



Request for Proposal for

Appointment of Chartered Accountant Firm
for Accounting Work at SRA, Brihanmumbai

RFP Reference No: SRA/FC/CA/2026/6991

Dated: 13/02/2026

Slum Rehabilitation Authority

Administrative Building,
Anant Kanekar Marg, Bandra (E), Mumbai 400051.
Phone: 26565800 / 69125800



Table of Contents

Glossary of Terms.....	4
1. Invitation for Bids.....	6
1.1. Bidding Schedule	7
2. Instructions to Bidders.....	11
2.1. Purpose	11
2.2. Consortium and Subcontracting Conditions	11
2.3. Completeness of Response	11
2.4. Proposal Preparation Costs	11
2.5. Amendment of RFP Document.....	11
2.6. Supplementary Information to the RFP.....	11
2.7. SRA's right to terminate the process.....	12
2.8. Earnest Money Deposit (EMD).....	12
2.9. Authentication of Bid	12
2.10. Language of Bids.....	13
2.11. Bid Submission Format.....	13
2.12. Bid Submission Instructions	13
2.13. Late Proposal and Proposal Validity Period	14
2.14. Modification and Withdrawal of Proposals.....	14
2.15. Non-conforming Proposals.....	15
2.16. Acknowledgement of Understanding of Terms	15
2.17. Bid Opening	15
2.18. Evaluation Process.....	16
2.19. Eligibility Criteria	17
2.20. Evaluation of Eligibility Proposals.....	18
2.21. Financial Proposal Evaluation.....	18
2.22. Award Criteria	18
2.23. Tenure of Contract.....	19
2.24. SRA's Right to accept any Bid and to reject any or All Bids.....	19
2.25. Letter of Intent	19



2.26. Signing of Contract.....	19
2.27. Failure to agree with the Terms & Conditions of the RFP / Contract	19
2.28. Performance Bank Guarantee / Security Deposit.....	19
3. Scope of Work.....	22
4. General Conditions of Contract (GCC).....	27
4.1. Terms and Conditions.....	27
4.2. The Bidder's Obligations	27
4.3. The Bidder's Liability	29
4.4. Governing Law.....	29
4.5. Composition of Team.....	29
4.6. Fees.....	29
4.7. Payment Terms	30
4.8. Confidential Information	30
4.9. Change in Laws and Regulations.....	30
4.10. Force Majeure	30
4.11. Settlement of Disputes	31
4.12. Non-Disclosure Agreement (NDA)	32
4.13. Termination.....	32
Annexure 1 - Guidelines for Eligibility Bid	34
1.1. Bidding Firms Particulars	34
1.2. Format of Cover Letter.....	37
Annexure 2: Guidelines for Financial Proposal.....	39
2.1. Financial Proposal Format (excluding taxes).....	39
Annexure 3: Format for Non-Disclosure Agreement.....	40
Annexure 4: Format for Pre-Bid queries	43
Annexure 5: Format for Self Declaration.....	44



Glossary of Terms

The definitions of various terms that have been used in this RFP are as follows:

1. **SRA**- SRA means Slum Rehabilitation Authority, Mumbai and MMR SRA Thane
2. **CEO** – Chief Executive Officer, SRA, Mumbai
3. **“Request for Proposal (RFP)/ Tender”** means this RFP or issued during the course of the selection of bidder, seeking a set of solution(s), services(s), materials and/or any combination of them.
4. **“Contract / Agreement / Contract Agreement”** means the Agreement to be signed between the successful bidder and Buyer including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
5. **“Bidder”** means the parties who will be offering the solution(s), service(s) and /or materials as required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with parties bidding against this RFP, and when used after award of the Contract shall mean the successful bidder with whom the department signs the agreement for rendering of services for implementation of this project.
6. **“Proposal / Bid”** means the Technical and Commercial bids submitted for this project against this RFP.
7. **“Requirements”** shall mean and include all the documents prepared by the department for the Project, scope, Service Level Agreement, schedules, details, description, statements of technical data, performance characteristics and standards (Indian & International) as applicable and specified in the RFP.
8. **“The Vendor”** or **“Dealer”** or **“Successful Bidder”** means the Services Provider whose bid has been accepted by the department and with whom the order has been placed as per requirements and terms and conditions specified in this tender/contract and shall be deemed to include the SP's successors, representatives (approved by the department), heirs, executors, administrators and permitted assigns, as the case may be, unless excluded by the terms of the contract.



1

Invitation for Bids



1. Invitation for Bids

1. SRA, invites online bids from reputed Firms for Appointment of Chartered Accountant Firm for Accounting Work/ Tax Consultancy/ Consolidation/Return Filing, etc at SRA, Mumbai for a period of 2 years to be extendable for another 3 years based on performance.
2. The successful bidder will be appointed for 2 years which can be extended to another 3 years through mutual consent, provided the requirement of the SRA for such services persists at that time. However, SRA, has the right to review the contract at regular intervals on the basis of satisfactory performance in the previous period. SRA, may also call for revised financial bid, from the technically qualified bidders, any time after one year if deemed necessary.
3. The contract may be curtailed/ terminated before the contract period, owing to deficiency in service or substandard quality of manpower deployed by the selected Bidder or because of change in the SRA's requirements etc. as may be specified in the contract to be signed between the parties. The SRA, however, reserves right to terminate this initial contract at any time without giving any notice to the selected bidder.
4. CEO, SRA reserves the right to withdraw / relax any of the terms and condition mentioned in the RFP, so as to overcome the problem encountered at a later stage for the smooth and timely execution of this work.
5. The complete bidding document shall be published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee and EMD through e-Tendering Online Payment Gateway mode only.
6. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. Safe crypt, (n) Code, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
7. Bidders are also advised to refer "Bidders Manual Kit" available at
8. <https://mahatenders.gov.in> for further details about the e-tendering process.



9. Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
10. The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of SRA. It does not, and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed SRA requirements.
11. SRA shall not be responsible for any direct or indirect loss or damage arising out of or for use of any content of the RFP in any manner whatsoever.
12. SRA shall be the sole and final authority with respect to qualifying a bidder through this RFP. The decision of SRA in selecting the agency who qualifies through this RFP shall be final and SRA reserves the right to reject any or all the bids without assigning any reason thereof. SRA further reserves the right to negotiate with the selected agency to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.
13. SRA may terminate the RFP process at any time without assigning any reason and upon such termination SRA shall not be responsible for any direct or indirect loss or damage arising out of such a termination.
- 14.

1.1. Bidding Schedule

The summary of various activities with regard to this invitation of bids are listed in the table below:-

S No	Items	Description
1.	RFP Reference No.	SRA/FC/FC/2026/6991 Date: 13/02/2026
2.	Name of the Project	Request for Proposal for Appointment of Chartered Accountant Firm for Accounting Work at SRA, Brihanmumbai .
3.	RFP Document Download Start / Expiry Date & Time	Start Date: 14/02/2026 at 05:00PM Expiry Date: 03/03/2026 at 05:00 pm



S No	Items	Description
		Please visit the below mentioned e-Tendering website https://mahatenders.gov.in
4.	Last date to send Pre bid queries for clarifications	All the queries should be received on or before 23/02/2026 at 2:00 pm, through email only with subject line as follows: “Pre-Bid queries - <Agency’s Name>”. The queries should be submitted as per the format prescribed in ANNEXURE 4 The Pre-Bid queries to be sent to the Email Id – fc@sra.gov.in
5.	Date, Time and place of pre-bid meeting	23/02/2026 at 04:00 pm Address 4th Floor, Finance Controller Department, SRA, Administrative Building, Anant Kanekar Marg, Bandra (E), Mumbai 400051
6.	Last date (deadline) for submission of bids	03/03/2026 at 05:00 pm
7.	Date and Time of opening of Technical proposals	04/03/2026 at 5.00 pm
8.	Date, Time & Place of Presentation	Will be intimated later to the qualified bidders
9.	Date Time and Place of opening of Financial Proposals	Will be intimated later to the qualified bidders
10.	RFP Document Fee to be paid via Online Payment Gateway mode only. (Non Refundable)	Rs. 6000 (Six thousand rupees only))
11.	Earnest Money Deposit (EMD) to be paid via Online Payment Gateway mode only.	Rs. 1,00,000 (One Lakh rupees only)
12.	Bid Validity Period	180 days from the date of submission of Bid
13.	Performance Security Deposit	Security deposit of an amount equal to 3% of the Contract value should be submitted in the form of Demand Draft in favour of “Slum Rehabilitation Authority, Mumbai”



S No	Items	Description
		<p>Contact Person: The bidders should meet the following officer for any type of queries related to this RFP.</p> <p>Officer:) Shri. Mahesh Awatade, Finance Controller , SRA</p> <p>2) Shri. Govind Suryawanshi, Accounts Officer, SRA</p> <p>Administrative Building, Anant Kanekar Marg, Bandra (E), Mumbai 400051 Email Id: fc@sra.gov.in; Direct Phone No: 022 - 26591520</p>



2

Instructions to Bidder



2. Instructions to Bidders

2.1. Purpose

SRA, seeks services for Appointment of Chartered Accountant Firm for Accounting Work at SRA, for a period of 2 years to be extendable for another 3 years based on performance. This document provides information to enable the bidders to understand the broad requirements to submit their bids. The detailed scope of work is provided in [Section 3](#) of this RFP document.

2.2. Consortium and Subcontracting Conditions

Consortium and Subcontracting are not allowed for this RFP

2.3. Completeness of Response

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Bid EMD.

2.4. Proposal Preparation Costs

- 1 The bidder shall submit the bid at its cost and SRA shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over SRA and SRA shall be at liberty to cancel any or all bids without giving any notice.
- 2 All materials submitted by the bidder shall be the absolute property of SRA and no copyright /patent etc. related issues shall be entertained by SRA.

2.5. Amendment of RFP Document

- 1 All the amendments made in the document would be published on the e-Tendering Portal (<https://mahatenders.gov.in>) and shall be part of RFP.
- 2 The Bidders are advised to visit the aforementioned websites / portal on regular basis to check for necessary updates. The SRA also reserves the right to amend the dates mentioned in this RFP.

2.6. Supplementary Information to the RFP

If SRA deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.



2.7. SRA's right to terminate the process

SRA may terminate the RFP process at any time and without assigning any reason. SRA reserves the right to amend/edit/add/delete any clause of this RFP Document. This will be informed to all and will become part of the bid /RFP and information for the same would be published on the e-Tendering portal.

2.8. Earnest Money Deposit (EMD)

- 1 Bidders shall submit, EMD of Rs. 1,00,000 (One Lakh rupees only) through online e-Tendering Payment Gateway mode only.
- 2 Unsuccessful Bidder EMD will be returned within 90 days from the date of award of contract. The Bid Security, for the amount mentioned above, of the successful bidder would be returned upon submission of Security Deposit
- 3 No interest will be paid by SRA on the EMD amount and EMD will be refunded to the Successful Bidder without any accrued interest on it
- 4 The Bid submitted without EMD, mentioned above, will be summarily rejected.
- 5 The EMD may be forfeited:
 - a. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - b. In case of a Successful Bidder, if the Bidder fails to sign the contract in accordance over with the terms and conditions.
 - c. If during the bid process, a bidder indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of bid evaluation and finalisation.
 - d. If, during the bid process, any information is found false/fraudulent/mala fide, and then SRA shall reject the bid and, if necessary, initiate action.
- 6 The decision of the SRA regarding forfeiture of the EMD shall be final and binding upon bidders.

2.9. Authentication of Bid

- 1 Authorized person of the bidder who signs the bid shall obtain the authority letter from the bidder, which shall be submitted with the Bid. All pages of the RFP, proposal and annexures, etc. shall be signed and stamped by the person or persons signing the bid.



- 2 Power of Attorney executed by the Bidder in favour of the duly authorised representative, certifying him as an authorised signatory for the purpose of this bid.

2.10. Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submitted with the bid, and English translation shall be validated at SRA's discretion.

2.11. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

2.12. Bid Submission Instructions

1. Complete bidding process will be online (e-Tendering) in two Envelopes system. Submission of bids shall be in accordance to the instructions given in the Table below:

Particulars	Instructions
Envelope A: Eligibility Proposal	The Eligibility Proposal shall be prepared in accordance with the requirements specified in this RFP and the formats are prescribed in in ANNEXURE 1 of this RFP Eligibility Proposal should be submitted through online bid submission process only.
Envelope B: Financial Proposal	The Financial Proposal shall be prepared in accordance with the requirements specified in this RFP and in the formats prescribed in ANNEXURE 2 of the RFP. Financial Proposal should be submitted through online bid submission process only.

*Note: Bidder is requested to submit the **One Hard Copy** of the Pre-Qualification proposal on the date of Pre-Qualification proposal opening as schedule given in the Section 1.1 of the RFP. Each page of the Pre-Qualification Proposal should be signed and stamped by the Authorized Signatory of the Bidder.*

2. **The following points shall be kept in mind for submission of bids;**
 - a. SRA shall not accept delivery of proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.



- b. The Bidder is expected to price all the items and services sought in the RFP and proposed in the proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the Bidder as per the scope of his work and must cover the entire Contract Period.
- c. SRA may seek clarifications from the Bidder on the proposal. Any of the clarifications by the Bidder on the proposal should not have any commercial implications. The Financial Proposal submitted by the Bidder should be inclusive of all the items in the proposal but exclusive of taxes and should incorporate all the clarifications provided by the Bidder on the proposal during the evaluation of the technical offer.
- d. Financial Proposal shall not contain any technical information and vice versa.
- e. If any Bidder does not qualify the Pre-Qualification criteria stated in [Section 2.19](#) of this RFP, the Financial Proposals of the Bidder shall not be opened in the e-Tendering system.
- f. It is required that the all the proposals submitted in response to this RFP should be unconditional in all respects, failing which SRA reserves the right to reject the proposal.
- g. Proposals sent by fax/ post/ courier shall be rejected.

2.13. Late Proposal and Proposal Validity Period

Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall not be opened in the e-Tendering system. The validity of the proposals submitted before deadline shall be till 180 days from the date of submission of the proposal.

2.14. Modification and Withdrawal of Proposals

No Proposal shall be withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the Proposal form. Entire EMD shall be forfeited if any of the Bidders withdraw their proposal during the validity period.



2.15. Non-conforming Proposals

A Proposal may be construed as a non-conforming proposal and ineligible for consideration:

- a. If it does not comply with the requirements of this RFP
- b. If the Proposal does not follow the format requested in this RFP or does not appear to address the particular requirements of the SRA.

2.16. Acknowledgement of Understanding of Terms

By submitting a Proposal, each Bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

2.17. Bid Opening

- a. Total transparency shall be observed and ensured while opening the Proposals/Bids.
- b. SRA reserves the right at all times to postpone or cancel a scheduled Bid opening.
- c. Bid opening shall be conducted in two stages.
 - i. In the first stage, Pre-Qualification & Technical proposals shall be opened and evaluated as per the criteria mentioned in Sections 2.19 and 2.20 of the RFP. Financial Proposals of bidders who pass the Technical Qualification criteria shall be opened.
 - ii. In the second stage, the Financial Proposal of those Bidders, who technically qualify, shall be opened. All Bids shall be opened in the presence of Bidder's representatives who choose to attend the Bid opening sessions on the specified date, time and address.
- d. The Bidder's representatives who are present shall sign an attendance sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for SRA, the bids shall be opened at the same time and location on the next working day. In addition to that, if there representative of the Bidder remains absent, SRA will continue process and open the bids of all the bidders.
- e. During Bid opening, preliminary scrutiny of the Bid documents shall be made to determine whether they are complete, whether required Bid Security has been furnished, whether the Documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements shall be prima facie rejected. SRA has the right to reject the bid after due diligence is done.



2.18. Evaluation Process

- a. SRA will form the Tender Evaluation Committee (hereinafter referred to as “TEC”) to evaluate the bids.
- b. TEC shall review the Pre-Qualification proposal of the Bidders to determine whether the requirements as mentioned in Section 2.19 of the RFP are met. Incomplete or partial Proposals are liable for disqualification, but TEC reserves the right to seek clarification, missing or additional clarification on incomplete responses if required. All those Bidders, whose Pre-Qualification proposal meets the requirements shall be selected for the technical Evaluation.
- c. TEC shall review the Proposal of the Bidders to determine whether the proposals are substantially responsive. Bids that are not substantially responsive shall be disqualified and TEC reserves the right to seek clarification, additional documents if required.
- d. The Financial Proposals of the Pre-Qualified and Technically qualified bidders shall be opened and reviewed to determine whether the Financial Proposals are complete and as per requirements.
- e. Please note that TEC may seek inputs from their professional, external experts in the Bid evaluation process.



2.19. Eligibility Criteria

S No	Eligibility Criteria	Document to be submitted
PQ1	<p>The firm should be a Company registered under Companies Act, 2013 OR a partnership firm/LLP OR a proprietorship firm and should have minimum 10 year's existence.</p> <p>The firm should be Registered with the Goods and Service Tax Authorities.</p>	<ul style="list-style-type: none"> Certificate of Incorporation / Articles of Association of the Company / Agreement in case of Partnership firm or LLP / Registration under Shops and Establishment Act in copy of proprietary <p>AND</p> <ul style="list-style-type: none"> GST Registration Certificate
PQ2	The firm must be empaneled with ICAI and Comptroller and Auditor General of India.	<ul style="list-style-type: none"> Self- Attested copy of the Constitution certificate issued by ICAI to the firm. Self-attested copy of the certificate/ acknowledgement issued by C & AG. C&AG certificate for FY 2023-24 and Acknowledgement of C&AG Application for FY 2024-25
PQ3	The firm should have average annual turnover of minimum Rs. 1 crore (Rupees one crore) during the last 3 (Three) financial years (FY 2022-23, 2023-24, 2024-25).	<ul style="list-style-type: none"> A Certificate from an independent Chartered Accountant certifying the turnover.
PQ4	The firm shall have at least 3 partners, out of which minimum 2 partners shall be Fellow Chartered Accountants and should be associated with the firm at least for 5 years.	<ul style="list-style-type: none"> Self-Declaration in the format given as per Annexure 5
PQ5	Bidder should not be banned from participating in any of the Tenders by Government of Maharashtra / Any State Government / Government of India as on date of submission of the Bid. Also, the bidder shall not be under a Declaration of ineligibility for corrupt or fraudulent practices with any of the Government or Public Sector Undertaking (PSU) units.	<ul style="list-style-type: none"> A self-certified letter signed by the Authorized Signatory of the Bidder
PQ6	The firm shall have experience in Accounting/audit of at least 2 Organizations (which includes Government Departments / Government Organizations/ PSU/ Public Limited Companies) .	<ul style="list-style-type: none"> Work Order + Completion Certificate /Phase Completion Certificate by client

RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA,

PQ7	The Bidder should have a Head office or Branch office in Mumbai	<ul style="list-style-type: none">• Self- Attested copy of Telephone bill/ Electricity Bill /Registered Lease Deed/Rental Agreement/ Constitution certificate issued by ICAI to the firm supporting the address at Mumbai
------------	---	---



2.20. Technical Evaluation

Methodology-

- a. This is a Quality & Cost Based Selection (QCBS), The Financial Score (Fs) carries 30% of the weightage, while Technical Score (Ts) carries 70% weightage
- b. Each Technical Proposal shall be assigned a technical score out of a maximum score of 100 marks. In order to qualify for the opening of Financial Proposal, the Bidder must get a minimum overall technical score of 70 (Seventy).
- c. The Financial Proposals of Bidders who do not qualify in Technical Evaluation Criteria shall be kept un-opened in the e-Tendering system.
- d. SRA reserve the right to accept or reject any or all bids without giving any reasons thereof.
- e. SRA shall inform to the technically shortlisted Bidders about the date and venue of the opening of the Financial Proposals.

RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA,

Technical Evaluation Criteria

	Criteria	Technical Evaluation Criteria	Score	Document to be submitted
TQ1	The Bidder's average annual turnover during the last 3 financial years (FY 2022-23, 2023-24, 2024-25).	>= Rs. 1 Cr & < Rs. 02 Cr: 10 marks > = Rs. 2 Cr: 20marks	20	A Certificate from a statutory auditor/ CA clearly stating the turnover for last three financial years.
TQ2	Company/firm Incorporation (Age of Firm)	10 Years to 15 Years : 10 marks > 15 years : 20 marks	20	Company Incorporation Certificate
TQ3	The Firm having Fellow Chartered Accountants (FCA)	For 2 Fellow Chartered Accountants (FCA): 10 Marks For 3 Fellow Chartered Accountants (FCA): 20 Marks	20	Member card from ICAI of each partner
TQ4	Presentation on Understanding of Scope of Service ,technical approach and methodology. plan for Execution and Management of Providing Quality Service to SRA etc		40	Presentation
		Total	100	

RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA,

2.21. Financial Proposal Evaluation

1. The Financial Score (Fs) of the bidder for the Commercial Bid Component as calculated below. The bidder with Lowest Qualifying Commercial Bid (CL) will be awarded 100 marks. The Financial Score of other qualifying bidder shall be computed as below.
Financial Score of the Bidder (Fs) = (CL/Commercial Bid of the respective Bidder) X 100 (Adjusted to two decimal places).
2. In the event of two or more Bidders securing exactly the same commercial quote, Chief Executive Officer, SRA reserves the right to adopt any other method as decided by the SRA

2.22. Award Criteria- Final Composite Bid Score

1. The Technical Score (Ts) and Financial Score (Fs) secured by each bidder will be considered for computing the Final Composite Bid Score.
2. The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The overall score will be calculated as follows: -

$$\text{CBS} = 0.70 * \text{Ts} + 0.30 * \text{Fs}$$

Where

CBS = Final Composite Bid Score

Ts = Total Technical score of the bidder (out of maximum of 100 marks)

Fs = Financial Score of the bidder

3. The preferred bidder shall be the agency securing the highest Final Composite Score.
4. In the event of two or more Bidders securing exactly the same composite score, then Chief Executive Officer, SRA reserves the right to:
 - a. Declare the bidder whose technical score is highest, among the bidders who have secured exactly the same composite score as preferred bidder, Or
 - b. Adopt any other method as decided by Chief Executive Officer, SRA.
5. Chief Executive Officer, SRA reserves the right to confirm the preferred bidder as successful bidder subject to negotiations.
6. The final evaluation shall be done by the Chief Executive Officer, SRA and the decision taken by the Chief Executive Officer, SRA shall be final and binding. In case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

2.23. Tenure of Contract

The contract will be valid for 2 years with effect from the date of award of the contract, which can be extendable further up to another 3 years with 10% increase in rates per year as per the same or amended terms & conditions subject to satisfactory services by the successful bidder. However, final decision shall rest with the SRA only.

2.24. SRA's Right to accept any Bid and to reject any or All Bids

SRA reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for SRA's action.



2.25. Letter of Intent

Prior to the expiration of the period of bid validity, SRA will notify the Successful Bidder in writing or by fax or email, to be confirmed in writing by letter, that its bid has been accepted. The Letter of Intent will constitute the formation of the contract. Upon the Successful Bidder's furnishing of Performance Security, SRA will promptly notify each unsuccessful bidder.

2.26. Signing of Contract

SRA shall notify the Successful Bidder that its bid has been accepted. The Successful Bidder shall enter into contract agreement for the period of 2 Years with SRA within the time frame mentioned in the Letter of Intent to be issued to the Successful Bidder by SRA.

2.27. Failure to agree with the Terms & Conditions of the RFP / Contract

Failure of the Successful Bidder to agree with the Terms & Conditions of the RFP / Contract shall constitute sufficient grounds for the annulment of the award, in which event SRA may invite the next best bidder for negotiations or may call for fresh RFP.

2.28. Security Deposit

1. The Successful Bidder shall at his own expense submit with SRA within 7 (Seven) working days of the date of letter of acceptance or prior to signing of the contract whichever is earlier, Security Deposit in the form of a Demand Draft (DD) from Nationalized or Scheduled Bank, payable at Mumbai, for the due performance and fulfilment of the contract by the bidder.
2. Security Deposit shall be denominated in the currency of the contract and shall be in the form of Demand Draft.
3. The Security Deposit will be in the form of a DD for an amount equal to 3% of the Contract value. All charges whatsoever such as premium; commission etc. with respect to the Security Deposit shall be borne by the bidder.
4. The Security deposit shall be valid until the end of six months after the completion of the contract (i.e. Two years + Three Years extension) with successful bidder. After the completion of period security deposit amount will be refunded. No interest will be paid on Security deposit.
5. In the event of the Bidder being unable to service the contract for whatever reason SRA would forfeit security deposit. Notwithstanding and without prejudice to any rights whatsoever of SRA under the contract in the matter, the proceeds of the PBG shall be payable to SRA as compensation for any loss resulting from the bidder's failure to complete its obligations under the Contract. SRA shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.

RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA,

6. SRA shall also be entitled to make recoveries from the bidder's bills, Security Deposit, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence or error.



3

Scope of Work



3. Scope of Work

1. Preparation and Finalization of Accounts for the Financial Years 2026-27 and FY 2027-28 (2028-29 ,2029-30 and 2030-31 only if contract is renewed).
2. Preparation and filing of IT/TDS/GST/PT etc. Returns on monthly/quarterly/yearly basis and generating TDS certificates for three financial years 2026-27 and FY 2027- 28 (2028-29 ,2029-30 and 2030-31 only if contract is renewed).
3. Consultancy and guidance regarding applicable Laws like Income Tax, GST, TDS, Labour Laws, etc. to SRA Staff and Officers so that Tax Planning can be done. Training sessions for Employees of SRA to avoid mistakes.
4. To assist the Authority in replying the Audit Comments (earlier & current year) on the Accounts of the Authority raised by the C&A.G's Audit And other Audits if any.
5. Advice on all Tax matters (like Income Tax/TDS/GST/PT etc.)
6. Accounting for All Data Entries in Tally account of Receipt & Payment on daily basis. (approx. 20,000 entries per annum)
7. Preparation of Monthly report, Bank Reconciliation, Review of entries made by Tally operator in Tally, Accounting for all data entries.
8. Monthly preparation of Financial Statements (i.e. Trail Balance, Income and Expenditure Account and Balance Sheet with Annexures), Tax calculation i.e. TDS, GST, PT, calculation of Salary compilation for Income Tax purpose, calculation of Interest of Housing Societies, calculation of Interest on deferment payments or any other work given by the Authority related to Accounts & Finance.
9. Chartered Accountant must visit two days in a week to SRA, to review work done by their subordinates. Provide consultation in respect of queries raised by SRA.
10. Accounting of Tender Fees Receipts, other miscellaneous receipts, short term deposits, leave and pension contribution in respect of officers on deputation, etc.
11. Cross verification and reconciliation of year end balances like receivables/ payables/ Sundry Debtors/ Sundry Creditors, etc. with their Ledger Accounts (i.e. Ledger Confirmations) and Reconciliation of the same in case of mismatch.



12. Verification & Accounting in respect of computation of liability and passing journal entries in books of accounts
 - a. Interest accrued but not due
 - b. Provision required for All expenses
 - c. Retirement benefits like gratuity, leave salary etc
 - d. Calculation of deferment payments, principal and interest
 - e. Calculation of interests of society
13. Help and guide efficient Fund management and Helping in preparation of MIS.
14. Any job in pursuant and in consonance to above charter. Assist in Preparation of Budgets of SRA.
15. Review of accounts for the years Years 2026-27 and FY 2027- 28 (2028-29 ,2029-30 and 2030-31 only if contract is renewed)and submission of report on the result of audit inter-alia bringing out suggestions for improvement in finance functions and maintenance of accounts broadly covering the following aspects.
 - i. The activities are carried out as per the process and guidelines issued by the SRA.
 - ii. All transactions are properly accounted for,
 - iii. Bank accounts are reconciled correctly and timely on monthly basis
 - iv. All contracts for projects purchases and services are awarded as per the guidelines of the SRA,
 - v. All expenditure is duly supported, approved by the authority as per delegation of powers and properly accounted for,
 - vi. Books and accounts and all statutory records are timely updated and maintained properly
 - vii. Tax deduction at source are being made in all cases, as applicable under the Income tax Act at prescribed rates and that TDS deposits are being made within the prescribed time,
 - viii. All statutory returns have been filed with respective authorities in time, if not report the deficiencies.



- ix. Preparation and maintenance of Fixed Asset Register in the accounting software along with calculation of depreciation etc.
 - x. Assist and co-ordinate at the time of conduct of Audit i.e., Internal audit, C & AG audit etc.
 - xi. Assist in resolving audit paras (if any) during the course of audit.
 - xii. To update SRA regarding any amendments taking place in laws/rules/regulations applicable to SRA with respect to the preparation & finalization of books of accounts.
 - xiii. Any other Finance related work.
 - xiv. Preparation of quarterly statement of Deferment payments.
16. The Firm shall inform and keep the Head of Organization, Finance Controller updated of the important developments in cases of IT, GST, PT etc. from time to time(earlier & current cases), particularly regarding settling of drafts, filing of papers, dates and status of IT, GST, PT etc. cases in Tribunal/High Court/Supreme Court.
17. CA shall act as an IT/PT/GST Consultant and represent SRA before respective authorities.
18. To perform such other duties of the Accounting & Financial nature which may be assigned by SRA from time to time.
19. Final Annual Accounts Reports to be submitted to Finance Controller, SRA as per the guidelines fixed in Accounting Standards.
20. Apart from day to day accounting and finalization the CA need to prepare and submit accounting and financial information/ reports as per the requirement of SRA
21. The respective Partners of the firm and staff who will be handling the assignment should have knowledge of Marathi language. Accounting includes:
- I. Maintenance of Cash book
 - II. Maintenance of Bank Passbook and Bank Reconciliation Statement
 - III. Maintenance of ledger accounts



- IV. Maintenance of dead stock and other asset register
- V. Maintenance of advance register and timely and effectively clearance of the advances
- VI. Maintenance of Stock records
- VII. Maintenance of different forms prepared by SRA
- VIII. Time to time reconciliation of debtors, creditors, receivables and payables, etc.
- IX. Any other matter related to Accounting but not included above.



4

General Conditions of Contract (GCC)



4. General Conditions of Contract (GCC)

4.1. Terms and Conditions

- a. Validity of Engagement: The validity of appointment will be initially for a period of Two years (Financial year from 2026-27 and FY 2027-28) onwards for preparing Accounts and there after depending upon the performance extendable for three more years.
- b. Completion of Job: Time being the essence of the contract all the Accounting shall be completed on day to day basis but not later than 7 days after completion of particular month. The Final Accounts should be ready with all provisions/ payables/ receivables along with confirmations within 90 days from end of financial year. It is also expected that the Accounting has to commence w.e.f. 1st April 2026 onwards.
- c. Dispute: In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Hon'ble Chief Executive Officer, Slum Rehabilitation Authority, Mumbai will be final and binding on both the parties to the contract.
- d. Firms who fulfill the above minimum criteria may download the RFP document from www.sra.gov.in or www.mahatenders.gov.in

4.2. The Bidder's Obligations

- a) The Successful Bidder should comply with all applicable laws and rules of GoI/GoM/ULB. The Bidder shall comply with all central, local and state regulations and enactment pertaining to workmen and labour and SRA shall have the right to enquire into and decide all complaints on such matters.
- b) The Successful Bidder shall provide services through its trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the bidder only and the SRA shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Firm.
- c) SRA shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the successful bidder reserves the right to remove the staff with prior intimation to SRA, emergencies, exempted.



- d) The Successful Bidder shall cover its personnel for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- e) The Successful Bidder shall exercise adequate supervision to reasonably ensure proper performance of Services in accordance with Schedule of Requirements
- f) The personnel of the Successful Bidder shall not be the employees of the SRA and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Bidder shall make them known about this position in writing before deployment under this agreement.
- g) Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties
- h) All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the SRA.
- i) The Successful Bidder shall not employ any person below the age of 18 years old. Manpower engaged shall be trained for providing services
- j) The Successful bidder will be solely responsible for the employment of persons and payment of salaries, allowances and other benefits to his staff and SRA shall in no way responsible for the same. The Bidder should not wait for the SRA's payment to pay to his staff.
- k) In case any workman of the successful bidders suffers injury / damage or meets with an accident during the discharge of duties, the entire cost of compensation should be borne by the successful bidder and Purchaser shall stand indemnified against any such claim for compensation.
- l) Proper substitute arrangement is required to be made against absent.
- m) The resources shall also be given weekly off after six continuous working days.
- n) The Successful Bidder will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and we will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The successful Bidder will be required to provide particulars of EPF, ESI of its employees engaged under it.
- o) SRA will make requisite seating arrangement for their staff and CA in SRA office with Stationary/computer/printer/ Xerox.



4.3. The Bidder's Liability

- a) The Successful Bidder shall completely indemnify and hold harmless the purchaser (SRA) and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the manpower services to the Client.
- b) The Successful bidder shall not Sub-Contract or Sub-let, transfer or assign the contract or any other part thereof. In the event of the bidder contravening this condition, purchaser shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the purchaser may sustain in consequence or arising out of such replacing of the contract.

4.4. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the India

4.5. Composition of Team

Designation	Qualification	Nos	Location
CA	CA	1	visit at least two days in a week
Tally operator	B.COM with 3 years' experience of Tally	2	Onsite (SRA)
Assistant Manager Accounts	Semi Qualified (CA Intern/ CWA Intern/ CMA Intern with 3 years practical experience in preparation of accounts	1	Onsite (SRA)

4.6. Fees

The Fees quoted should be on lump sum basis per year, exclusive of GST as per Annexure 2.



4.7. Payment Terms

Payment shall be released on monthly basis by SRA within 15 working days from the date of submission of bill by the Firm after satisfactory completion of monthly accounts of previous month. No advance payment shall be made.

4.8. Confidential Information

- a) SRA and the Successful Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b) The Successful Bidder shall not use the documents, data, and other information received from SRA for any purpose other than the services required for the performance of the Contract.

4.9. Change in Laws and Regulations

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

4.10. Force Majeure

- a) The Successful Bidder shall not be liable for termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, Force Majeure means an event or situation beyond the control of the Successful Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Successful Bidder. Such events may include, but not be limited to, acts of SRA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.



- c) If a Force Majeure situation arises, the Successful Bidder shall promptly notify SRA in writing of such condition and the cause thereof. Unless otherwise directed by SRA in writing, the Successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4.11. Settlement of Disputes

1. Performance of the contract is governed by the terms and conditions of the contract, in case disputes arise between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GCC 4.11 (2) shall become applicable.

2. Arbitration:

- a) In the case of dispute arising, upon or in relation to, or in connection with the contract between SRA and the Successful Bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of three arbitrators, one each to be appointed by the SRA and the Successful Bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the CEO, SRA. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.
- b) Arbitration proceedings shall be held in Mumbai, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- c) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by SRA and the Successful Bidder. However, the expenses incurred by each party in connection to the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.



4.12. Non-Disclosure Agreement (NDA)

The selected Bidder has to sign Non-Disclosure Agreement with SRA. It will be selected bidder responsibility to get this agreement signed along with contract agreement. Format of Draft NDA is attached in Annexure 3.

4.13. Termination

1. This Contract may be terminated forthwith by SRA by giving written notice to the other if:
 - a. The other party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or
 - b. The Contract may be terminated forthwith by the SRA by giving written notice to the Bidder, if:
 - i. In case of breach of any of terms and conditions of the Contract by the successful Bidder, the Secretary, SRA shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by SRA and in that event and the security deposit in the form of DD shall be forfeited and encashed
 - ii. The Bidder does not provide services satisfactorily as per the requirements of the Client or / and as per the Schedule of Requirements
 - iii. The Contractor goes bankrupt and becomes insolvent.
2. On termination of your service as ACCOUNTANT & CONSULTANT you will immediately return to Slum Rehabilitation Authority all originals and copies of all correspondence, letters, returns, documents, digital data, market, financial etc. belonging to Slum Rehabilitation Authority. In case of non-compliance, security deposit will be forfeited.



Annexures



Annexure 1 - Guidelines for Eligibility Bid

1.1. Bidding Firms Particulars

Date: dd/mm/yyyy

RFP Reference No: SRA/FC/CA/2026/6991

Date: 13/02/2026

The Table below provides the format in which general information about the bidder must be furnished.

S No	Information	Details	
A.	Basic Details		
1.	Name of The Bidder		
2.	Address and contact details of Bidding firm: (Provide supporting document)		
3.	Telephone Number, FAX Number and Email Address		
4.	Contact person details (Name, Designation, Contact number etc.), to whom all references shall be made regarding this RFP		
5.	Status of Company (Public Ltd. / Pvt. Ltd./Partnership/ Proprietorship etc.)		
6.	Firm Registration Number and Year of Registration		
7.	Details of ownership (Name and Address of the Board of Director/Partners / Proprietor etc.)		
8.	Name of the authorized Signatory who is authorized to sign all the relevant documents (Power of Attorney, if required)		
9.	Details of income tax registration (Provide Supporting documents)		
10.	Supporting document to prove that the bidder has an office in Mumbai		
11.	Average Turnover of Rs. 1,00,00,000 (Rupees One crore) during the last 3 (Three) financial years (Turnover Certificate from CA to be attached)	FY 2022-23	
		FY2023-24	
		FY2024-25	
		Average	
B.	Bidder's Company Registration Details		
1.	Company/Partnership/Sole Proprietorship Registration Number of the Bidder		



2.	Place of registration					
3.	Date of registration					
4.	Product/service for which tenderer is registered					
C.	Details for registration with appropriate authorities					
1.	GST registration details					
2.	Company's GST Number.					
3.	TAN Number					
4.	Company's Permanent Account Number (PAN)					
5.	The firm must be empaneled with ICAI and Comptroller and Auditor General of India.	<ul style="list-style-type: none"> Self- Attested copy of the Constitution certificate issued by ICAI to the firm. Self-attested copy of the certificate/ acknowledgement issued by C & AG. 				
D.	Details of Partners					
	The firm shall have at least 3 partners, out of which minimum 2 partners shall be Fellow Chartered Accountants and should be associated with the firm at least for 5 years.	Name: Qualification: No. of years with the Firm: Name: Qualification: No. of years with the Firm: Name: Qualification: No. of years with the Firm:				
E.	Details about Competency of The Bidder					
1.	The firm shall have experience in Accounting/audit of at least 3 Organizations (which includes Government Departments / Government	<table border="1"> <thead> <tr> <th>Details of WO</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Details of WO	Value		
Details of WO	Value					



	Organizations/ PSU/ Public Limited Companies)		

Please submit the relevant proofs for all the details mentioned above along with your Bid response

Authorized Signatory

Name & Seal



1.2. Format of Cover Letter

(To be submitted on the letterhead of the bidder)

Date: dd/mm/yyyy

RFP Reference No: SRA/FC/CA/2026/6991 Date:

13/02/2026

To,

The Secretary
Slum Rehabilitation Authority
Mumbai—400051

Subject: Submission of proposal in response to the RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA, Mumbai .

RFP Reference No: SRA/FC/FC/2026/ Date: 13/02/2026

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the “**RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA, Mumbai**”.

We attach hereto our responses to Pre-Qualification requirements & Financial Proposals as required by the RFP. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to SRA, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the SRA in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date of submission of Bid. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security bond in the form prescribed the RFP.



We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

E-mail address :



Annexure 2: Guidelines for Financial Proposal

2.1. Financial Proposal Format (excluding taxes)

Sr. No.	Description	Quantity	Unit Rate per Year in INR (Excluding GST)	Total Amount (INR)
	Lumsum amount for the Entire work as mentioned in clause 3 of this RFP (Scope Of Work) including manpower mentioned in clause 4.5 of this RFP (Estimated cost of work per year is Rs. 32,00,000/- (Thirty two lakh rupees only) excluding GST.	1		
	Grand Total (T)			

Note:

- The rate quoted by the bidder should not be less than (-20%) and not more than (+10%) of the estimated cost.**
- All bidders shall visit SRA to understand the scope of work before quoting the rates.
- SRA reserves the rights to increase or decrease the number of staff required as per their requirement during the project duration.
- All the prices are to be entered in Indian Rupees ONLY
- The bidder needs to account for all Out of Pocket expenses due to Boarding, Traveling, Lodging, i.e. TA, DA etc.



Annexure 3: Format for Non-Disclosure Agreement

[Company Letterhead]

This AGREEMENT (hereinafter called the “Agreement”) is made on the [day] day of the month of [month], [year], between, Slum Rehabilitation Authority on the one hand, (hereinafter called the “SRA”) and, on the other hand, [Name of the Bidder] (hereinafter called the “Bidder”) having its registered office at [Address]

WHEREAS

1. The “SRA” has issued a public notice inviting various organizations for Appointment of Chartered Accountant Firm for Accounting Work at SRA, Mumbai and MMR SRA Thane”;
2. The Bidder, having represented to the “SRA” that it is interested to bid for the proposed Project,
3. The SRA and the Bidder agree as follows:
 - a) In connection with the “Project”, the SRA agrees to provide to the Bidder a detailed document on the Project vide the Request for Proposal document. The Request for Proposal contains details and information of the SRA operations that are considered confidential.
 - b) The Bidder to whom this information (Request for Proposal) is disclosed shall –
 - i. hold such information in confidence with the same degree of care with which the Bidder protects its own confidential and proprietary information;
 - ii. restrict disclosure of the information solely to its employees, other member with a need to know such information and advise those persons of their obligations hereunder with respect to such information;
 - iii. use the information only as needed for the purpose of bidding for the Project;
 - iv. except for the purpose of bidding for the Project, not copy or otherwise duplicate such information or knowingly allow anyone else to copy or otherwise duplicate such information; and
 - v. undertake to document the number of copies it makes
 - vi. on completion of the bidding process and in case unsuccessful, promptly return to the SRA, all information in a tangible form or destroy such information
4. The Bidder shall have no obligation to preserve the confidential or proprietary nature of any information which:



- a) was previously known to the Bidder free of any obligation to keep it confidential at the time of its disclosure as evidenced by the Bidder's written records prepared prior to such disclosure; or
- b) is or becomes publicly known through no wrongful act of the Bidder; or
- c) Is independently developed by an employee, agent or contractor of the Bidder not associated with the Project and who did not have any direct or indirect access to the information.

5. The Agreement shall apply to all information relating to the Project disclosed by the SRA to the Bidder.

6. SRA will have the right to obtain an immediate injunction enjoining any breach of this Agreement, as well as the right to pursue any and all other rights and remedies available at law or in equity for such a breach.

7. SRA reserves the right to share the information received from the bidder under the ambit of RTI Act.

8. Nothing contained in this Agreement shall be construed as granting or conferring rights of license or otherwise, to the Bidder, on any of the information. Notwithstanding the disclosure of any information by the SRA to the Bidder, the SRA shall retain title and all intellectual property and proprietary rights in the information. No license under any trademark, patent or copyright, or application for same that are now or thereafter may be obtained by the SRA is either granted or implied by the conveying of information. The Bidder shall not alter or obliterate any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any other proprietary right of the SRA on any copy of the information, and shall reproduce any such mark or notice on all copies of such information.

9. This Agreement shall be effective from the date of signing of this agreement and shall continue perpetually.

10. Upon written demand of the SRA, the Bidder shall (i) cease using the information, (ii) return the information and all copies, notes or extracts thereof to the SRA forthwith after receipt of notice, and (iii) upon request of the SRA, certify in writing that the Bidder has complied with the obligations set forth in this paragraph.

11. This Agreement constitutes the entire Agreement between the SRA and the Bidder relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements between the two parties. This Agreement may be amended or modified only with the mutual written consent of the parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.



12. Confidential information is provided “As-Is”. In no event shall the SRA be liable for the accuracy or completeness of the confidential information.

13. This agreement shall benefit and be binding upon the SRA and the Bidder and their respective subsidiaries, affiliate, successors and assigns.

14. This agreement shall be governed by and construed in accordance with the Indian laws.

For and on behalf of the Bidder

(Signature)

(Name of the authorized Signatory)

Designation :

Date :

Time :

Seal :

Business Address:



Annexure 4: Format for Pre-Bid queries

Date: dd/mm/yyyy

RFP Reference No: SRA/FC/CA/2026/6991 ,

Dated:13/02/2026

Bidder's Request For Clarification					
Name and complete official address of Organization submitting query / request for clarification			Telephone, Fax and E-mail of the organization Tel: Fax: Email:		
Sr. No.	Clause No.	Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Justification for Changes Suggested
1					
2					

Signature:

Name of the Authorized signatory:

Company seal:

Date and Stamped



Annexure 5: Format for Self Declaration

(To be submitted on the letterhead of the bidder)

Date: dd/mm/yyyy

To,
The Secretary

Slum Rehabilitation Authority
Mumbai—400051

Subject: Submission of proposal in response to the RFP for Appointment of Chartered Accountant Firm for Accounting Work at SRA, Mumbai and MMR SRA Thane

RFP Reference No: SRA/FC/CA/2026, **Dated** :13/02/2026

Dear Sir,

We agree to undertake the assignments, if given by you, as per the scope of work. We hereby declare that our firm does not have any pecuniary liability or any claim/disciplinary/legal proceeding pending against us/ our partners or any other cause which could hamper our ability to render the services as envisaged. We also declare that our firm has not been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / RBI / ICAI/C&AG and does not have any disciplinary proceedings pending against it or any of the partners by ICAI/RBI/ C&AG. If the aforesaid representation /declaration or information in the annexures is found to be incorrect, we agree that the SRA shall be entitled to terminate the agreement, if executed, or initiate suitable action as deemed fit and appropriate by the SRA, without reference to us. We or our affiliates have, during the last three years, neither failed to perform any agreement, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against us or our Affiliates, nor has been expelled from any project or agreement nor had any agreement terminated for breach by us or our affiliates. The firm is having ___partners (pls. specify total no. of partners) with at least two partners being Fellow Chartered Accountants and are associated with the firm at least for 5 years.

Signature of Authorized Signatory (with official seal)

Name :



Designation :

Address :

Telephone & Fax :

E-mail address :