

# श्रीसिद्धिविनायक गणपती मंदिर न्यास, ( प्रभादेवी ), मुंबई

दुरध्वनी क्र. ०२२.६२४९११११/०२२.६२४९१११२

## निविदा सूचना

### न्यासामध्ये ACCOUNTS WRITING CA FIRM नेमणूक करण्याबाबत निविदा सूचना

न्यास व्यवस्थापन या जाहिर सूचनेद्वारे अधिकृत नामांकित **लेखा लेखणीस** (ACCOUNTS WRITING ) नेमणूक करण्याबाबत शुल्कासहित माहिती पत्रक मागवित आहेत. लेखापरिक्षक बाबींच्या तपशीलाचे विवरणपत्र "**Tender Notice**" न्यासाच्या अधिकृत वेबसाईटवर टाकण्यात आले आहे.

**लेखा लेखणीस (ACCOUNTS WRITING)** चे लाखेने सीलबंद केलेल्या लिफाफ्यात शुल्कासहित माहिती पत्रक सादर करण्याचा अंतिम दि. १०/०३/२०२६, सायंकाळी ५.०० पर्यंत

**लेखा लेखणीस (ACCOUNTS WRITING)** चे लाखेने सीलबंद केलेल्या लिफाफ्यात शुल्कासहित माहिती पत्रक उघडण्याचा अंतिम दि. ११ /०३/२०२६, दुपारी १.०० वाजता.

ठिकाण : प्रभादेवी

दिनांक :

  
कार्यकारी अधिकारी

Date: / /2026

## **TENDER NOTICE**

### **Subject -Tender Notice inviting Expression of Interest for Appointment of Accounts Writing Auditor.**

#### **(A) Description: -**

Shree Siddhivinayak Ganapati Temple Trust is a Trust controlled by the Government of Maharashtra and functioning of the Trust is governed by an Act of the Government of Maharashtra namely "Shree Siddhivinayak Ganapati Temple Trust Act,1980".

Applications are invited from the Chartered Accountant firms in the prescribed format attached herewith for appointment as Accounts Writing to carry out day to day transactions of the Trust.

This tender notice is valid for a period of 3 years. The candidature of applicants can be considered for the period of 2026-27, 2027-28 & 2028-29. On selection, the duration of Accounts Writing firm will be three years.

#### **(B) Eligibility Criteria for Accounts Writing Auditor:**

1. The Siddhivinayak Ganapati Temple Trust, Prabhadevi, Mumbai invites you to submit A'4 size envelopes scaled with lacquer. **1) Technical Quotation 2) Commercial Quotation.** Specifically mention "QUOTATION FOR ACCOUNTS WRITING AUDITOR" in bold letters on envelopes.
2. 5 years of experience in Accounts Writing of Corporate or PSU or Trust.
3. At least 2 partners.
4. Head office in Mumbai.
5. Firm Should not be debarred or blacklisted by any organisation.
6. The Trust calls for quotations from experienced firm of Chartered Accountants.

#### **(C) Scope of Work: -**

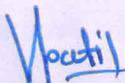
1. Assisting & maintaining up to date financial accounts & fulfil role of consultancy in this behalf.
2. Preparation of monthly receipts & payment account before 10<sup>th</sup> of next month.
3. Preparation of monthly Bank Reconciliation of approx. 12 banks and sort out the pending entries or vouchers with the help of Accountant.
4. Produce the monthly receipt & payment statement to internal auditors for audit.
5. Maintaining foreign currency register to file FCRA Return.

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6. Maintaining Separate Books of Accounts of foreign currency received to file of FCRA Return.
7. Maintaining accounts as per requirement for GST consultant.
8. Finalization of Accounts & Balance sheet after consultation with Internal & Statutory Auditors.
9. Attending monthly committee meetings to explain the income & expenditures of the Trust.
10. Regular check on all receipts & payments with respective documents.
11. Check on the tax payment levied in each bill.
12. Provide proper guidance regarding amendment in Income Tax, GST Act and FCRA etc. a hence necessary.
13. If any material weakness, discrepancy etc found during accounts. Writing the same should be brought to the notice of Trust along with remedies on it immediately.
14. To give advice on any other specific financial matter referred for advice.
15. Necessary co-operation to Internal & Statutory Auditors.
16. Provide monthly TDS, GST TDS and GST Working to internal auditor to ensure timely payment as per statutory due dates.

Details of approximate monthly transactions entries.

1. Receipt Entries: 1675.
  2. Payment Entries: 785.
  3. Journal Entries: 2100.
  4. Contra Entries: 220.
- Total approx. monthly Entries: 4,780
- Total approx. yearly Entries: 57,360

  
(Veena Rajesh Patil)  
Executive Officer

**PROFOMA FOR APPLICATION FOR APPOINTMENT AS ACCOUNTS WRITING CA FIRM.**

1. Name of the Firm :
2. Year of Establishment :
3. Office Address :
4. E-mail Address :
5. Telephone No :
6. Firm Registration No :
7. Empanelment Application No :
8. Name of Chartered Accountant partners, :  
Qualification & Registration No.
9. Experience :
10. Awards/Appreciation letters :

**Commercial Bid:**

Sr. No.	Particulars	Fees
1	Accounts Writing Charges	
2	GST	
3	Grand Total	

Date:

Place:

Signature of Applicant

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