

INVITATION FOR EXPRESSION OF INTEREST (EOI)/ TENDER NOTICE
(Appointment of a Professional Consultant for FY 2026-27 to 2028-29)

EOI Date: 08.05.2026

DUE DATE: 22.05.2026

To submit on or before: 15:00 hours (3:00pm) on 22.05.2026

Documents enclosed:

1. Invitation for EOI – Covering note
2. Format of Capability statement for submission of Expression of Interest – Annexure 1

Dear Sir/Madam:

The Vice Chancellor, SNDTWU, Mumbai is inviting Expression of Interest (EOI) in English in the enclosed format from experienced Chartered Accountant Firms for appointment as Consultants for the University, its departments and own run colleges including at Mumbai, Pune, Shrivardhan & Chandrapur for a period of Three year's viz., FY 2026-27 to FY 2028-29. Your expression of interest could form the basis for a contract between your firm and SNDTWU.

1. Objective of the EOI

The objective of inviting expression of interest is to appoint a firm as consultant through a wider reach and by a transparent process providing equal opportunity. Interested firms may please complete the enclosed Capability Statement - Annexure-1 only and send the same to the following address:

Finance & Accounts Officer SNDT Women's University Churchgate Campus 1, Nathibai Thackersey Road, Churchgate, Mumbai 400020
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2. Right to Reject Proposals

The Vice Chancellor, SNDTWU reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of Vice Chancellor, SNDTWU. Although it is Vice Chancellor's, SNDTWU preference to award one contract for the services described in this invitation, Vice Chancellor, SNDTWU reserves the right to award separate contracts for the elements covered by this invitation in any combinations as it deems appropriate, at its sole discretion.

3. No Contractual Obligation

This invitation contains no contractual offer of any kind. Any proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by Vice Chancellor, SNDTWU. No contractual relationship will exist except pursuant to a written letter of award signed by Vice Chancellor, SNDTWU and the proposer.

4. Modification of Invitation

The Vice Chancellor, SNDTWU reserves the right to modify or exclude any consideration, information, or requirement contained in this invitation and to introduce new considerations, information, or requirements at any stage of the procurement process, including during negotiations with the proposers, at any time prior to the issuance of the Letter of Award for the consultancy services outlined in this invitation.

5. Extension of Deadline

SNDTWU may, at its discretion, extend the deadline for the submission of EOIs. Such extension of the deadline may be accompanied by modifications to the invitation documents prepared by SNDTWU either on its own initiative or in response to clarifications sought by prospective proposers. Proposers shall provide all requisite information as required under the EOI and respond clearly and concisely to all points.

6. Eligibility, requirements and assessment criteria:

The EOI and the capability of the firms will be assessed based on evidence of their skills and experience in providing consultancy services in Mumbai (For Churchgate, Juhu, Shrivardhan & Chandrapur Campus and Pune (Pune Campus).

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The minimum eligibility requirements are –

- The firm must be registered with the **Institute of Chartered Accountants of India (ICAI)**.
- The firm must have been in practice for a minimum of **10 years as on December 1, 2025**.
- The firm must have a minimum of two partners who are Chartered Accountants.
- The firm must have experience in providing **Income Tax / TDS consultancy services to Government Organizations, Universities, Autonomous Bodies, or Educational Institutions**.
- The firm must have **adequate professional staff and infrastructure**.
- The firm must have its **main office in Mumbai or Pune**, with a **branch office in Pune or Mumbai respectively**.
- The firm must **not have been blacklisted** by any **Government or Public Sector Organization**.
- Both a person and their alternative must be mentioned and should be available at all times

7. Capability Statement

The EoI should be sent along with a Capability Statement including a profile of the organisation relevant technical and geographical coverage along with the financial turnover for the last 3 financial years. A format for the capability statement is attached. Individual CVs are not required at this stage. Any EoI with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. EoI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles. Only organisations, which pass the pre-selection process, will be empanelled and invited to submit detailed proposals.

8. Submission Format

In the interests of equity of treatment, EOI will be processed strictly as per prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such EOIs. Further correspondence in respect of non-standard EOIs will not be entertained.

9. Submission Procedure:

The EOI along with Annexure–1 should reach SNDTWU on or before the specified due date and time, in a sealed cover duly super-scribed with "EOI for Appointment of Professional

Consultant" and "the due date". EOIs received after the due date and time shall not be accepted, and no further correspondence regarding such submissions will be entertained. SNDTWU will not be responsible for any loss or delay in receipt of EOIs sent by post. **Late EOIs shall not be opened or considered under any circumstances.**

10. Professional Fees and Taxes:

The fees for consultancy services will be fixed by SNDTWU. Taxes on the professional fees will be treated as follows:

- a) TDS on Income Tax at applicable rates will be deducted from the Fees invoiced.
- b) GST will be paid additionally upfront, as invoiced, at the applicable rates.
- c) Levy of taxes not existing in the legislation so far will be reimbursed/paid additionally from the date they come into effect.

11. Participation in EOI Opening:

Respondents, if desire, may participate in EOI opening after producing authorization/identity proof.

12. Corrections in EOI:

EOI submitted should be free from correction, over-writing, erasures etc., and each page should be suitably numbered.

13. Authorized Signatory:

The EOI submitted must be signed by the authorized signatory, clearly indicating their name, designation, and affixing the official seal. EOIs that are unsigned will be liable to be rejected by SNDTWU.

14. Canvassing:

Any form of canvassing by respondents, including unsolicited letters regarding the EOI submitted or post-submission corrections, shall render the EOI liable for summary rejection by SNDTWU.

15. Scope of Work

The scope of consultancy services shall include the following:

- a) Income Tax compliance of the University
 - ✓ Advisory services relating to provisions of the **Income Tax Act, 1961** applicable to the University.
 - ✓ Review of transactions and financial data with respect to tax implications.
 - ✓ Assistance in preparation and filing of **Income Tax Returns if applicable.**
 - ✓ Advisory regarding **tax exemptions applicable to Universities and Educational Institutions.**
- b) TDS compliance of the University
 - ✓ Verification of TDS deductions under relevant sections including:
 - ✓ Section 192 – Salaries
 - ✓ Section 194C – Contracts
 - ✓ Section 194J – Professional Fees
 - ✓ Section 194I – Rent
 - ✓ Other applicable sections
 - ✓ Review of TDS deductions and deposits.
 - ✓ Filing quarterly TDS returns (Form 24Q, 26Q etc.).
 - ✓ Reconciliation of TDS returns with Form 26AS and books of accounts.

c) **Campus-wise Data Review**

- ✓ The firm shall review and reconcile **Income Tax and TDS related financial data of all University campuses**, including but not limited to:
 1. Pune Campus
 2. Juhu Campus
 3. Churchgate Campus
 4. Chandrapur Campus
 5. Shrivardhan Campus
 6. Other administrative departments and units of the University.

d) **Advisory and Representation**

- ✓ Provide advisory services on **tax compliance matters**.
- ✓ Assistance in responding to **Income Tax notices or queries**.
- ✓ Representation before **Income Tax Authorities if required**.

e) **Capacity Building**

- ✓ Provide guidance and training to University Accounts staff regarding TDS compliance and statutory procedures.

16. Bid System

The bid shall be submitted in **two separate sealed envelopes**:

a) Envelope 1 – Technical Bid

Containing:

1. Firm profile.
2. Copy of **ICAI registration certificate**.
3. Details of partners and staff.
4. Experience details with supporting documents.
5. List of major clients.
6. PAN and GST registration certificate.
7. Declaration regarding non-blacklisting.
8. Any other relevant documents.

b) Envelope 2 – Financial Bid

Containing:

1. Professional fee quoted by the firm for providing services as per scope of work inclusive of taxes.

Both envelopes should be placed in a **single outer sealed envelope** superscribed:

“Tender for Appointment of Chartered Accountant Firm for Income Tax & TDS Consultancy – SNTWU”

17. Evaluation Criteria

The selection of Chartered Accountant Firm will be based on **Technical Evaluation followed by Financial Evaluation**.

Technical Evaluation Parameters

Sr. No	Criteria	Maximum Marks
1	Experience of firm	20
2	Experience with Government / Universities	25

3	Number of Chartered Accountant partners	15
4	Professional staff strength	15
5	Institutional assignments handled	25
Total Marks		100

Only firms securing **minimum 60 marks in Technical Evaluation** shall qualify for opening of **Financial Bid**.

18. Duration of Engagement

The appointment shall be for **one year**, extendable for further period based on satisfactory performance and approval of the competent authority.

19. Submission of Bid

The sealed bids shall be submitted to:

The Finance and Accounts Officer

Shreemati Nathibai Damodar Thackersey Women's University
Mumbai – 400020

Pre Discussion Date:

Last Date for Submission:

20. General Terms and Conditions

1. The University reserves the right to **accept or reject any or all bids without assigning any reason.**
2. The selected firm shall maintain **strict confidentiality of University financial data.**
3. Payment shall be made as per **approved financial terms of the University.**
4. The University reserves the right to **terminate the engagement in case of unsatisfactory performance.**
5. The University may consider appointment for Pune Campus separately.

21. Competent Authority

The decision of the **Management Council** of the University shall be **final and binding** in all matters related to the tender process.

22. Validity of EOI

You are requested to hold your EOI valid for 90 days from the deadline for submission. SNDTWU will make its best effort to select a firm within this period.

23. Cost of Preparation

The costs incurred by respondents in preparing and submitting an EOI, as well as any costs associated with negotiating a contract, shall not be reimbursed by SNDTWU.

24. Confidentiality

SNDTWU will not return any EOIs received. All proposals shall be treated as confidential and used solely for the internal consideration of SNDTWU. Information relating to the examination, evaluation, and comparison of EOI proposals, as well as the recommendation for contract award, shall not be disclosed to proposers or any other persons not officially involved in the process, even after the publication of the contract award. Any attempt by a proposer to influence SNDTWU in the examination, evaluation, or comparison of proposals, or in the contract award decision, may, at the discretion of SNDTWU, result in

the rejection of its proposal. SNTDWU will not discuss the content of other proposals or how they compare to a proposer's submission.

25. Clarifications

SNTDWU shall endeavour to provide responses to any requests for clarification in an expeditious manner. However, any delay in providing such responses shall not obligate SNTDWU to extend the submission deadline of the proposals, unless it deems that an extension is justified and necessary.

26. Non-Compliance

Failure to comply with any of the instructions provided in this EOI may result in the proposal being disregarded or rejected by SNTDWU.

27. SNTDWU looks forward to receiving your EOI and thanks you in advance for your interest and participation.

(Prof. Vilas D. Nandavadekar)
Registrar
SNT Women's University

ANNEXURE - 1

Format for Submission of Expression of Interest (EOI) for Short-listing Chartered Accountant Firms for Professional Consultancy Services at SNDTWU

Name of the Firm	
Firm's registration no with ICAI	
Number of Partners <i>(Enclose copy of constitution certificate issued by the Institute of Chartered Accountants of India as of 1st January 2019)</i>	
Number of Qualified employees <i>(With either a CA or CISA qualification)</i>	
Date of formation <i>(As per constitution certificate issued by the ICAI)</i>	
Full Postal Address of Offices /Branch Offices. <i>(May be provided on a separate attached sheet)</i>	
Name of contact person along with landline and mobile numbers	
Empanelment Number with C&AG (if applicable): <i>(Acknowledgement from the Office of C&AG for receipt of all documents to be enclosed)</i>	
Permanent Account Number (PAN) <i>(Enclose copy of PAN card)</i>	
Goods & Service Tax (GST) Registration Number <i>(Enclose copy of GST registration and returns for FY 2024-25)</i>	
Particulars of Experience in Internal Audit in Government Sector <i>(Excluding bank audits; particularly in education or government grants-assisted sectors)</i>	
Gross Fees of the Firm for the Last Three Financial Years 2022-23, 2023-24 & 2024-25 <i>(Attach self-attested copies of financial statements and income tax returns for these periods)</i>	
Pending Court/Arbitration/Other Legal Cases Against the Firm: <i>(If yes, provide a brief note on the case indicating present status)</i>	
CPE Hours of Partners (to be submitted):	
Profile of the Firm: Attached / Not Attached <i>(Strike out what is not applicable)</i>	
Seal of the Firm	Signature
	Name of Authorized Signatory:
	Designation

Undertaking

We, _____ (Name of Firm), Chartered Accountants, do hereby verify and declare:

1. That the particulars provided above are complete and correct, and that if any of the statements made or information furnished in this application form is later found to be incorrect, false, or there is suppression of material information, the firm shall not only stand disqualified from allotment but shall also be liable for disciplinary action under the Chartered Accountants Act, 1949, and the regulations framed thereunder.
2. That the firm or its partners have not been debarred or cautioned by ICAI during the last five years. *(If yes, provide details)*
3. That the individual partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2(2) of the Chartered Accountants Act, 1949.
4. That the constitution of the firm as on January 1, 2026, as shown in the Expression of Interest, is the same as that in the constitution certificate issued by the ICAI.

Seal of the Firm	Signature:
	Name of Authorized Signatory:
	Designation: