

श्रीसिध्दिविनायक गणपती मंदिर न्यास, (प्रभादेवी), मुंबई

दुरध्वनी क्र. २४२२४४३८, फॅक्स २४२२१५५८

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 सिलबंद शुल्कासहित माहिती पत्रक सादर करण्याचा अंतिम दि. २४/०१/२०२३, सकाळी ११.०० पर्यंत

लेखा लेखणीस (ACCOUNTS WRITING) चे सिलबंद शुल्कासहित माहिती पत्रक उघडण्याच्या अंतिम दि. २४/०१/२०२३, सकाळी ११.३० वाजता.

ठिकाण : प्रभादेवी

दिनांक :

सही /—

(नंदा राऊत)
कार्यकारी अधिकारी

Date: 17 / 01 /2023

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 2023-24, 2024-25 & 2025-26. On selection, the duration of Accounts Writing firm will be three years. The remuneration provided however, will remain same as the subsequently quoted amount.

(B) Eligibility Criteria for Accounts Writing Auditor:

1. 5 years of experience in Accounts Writing of Corporate / PSU /Trust.
2. At least 2 partners.
3. Head office in Mumbai.
4. Firm Should not be debarred or blacklisted by any organisation.
5. 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 10th of next month.
3. Preparation of monthly reconciliation statements of all banks and sort out the pending items bankers & with the help of Accountant.
4. Produce the monthly receipt & payment statement for audit to internal auditors.
5. Maintaining foreign currency register for filing of FCRA Return.
6. Maintaining accounts as per requirement for GST consultant.
7. Finalization of Accounts & Balance sheet after consultation with Internal & Statutory Auditors.
8. Application for exemption u/s 10 (23) (C).
9. Application for certificate for non-deduction of tax in Investment Income u/s 197 & obtain necessary certificates from Income Tax department.

10. Attending monthly committee meetings to explain the income & expenditures of the Trust.
11. Regular check on all receipts & payments with respective documents.
12. Check on the tax payment levied in each bill.
13. Provide proper guidance regarding amendment in Income Tax, GST Act and FCRA etc. a hence necessary.
14. 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.
15. To give advice on any other specific financial matter referred for advice.
16. Necessary co-operation to Internal & Statutory Auditors.



(Nanda Maruti Raut)
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