bidder consent.

Such listing shall not amount to endorsement, ranking, preferred partner status, exclusivity, or guarantee of work allocation.

RTIH reserves the right to modify, update, or remove any such public listing, profile, or display of empanelled firms at its discretion, without prior notice and without assigning any reason.

10. Key Terms & General Provisions

Proposal Validity

All submissions made in response to this RFE shall remain valid and binding for a period of **90 days** from the date of submission, unless a longer validity is expressly stated by the applicant.

Nature of Empanelment and No Work Guarantee

This RFE is being issued for the purpose of **non-exclusive empanelment** of suitable professional firms. Empanelment shall not create any exclusive right, preferred status, minimum business assurance, or guaranteed work allocation in favour of any empanelled firm. RTIH may empanel one or more firms and may assign work, if any, from time to time based on requirement, capacity, responsiveness, timelines, specialization, geography, past performance, and commercial reasonableness.

Empanelment Period

Unless otherwise specified by RTIH, empanelment under this RFE shall remain valid for a period of **two (2) years** from the date of empanelment, unless extended, suspended, or terminated earlier by RTIH. RTIH may review the empanelled panel periodically and may refresh, revise, expand, or rationalise the panel as it considers appropriate.

Work Allocation and Confirmation of Capacity

RTIH may allocate assignments in batches or individually. Before issuing any specific assignment or work order, RTIH may seek confirmation of availability, throughput capacity, team deployment, and acceptance of timelines from the empanelled firm. RTIH may also seek a reconfirmation of commercials where the requirement materially differs from the assumptions set out in this RFE.

Right to Accept, Reject, Cancel, Amend, or Reissue

RTIH reserves the right, at its sole discretion, to accept or reject any application, to seek clarifications, to treat any application as non-responsive, to cancel or withdraw this RFE, to amend its terms, or to reissue the RFE, in whole or in part, at any stage, without assigning any reason and without incurring any liability to any applicant. Applications that are incomplete, or found to contain material deviations from the requirements

of this RFE may be rejected without further consideration. Applications received after a review cut-off may be considered in the next cycle.

Technical and Commercial Review

For ease of evaluation, RTIH may assess technical suitability first and may compare commercial submissions among firms considered suitable for empanelment. This separation is only for evaluation convenience and shall not be construed as a formal two-envelope tender process. RTIH may empanel firms on a best-fit basis and is not bound to adopt a lowest-price-only approach.

Confidentiality

Applicants shall treat all non-public information, documents, templates, clarifications, and communications shared by RTIH in connection with this RFE as confidential and shall not disclose the same to any third party, except as required for internal preparation of the submission or as required by law, without prior written consent of RTIH. The empanelled firm shall ensure confidentiality of all data, documents, and information relating to RTIH and participating institutions, including incorporation documents, financial data, and personal information of directors.

Such information shall not be used for any purpose other than execution of assigned services.

These obligations shall survive termination or expiry of empanelment.

Data Protection/Privacy

The empanelled firm shall comply with applicable data protection laws and shall implement reasonable security safeguards for handling personal and sensitive information.

Any data breach shall be immediately reported to RTIH.

Intellectual Property

All documents, filings, working papers, templates, and outputs prepared specifically for RTIH or participating institutions shall belong to RTIH or the respective institution, as applicable.

The empanelled firm shall not retain or reuse such materials for unrelated purposes without consent.

Conflict of Interest

Applicants must disclose any actual, potential, or perceived conflict of interest, including any personal, professional, financial, or advisory relationship that may impair, or appear to impair, their independence or objectivity in relation to RTIH, its officials, consultants, partner institutions, or this empanelment process. Any conflict arising at any stage shall be promptly disclosed in writing to RTIH. RTIH reserves the right to reject, suspend, or remove any applicant or empanelled firm on account of conflict-of-interest concerns.

Compliance with Applicable Law and Professional Standards

Each applicant shall be solely responsible for ensuring that its participation and any services proposed or rendered pursuant to this RFE are fully compliant with all applicable laws, regulations, and professional standards, including those prescribed by ICAI, ICSI, the Companies Act, 2013, and any other competent authority. RTIH does not encourage any arrangement that may create legal, regulatory, professional, or ethical conflict.

Accuracy of Information / Misrepresentation

All information, declarations, documents, and certifications submitted by the applicant must be true, correct, complete, and not misleading. If at any stage an applicant is found to have misrepresented facts, concealed material information, submitted false or forged documents, or otherwise acted in a fraudulent, corrupt, or unfair manner, RTIH may reject the application, cancel empanelment, withdraw any work allocation, or take such other action as it deems appropriate, without liability.

Blacklisting / Debarment

The applicant must not be blacklisted, debarred, suspended, or declared ineligible by any Government department, PSU, statutory authority, funding body, donor organisation, multilateral agency, or regulatory body as on the date of submission. Any false declaration in this regard shall render the application liable to rejection and, if already empanelled, may lead to immediate removal from the panel.

Subcontracting

No empanelled firm shall subcontract the whole or any material part of an assignment issued by RTIH without the prior written approval of RTIH. Any approved subcontractor shall meet the same eligibility, confidentiality, data

protection, and compliance requirements applicable to the empanelled firm under this RFE. Where such approval is granted, the empanelled firm shall remain fully responsible for the quality, timeliness, compliance, and conduct of the services.

Proposal Costs

All costs and expenses incurred in the preparation and submission of an application, including document collection, internal coordination, travel, professional time, and clarifications, shall be borne solely by the applicant. RTIH shall not be liable for any such cost or expense, irrespective of the outcome of the empanelment process.

Performance, Conduct, and Removal from Panel

Empanelled firms shall be expected to maintain timely responsiveness, professional conduct, accuracy of filings, compliance with agreed timelines, and adherence to RTIH's templates, checklists, process requirements, and reporting expectations. Poor performance, persistent delays, failure to respond, material errors, conflict issues, breach of confidentiality, misstatements, or non-compliance with RTIH instructions may result in warning, temporary suspension, withholding of future assignments, or removal from the empanelled panel at RTIH's discretion.

No Partnership/Agency

Nothing in this RFE or empanelment shall be deemed to create any partnership, joint venture, agency, or employment relationship between RTIH and the empanelled firm.

Indemnity

The empanelled firm shall indemnify, defend, and hold harmless RTIH, its officers, employees, and partner institutions from and against any losses, claims, damages, penalties, costs, or expenses arising out of:

(a) professional negligence, errors, or omissions;
(b) non-compliance with applicable laws or professional standards;
(c) breach of confidentiality or data protection obligations;
(d) misrepresentation or misconduct by the firm or its personnel.

Limitation of Liability

To the extent permitted by law, RTIH shall not be liable for any indirect, incidental, or consequential damages arising out of this empanelment. RTIH's aggregate liability, if any, shall be limited to the fees actually paid for the specific assignment giving rise to such claim.

Governing Law and Jurisdiction

This RFE and any empanelment arising from it shall be governed by and construed in accordance with the laws of India.

Courts at Amaravati, Andhra Pradesh shall have exclusive jurisdiction.

Non-Binding Nature of RFE

No binding relationship, contractual obligation, or enforceable rights shall arise from this RFE or empanelment unless and until a separate written work order or engagement letter is executed by RTIH.

~~*This RFE is only an invitation to apply for empanelment and does not constitute an offer, commitment, promise, or legally binding obligation on the part of RTIH to empanel any applicant, award any work, or enter into any contract. Any engagement, if made, shall be subject to RTIH's separate communication, work order, engagement letter, or other written instrument as RTIH may consider appropriate.*~~

Payment Terms

Payment terms for each assignment shall be specified in the respective work order or engagement communication.

RTIH shall not be liable for any payment unless such assignment is formally issued and accepted.

Clarifications and RTIH Communication

RTIH may seek clarifications, additional information, revised documents, or confirmation of assumptions from any applicant at any stage. Any communication or clarification issued by RTIH in relation to this RFE, including corrigenda, FAQs, or deadline extensions, may be shared through email, Google Form communication, or publication on the RTIH website, and shall be deemed to form part of this RFE. The designated email for clarifications under this RFE is: **proposals@rtih.co.in**.

No oral clarification, discussion, or informal communication shall be binding on RTIH unless expressly confirmed in writing through an authorised RTIH communication channel.

Dispute Resolution

Any dispute or difference arising in connection with this RFE or the empanelment process shall, in the first instance, be addressed through mutual discussion and good-faith resolution. Pending such resolution, RTIH's decision in relation to the conduct of the empanelment process shall remain operative.

Annexure 1: Minimum Scope Inclusions for Mandatory Commercial Items

For purposes of commercial comparison, the quoted **professional fees** for the mandatory commercial items under the Commercial Schedule shall, at a minimum, include the activities listed below.

Unless expressly stated otherwise, quoted professional fees under this Annexure **shall not include** government filing fees, stamp duty, DSC / DIN procurement or renewal charges, notarisation, apostille, translation, courier charges, taxes, or other third-party out-of-pocket expenses. Such costs, if applicable, shall be identified separately.

For avoidance of doubt, the **standard quoted fee** for the relevant items below shall apply to routine domestic cases involving standard documentation and no unusual legal or regulatory complexity. Any materially non-standard or complex case, including those involving foreign nationals / NRIs, unusual capital or governance structures, specialised approvals, substantial deviation from standard documents, or multi-step restructuring, shall be separately disclosed and quoted as an optional / special-case item.

B1. Private Limited Company incorporation must include:

- review of standard incorporation-related documents and KYC inputs provided by the startup / applicant
- name reservation support
- preparation / finalisation of standard incorporation documents & filings
- incorporation filing with the relevant authority / MCA portal
- PAN / TAN coordination, to the extent part of the standard incorporation process
- one round of routine defect correction / resubmission, if required
- incorporation completion support and sharing of incorporation pack / filing status documents
- post-incorporation guidance on immediate next compliance steps

B2. LLP incorporation must include:

- review of standard incorporation-related documents and partner / designated partner inputs provided by the startup / applicant

- name reservation support
- preparation / finalisation of standard LLP incorporation documents and filings
- incorporation filing with the relevant authority / MCA portal
- LLP agreement support based on a standard structure, to the extent applicable to the quoted package
- one round of routine defect correction / resubmission, if required
- incorporation completion support and sharing of incorporation pack / filing status documents
- post-incorporation guidance on immediate next compliance steps

B3. Annual ROC / MCA compliance package must include:

- preparation and filing support for routine annual ROC / MCA compliance applicable to the relevant entity type covered by the quoted package
- review of standard annual compliance inputs and records provided by the client
- preparation / finalisation of routine board / shareholder documentation connected with annual compliance, to the extent applicable
- annual compliance calendar / reminders
- one round of routine defect correction / resubmission, if required
- status update to RTIH / relevant entity until filing completion

B4. Event-based ROC filing support must include:

- review of supporting documents relevant to the event
- preparation / finalisation of standard resolutions, forms, and supporting filing documents, to the extent applicable
- preparation and filing of relevant ROC / MCA forms
- one round of routine defect correction / resubmission, if required
- status update to RTIH / relevant entity until filing completion

B5. Monthly bookkeeping / accounting retainer must include:

- ledger setup / mapping and chart-of-accounts support, to the extent applicable

- monthly bookkeeping based on vouchers, invoices, bank statements, and supporting documents provided by the client
- basic reconciliations, including bank reconciliation, to the extent applicable
- routine expense classification and ledger posting
- monthly / periodic trial balance or basic accounting summary, as applicable to the quoted package
- routine accounting queries and follow-up required for monthly closure
- coordination support for year-end handover / finalisation inputs

B6. GST registration / basic GST support must include:

Where the bidder quotes for **GST registration**:

- review of GST registration-related documents and inputs
- applicability review at a basic level, based on facts provided
- preparation and filing of GST registration application
- one round of routine defect correction / clarification handling, if required
- status update until registration completion

Where the bidder quotes for **monthly / periodic basic GST support**:

- review of GST-related transaction summaries and inputs provided by the client
- preparation of routine GST working / return support, to the extent applicable
- filing support for routine GST returns, where included in the quoted package
- one round of routine correction / revision support, if required
- periodic compliance reminders

The bidder should clearly specify whether the quote covers registration, periodic compliance support, or both.

B7. TDS / other routine tax support must include:

- review of routine transaction summaries and supporting inputs provided by the client
- basic applicability check for routine TDS / withholding requirements, based on facts provided

- preparation of routine TDS working / challan / statement support, to the extent applicable
- filing support for routine TDS returns / statements, where included in the quoted package
- one round of routine correction / resubmission support, if required
- periodic compliance reminders

B8. Certification services must include:

- review of supporting records / documents made available for the specific certificate
- preparation / issuance of one certificate in standard format, within the professional scope of the issuing firm
- one round of routine clarification / revision, if required
- sign-off by the authorised professional

The bidder should clearly specify any certificates that are excluded from the standard quoted rate or require a separate special quote.

B9. Closure / strike-off / restructuring support must include:

- review of the basic facts, current status, and standard eligibility conditions for the proposed closure / strike-off / restructuring action
- preparation of standard checklist and action points for the relevant assignment
- preparation / finalisation of routine resolutions, forms, and filing documents, to the extent applicable
- filing support for the relevant closure / strike-off / restructuring step covered in the quoted package
- one round of routine defect correction / resubmission, if required
- status update to RTIH / relevant entity until filing completion or submission stage, as applicable

For avoidance of doubt, the standard quoted fee under this item shall not be assumed to cover court / tribunal processes, merger / demerger, capital reduction, litigation-linked restructuring, or other materially complex transactions unless expressly stated by the bidder.

B10 (Optional additional services proposed by bidder) shall remain outside this standardisation annexure. Any such services must be separately described with unit, scope basis, and quoted rate.

Annexure 2: Indicative Document Responsibility Matrix

For coordination clarity, the broad responsibilities of the relevant parties are set out below. This framework is indicative and intended only to clarify the general division of responsibilities during assignment execution.

- **Startup / Applicant / Relevant Entity:** provides incorporation and compliance documents, founder / director / partner KYC documents, resolutions / approvals, address proof, signatory details, financial records, and other supporting information required for the relevant assignment.
- **Empanelled Firm:** reviews completeness of documents, identifies gaps, advises on filing / compliance requirements within scope, prepares the filing or compliance set, undertakes filing / submission, tracks defects / resubmissions, and provides status updates.
- **RTIH:** where applicable, facilitates coordination, shares standard templates / checklists / trackers, monitors status for RTIH-routed matters, and supports escalation where required.