श्रीसिध्दिविनायक गणपती मंदिर न्यास, (प्रभादेवी), मुंबई

दुरध्वनी क्र. ०२२.६२४९११११ / ०२२.६२४९१११२

न्यासामध्ये आर्थिक वर्ष २०२६–२७ ते २०२८–२९ (३ वर्ष) कालावधीकरिता अंतर्गत लेखा परीक्षक – कर सल्लागार (INTERNAL AUDITOR & TAX CONSULTANT) नेमणूक करण्याबाबत दरपत्रके मागविण्यासंदर्भातील सूचना

न्यास व्यवस्थापन या जाहिर सूचनेद्वारे अधिकृत नामांकित **अंतर्गत लेखा परीक्षक व कर सल्लागार (INTERNAL AUDITOR & TAX CONSULTANT)** नेमणूक करण्याबाबत शुल्कासहित माहिती दरपत्रक मागवित आहेत. लेखापरिक्षक बाबींच्या तपशीलाचे विवरणपत्र "दरपत्रक सूचना" न्यासाच्या अधिकृत वेबसाईटवर टाकण्यात आले आहे.

अंतर्गत लेखा परीक्षक व कर सल्लागार (INTERNAL AUDITOR & TAX CONSULTANT) चे लाखेने सीलबंद केलेल्या लिफाफ्यात शुल्कासहित माहिती पत्रक सादर करण्याचा अंतिम दि. २९/०७/२०२६, सायंकाळी **५.०० पर्यंत**

अंतर्गत लेखा परीक्षक व कर सल्लागार (INTERNAL AUDITOR & TAX CONSULTANT) चे लाखेने सीलबंद केलेल्या लिफाफ्यात शुल्कासहित माहिती पत्रक उघडण्याचा अंतिम दि. ३० /०७/२०२६, दुपारी **१.०० वाजता**.

ठिकाण : प्रभादेवी

Patil

कार्यकारी अधिकारी

Shree Siddhivinayak Ganapati Temple Trust.

SK Bole Rd, Prabhadevi, Mumbai, Maharashtra. 400028

Inviting Applications for Appointment of the FIRM for "INTERNAL AUDITOR & TAX CONSULTANT"

(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 "Internal Auditor & Tax Consultant" to carry out day to day transactions of the Trust.

This quote 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 "Internal Auditor & Tax Consultant" firm will be three years.

(B) Eligibility Criteria for Internal Auditor & Tax Consultant :-

The Minimum Eligibility Criteria for Internal Auditor & Tax Consultant is -

Qualification: Chartered Accountant

Experience:

1. The firm shall have a minimum of five full-time Chartered Accountants (Partners) associated with the firm as on the date.
2. The firm shall have a minimum of five full-time support staff, excluding Partners as Chartered Accountants referred to above.
3. Audit experience of the clients : Firm/ Trust/ Company/ any Institutions having Annual Turnover of Rs.200 Crore & above, in last 3 years i.e. for FY 2022-23, 2023-24 & 2024-25 (Must attach copy of appointment orders of the clients with P&L & Balance Sheet and no need to attached Audit Firms own Turnover details.)
4. The firm should have experience of at least 10 years of handling and full knowledge of FCRA Act, 2010 (new substituted Act of 1976) latest provisions of practical knowledge of procedural aspects pertaining to FCRA, GST & Income Tax and tax related all exemption i.e exemption under section 197, 10 (23) (C).
5. Experience in Accounting, Taxation of Religious Trusts.
6. Knowledge of Income Tax, Goods & Service Tax rules and amendments, Forensic Audit etc.

7. In-depth knowledge about all the relevant matters & amendments.
8. The firm should have experience of up to date TDS provisions applicable and practical knowledge of procedural aspects for TDS.
9. The firm have knowledge and experience of management and guidance of Investments and its criteria and restrictions under various laws applicable to charitable Trusts.
10. The Firm should have experience and knowledge of accounting and taxation laws applicable to charitable Trusts in case of receipts of donations in cash and particularly in kind.
11. The Firm should have experience and knowledge of faceless assessments and post assessments proceedings and appeals pertaining to charitable Trust.
12. Trust will have right to conduct interviews of the partners of the applying firms for confirming the eligibility.
13. The Firm shall deploy at least three personnel at the Trust's office for execution of the assignment.
14. Out of the three deployed personnel, not more than two may be CA articles. Accordingly, at least one deployed person shall be a qualified Chartered Accountant or other suitably qualified experienced professional approved by the Trust.
15. The firm shall provide professional opinions, clarifications, and advisory services on matters relating to the Income-tax Act, the Goods and Services Tax (GST) laws, and other allied regulatory matters, as and when required by the Trust.
16. The firm shall attend at least one review meeting every month with the Trust and participate in additional meetings, if required, to discuss compliance and other professional matters.
17. Kindly optimise the fees to a value which will not compromise the performance and value of work.
18. Firm Head Office location must be in Mumbai.
19. Firms with registered offices in the vicinity of the Temple Trust's location will be given an additional preference.
20. The firm also requested to submit the list of trusts to whom it has delivered services before.
21. The contract will be acknowledged solely on commercial grounds. Quote from firms are inspired by charity or philanthropy will not be entertained.
22. The Audit firm must have knowledge of ERP Accounting and Audit Experience.
23. The Audit firm Must have knowledge of Marathi Language.

Note: Quotes from firms which have been found guilty of malpractice, misconduct, or blacklisted/debarred either by any Department of Government of Maharashtra or by any local authority, other State Government/Semi Government/Central Government organizations will not be allowed to participate.

(C) Scope of Work of the Internal Auditor & Tax Consultant Auditor :-

The contract shall cover the following:

1. Regular audit check as per the accepted auditing standards of all receipts and payments of the Trust accounts and submission of quarterly report of the same to the Trust. While conducting the audit check, directions of Central as well as State Government, provisions of various acts such as Income Tax Act, GST Act, FCRA etc. should be taken into account.
2. If any material weakness, discrepancy etc. found during the audit check, the same should be brought to immediate notice of the Trust along with possible remedies on the same.
3. To advise the Trust on employee retirement benefit claims such as service or death gratuity, payment of leave salary etc.
4. To advise the Trust regarding yearly expenses to be incurred and amounts to be spent for efficient tax planning, in accordance with Income Tax Section 10(23)C.
5. To draft applications to Income Tax, Goods & Service Tax, FCRA Authorities as per new amendments.
6. To advise the Trust with respect to amendment of Shree Siddhivinayak Ganpati Temple Trust (Prabhadevi) Act,1980 and its implementation.
7. Regular verification of entire Trust's material inventory.
8. Regular verification of Trust's Mahaprasad department accounts (Ladoo and Coconut wadi productions), inventory of raw materials used for preparation of Ladoo and Coconut wadi, sale of Ladoos and Coconut wadis.
9. To advise and prepare various e-tender documents of the Trust as per the Government guidelines.
10. Audit Check of the following items:

    1) Receipt of donations from all offertory Boxes (cash, cheque, cards, ornaments) (100%)

    2) Receipt of all offline and online donations (100%)

    3) Receipt of Interest, Dividend and Investment Certificates (100%)

    4) Receipt from all types of Pooja Booking (online as well as offline) (100%)

    5) Sale of Mahaprasad (counter and Bulk) (100%)

    6) Receipt of Foreign currency in offertory boxes and through online donation portal (100%)

    7) Petty Cash Book (100%)

    8) Bank Reconciliation (100%)

9) Gold & Silver items inventory (100%)

10) Fixed assets register

11) Vastra & Frame Account (100%)

12) Payment notes and vouchers (100%)

13) Checking of all employees Service Record (100%)

14) Physical checking of Trust cash / foreign currency in hand (100%)

15) Physical checking of Ornaments / Gold & Silver in hand (100%)

16) Supervision of Cash Counting of offertory Boxes (100%)

11. To advise the Trust and also to file statutory returns as mentioned below:

1) TDS Returns for TDS on salary in FORM 24

2) TDS Returns for TDS on Contract Charges in FORM 26 C

3) TDS Returns for TDS on Professional Fees in FORM 26 K

4) Preparing of Form 16 along with part A & B of all Staff & Contractors.

5) Application for Renewal of 80G Certificate

6) Application for Exemption U/S 10 (23C)

7) Application / renewal of FCRA certificate.

8) Application / renewal of digital signatures of Trust officers.

9) Application for Certificate for Non-deduction of Tax in FORM197

10) Filling of (monthly / yearly) Income Tax / TDS return & GST return.

11) Filling yearly FCRA return.

11) To advice the Trust on investment policy & acceptance of & donations in cash & in kind as per the provisions of the Income Tax Act.

12) Necessary co-operation to the statutory auditors.

13) To attend the Trust Board & other Meetings & advise the Trust in financial matters.

14) Providing timely advice on ongoing issues faced by the Trust, including

written guidance when necessary.

15) On completion of tenure of 3 years, the selected firm is expected to hand over all the relevant documents to the next chosen Internal Auditor in congruence with the established procedure.

16) Any query/responsibility arising out of work performed by the selected firm in the time period of these 3 years shall be dealt with or beared by the firm solely.

17) Your two representatives are regularly required to carry out the above scope of work (Audit). Full time one staff should be at least charterd accountant / inter and second staff should be graduate. (no articles are preferred). Both should have at least five year audit experience.

18) The personnel assigned to conduct audits must remain consistent throughout your tenure as the internal auditor, ensuring stability and continuity. Any changes in staff should be promptly communicated and are to be fully briefed by the firm itself on the operations and requirements of the Trust.

19) Any other work related to accounts / taxation assigned by Trust.

(ENVELOPE No. 1 – Technical documents)

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To,
The Executive Officer,
Shree Siddhivinayak Ganapati Temple Trust.
Prabhadevi.
Mumbai. 400028

Sub:- INFORMATION OF CHARTERED ACCOUNTANT FIRM.

Sr.	Particular	Information
1	Name of the Audit Firm : - Address : -	
2	Firms Registration Number with Date (Attach copy of Registration Certificate) Number of years of the Firm (Required minimum 10 Years) (Experience will be counted from registration certificate date)	
3	Number of CA Partners Number of CA Staff Number of other audit Staff (Attach the certified list)	
4	Audit experience of the Clients: Firm/ Trust/ Company/ any Institutions having Annual Turnover of Rs.200 Crore & above, in last 3 years i.e. for FY 2022-23, 2023-24 & 2024-25 (Must attach copy of appointment orders of the clients with P&L & Balance Sheet and no need to attached Audit Firms own Turnover details.)	
5	The Audit firm Must have knowledge of ERP Accounting and Audit Experience. (Attach Self-Declaration)	
6	The Audit firm Must have knowledge of Marathi Language. (Attach Self-Declaration)	

Sign. & Seal of the Firm

(ENVELOPE No. 2- Commercial Bid)

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To,
The Executive Officer,
Shree Siddhivinayak Ganapati Temple Trust.
Prabhadevi.
Mumbai. 400028

Sub:- Expected Internal Audit Fees.

We are hereby quoted our total fees for 3 years considering the scope of work published on your website.

Sr.	Particular	Fees Amount Rs. (Including taxes)
1	Expected total fees for Financial Year FY 2026-27 for the Internal Audit.	
2	Expected total fees for Financial Year FY 2027-28 for the Internal Audit.	
3	Expected total fees for Financial Year FY 2028-29 for the Internal Audit.	

Sign. & Seal of the Firm