

**SHREE SAIBABA SANSTHAN TRUST, SHIRDI.**

A/P- Shirdi-423109, Tal- Rahata,  
Tel-(02423) 258500, Website- [www.sai.org.in](http://www.sai.org.in)

"Applications are invited from Chartered Accountant / Cost Accountant firms to act as Tax Consultants for handling all work related to Income Tax (TDS) and GST for Shree Saibaba Sansthan Trust, Shirdi, for the Financial Years 2026-27 (2 Quarter (3<sup>rd</sup> & 4<sup>th</sup> Qtr.) & F.Y. 2027-28."

**I. Nature of work:- "INCOME TAX, TDS"**

1. TDS working – Checking of daily transactions in accordance with Income Tax law, Rates applicable, Salary TDS working, Monthly TDS payment in time.
2. File Quarterly, Yearly TDS Returns, Revise if required and take care of there should be no outstanding demand in TRACES.
3. Generate Quarterly, Yearly Forms
4. All TDS related work with submissions if any to Income Tax Department in time.

**Nature of work:- "GST Related work"**

1. Daily working of GST related transactions of Sansthan, account checking by CA or representative personally.
2. He has to check Sansthan's accounting, GST work and prepare and finalize GST return. He will be liable for any penalty/irregularity, late filling return etc.
3. Proper guidance relating to GST application/Impact on various service /construction/purchase tenders/contracts.
4. Check all the invoices received in Sansthan to verify if GST is properly charged.
5. To verify whether GST mentioned in the invoice is deposited by the vendor to Government.
6. One qualified and experienced representative required fulltime in office hour in Sansthan office.

Sr. No.	Parameters	Minimum Qualification Criteria
I	Name of the Firm :- Address :- Firm Registration No. & date :- PAN :- GST No. :-	
II	No. of years of practicing in India	Minimum 5 years as on 31.03.2026
III	Experience/Knowledge in GST consultant Income Tax/Audit of Organization/Trust having minimum turnover of Rs.100 Crores & above	Organizations/Trusts/Company (Attach copy of appointment order, P&L A/c. /Turnover of concern Company/ Trust etc. in last 3 years i.e. Financial Years 2022-23, 2023-24 & 2024-25)
IV	The Audit firm Must have knowledge of ERP Accounting and Audit Experience.	Attach Self-Declaration
V	The Audit firm Must have knowledge of Marathi Language.	Attach Self-Declaration

**"Previous Year's Total Annual Fee: ₹1,50,000/-"**

(Note-" Audit firms—or their partnership firms—that have previously been blacklisted by the Sansthan or whose appointment orders have been cancelled for income tax and GST-related operations, shall not be eligible to participate in the appointment process.")

Interested Chartered Accountant Firms should send their complete information in **Envelope No.1** with fulfillment of pre-qualification criteria conditions along with supporting document as a proof of pre-qualification criteria and expected total fees in **Envelope No. 2** separately. Please super scribe the envelope that the proposal is submitted for Appointment for **"Income Tax (TDS) and GST-related work"**

The proposal should be submit from **Dt.19/06/2026 to Dt.27/06/2026** in Shirdi, Admin. Branch, Inward Section up to 5.00 p.m.

(Goraksha Gadilkar, IAS)  
Chief Executive Officer

(ENVELOPE No.1)

To,  
The Chief Executive Officer  
Shree Saibaba Sansthan Trust, Shirdi.  
Tal. Rahata, Dist. Ahilyanagar.  
Pin 423109

Subject :- Information of Chartered Accountant Firm

Sr.No.	Parameters	Information
1	Name of the Firm :- Address :- Firm Registration No. & Date :- PAN :- GST No. :-	
2	No. of years of practicing in India	
3	Experience/Knowledge in Income Tax/GST Work of Organisation/Trust having minimum turnover of Rs.100 Crores & above in last 3 years i.e. Financial Years 2022-23, 2023-24 & 2024-25)	
4	The Audit firm Must have knowledge of ERP Accounting and Audit Experience. (Attach Self-Declaration)	
5	The Audit firm Must have knowledge of Marathi Language. (Attach Self-Declaration)	
Note: All above fields are mandatory for participation.		

Sign/-

Authorised Seal of firm

**(ENVELOPE No.2)**

To,  
The Chief Executive Officer  
Shree Saibaba Sansthan Trust, Shirdi.  
Tal. Rahata, Dist. Ahilyanagar.  
Pin 423109

Subject : - Expected total Fees for year i.e.2026-27 & 2027-28.

Sr. No.	Particular	<b>A.</b> F.Y.2026- 27 (2 Qtr) <b>Fees (Rs.)</b>	<b>B. F.Y.</b> 2027-28 Annual fees Rs.
1.	Expected total Fees for year i.e. F.Y.2026-27- 2 Qtr (Qtr-3, Qtr-4) & F.Y.2027-28 for providing services for Income Tax (TDS) & GST Related all work .  (Considering one full time experienced staff in the Sansthan Office)		
	C GST %		
	S GST %		
	Amount Rs.		
	Total Amount Rs.(A+B)		

\* Shirdi is a Class 'C' City Please quote your audit fees as per ICAI norms for the manpower published in our Advertisement on the website.

*Sign/-*  
*Authorised Seal of the CA firm*

## श्री साईबाबा संस्थान विश्वस्तव्यवस्था, शिर्डी

### लेखाशाखा

#### आयकर सल्लागार यांचे कामकाजाचे स्वरूप

१. TDS, Income Tax, TRACES, रोख रकमेसंबंधीत आयकरविषयक नियमांस अनुसरून होणारे व्यवहार, वेळोवेळी आयकर विभागाकडे सवलत दाखले मिळण्याकरीता सादर करावे लागणारे प्रस्ताव इ. संबंधीत करविषयक कामकाज विहीत वेळेत करून घेणे आवश्यकतेप्रमाणे मासिक, त्रैमासिक, वार्षिक विवरणपत्रे भरणे, मागिल वर्षासंबंधीत कराव्या लागणा-या पुर्तता इ. संस्थान व रुग्णालये यांचे संबंधीत सर्व आयकरविषयक कामकाज करणे.
२. संस्थानला लागू होणारे सर्व प्रकारच्या करासंदर्भात शासनामार्फत वेळोवेळी होणारे फेरबदल, त्वरीत स्पष्ट व लेखी कालमर्यादेसह कळविणे. तसेच संस्थानची करप्रणाली/कर परतावे वेळोवेळी तपासणे.
३. आयकरविषयक कामकाज संस्थानच्या लेखाविभागाच्या ठिकाणी प्रत्यक्ष जावून करावयाचे असल्याने, सक्षम ज्ञान व अनुभव असलेला एक प्रतिनिधी पूर्णवेळ शिर्डी येथे उपलब्ध करून देणे व वेळोवेळी आवश्यकतेप्रमाणे प्रत्यक्ष कामकाजाची तपासणी करणे.
४. आयकर विषयक कामकाजासंदर्भात संबंधीत वरीष्ठ लेखापाल, लेखाधिकारी, मुख्यलेखाधिकारी यांचेशी विचार विनिमय करणे.
५. आयकर विषयक सर्व कामकाज विहीत कालमर्यादित पूर्ण करणे.
६. संस्थानमधील आयकर पात्र सर्व कर्मचा-यांचे आयकर विषयक माहितीचे संकलन करून संगणक प्रणालीत भरणे व अचुक भरल्याची व विविध बीलावरील कंत्राटदारांना देय असणा-या रकमेतून कपात केलेला सर्व प्रकारच्या करांची तपासून खात्री करणे.
७. सर्व आयकरविषयक विवरणपत्र विहीत वेळेत दाखल करण्याची जबाबदारी पार पाडणे. तसेच आयकर नियमाप्रमाणे फॉर्म नं. १६, १६A इ. फॉर्मस् वेळेवर संबंधितांना देणे.
८. वेतनावरील, मानधनावरील कर्मचारी व कंत्राटदारांच्या बीलांवरील कपात केलेला आयकर, मुळातून कर कपात तपासणे व विहीत वेळेत चलन तयार करून बँकेत सरकार जमा करणे. दर तीन महिन्यांनी कर परतावा फाईल तयार करून आयकर व मुळातून करकपातचे तिमाही चलनांची पूर्तता झाल्याची खात्री करणे.
९. आयकर कायद्याप्रमाणे संस्थानचे खर्च वेळेत पूर्ण होत असल्याबाबत तसेच त्यावर पुढे आयकर लागू नये यासाठी वेळेत वेळेवर खर्च होण्याबाबत संस्थानला लेखी अहवाल देणे.
१०. संस्थानने आयोजित केलेले विविध प्रकारचे लिलावासाठी आयकराविषयी मार्गदर्शन करणे.
११. नेमणूक कालावधीसाठी नेमलेल्या वैधानिक लेखापरिक्षकांनी कर विषयक उपस्थित केलेल्या मुद्द्यांची पूर्तता करणे.
१२. सर्व आर्थिक व्यवहारांमध्ये आयकर कायदा, सन १९६१ मधील तरतुदींचे पालन होत आहे किंवा नाही, याबाबत स्पष्ट व आवश्यकतेनुसार लेखी अभिप्राय देणे.

## जीएसटी कर सल्लागार यांचे कामकाजाचे स्वरूप

- 1) Tally व ERP संगणक प्रणालीमधील घेतलेल्या नोंदीनुसार जीएसटी नोंदीचे रिपोर्ट काढणे, त्याचा आढावा घेणे, पडताळणी करणे व काही चुका/त्रुटी असल्यास त्यामध्ये सुधारणा करणे.
- 2) पुरवठादार व कंत्राटदार यांच्या बीलातून कपात करण्यात आलेला जीएसटी तपासणे व त्यानुसार पडताळणी करून दर महिन्याला जीएसटी भरणा रक्कम संस्थानला कळविणे.
- 3) मासिक, त्रैमासिक, वार्षिक विवरणपत्रे भरणे, जीएसटी ऑडीट करणे.
- 4) जीएसटी संदर्भात शासनामार्फत वेळोवेळी होणारे फेरबदलाची माहिती संस्थानकडे देणे व त्यानुसार विहित वेळेत पूर्तता करून घेणे.
- 5) जीएसटी संदर्भात आलेल्या नोटीसींची पूर्तता करणे.
- 6) सर्व आर्थिक व्यवहारांमध्ये वस्तू व सेवाकर कायद्यामधील तरतूदींचे पालन होत आहे किंवा नाही याबाबत अभिप्राय देणे.
- 7) पुरवठादाराने जीएसटी वेळेत भरलेबाबत GST-R-2AE ची यादी संस्थानचे मागणीप्रमाणे विहित वेळेत संस्थानला सादर करावी.
- 8) जीएसटी संदर्भातील सर्व कामकाज करणे.
- 9) आयकर व जीएसटी विषयक कामकाज करणेकामी संस्थानने यापुर्वी काळ्या यादीत टाकलेल्या तसेच नियुक्ती आदेश रद्द केलेल्या लेखापरिक्षण संस्थाना किंवा त्यांच्या भागीदारी संस्थाना नियुक्ती प्रक्रियेत सहभाग नोंदविता येणार नाही.

## **Scope of Work for the GST Consultant**

1. **Data Verification & Rectification:** Extracting GST entry reports from the Tally and ERP computer systems, reviewing and verifying them, and rectifying any errors or discrepancies found therein.
2. **Deduction & Liability Verification:** Verifying the GST deducted from the bills of suppliers and contractors, cross-checking the details, and communicating the monthly GST payable amount to the Sansthan.
3. **Returns & Audit:** Preparing and filing monthly, quarterly, and annual GST returns, and conducting the GST Audit.
4. **Statutory Amendments:** Keeping the Sansthan informed about periodic updates and amendments made by the Government regarding GST, and ensuring timely compliance accordingly.
5. **Notice Resolution:** Handling and replying to all notices received regarding GST matters.
6. **Statutory Compliance Opinions:** Providing professional opinions on whether all financial transactions adhere to the rules and provisions of the Goods and Services Tax (GST) Act.
7. **Supplier Compliance Tracking:** Providing GSTR-2A/2B tracking reports to the Sansthan within the stipulated time as per their requirement, confirming whether suppliers have deposited their GST on time.
8. **End-to-End GST Management:** Managing and executing all other administrative and legal operations related to GST.

**Shree Saibaba Sansthan Trust, Shirdi**

## Accounts Department

### Scope of Work for the Income Tax Consultant

1. **Tax Compliance & Filings:** Ensuring all tax-related operations concerning TDS, Income Tax, TRACES, and cash transactions are executed in compliance with income tax regulations within the stipulated timeframes. This includes preparing and filing monthly, quarterly, and annual returns, completing pending compliances of previous years, and handling all income tax-related matters for both the Sansthan and its hospitals. This also involves submitting timely proposals to the Income Tax Department to obtain exemption certificates as required from time to time.
2. **Regulatory Updates & Audits:** Promptly informing the Sansthan in writing, along with clear deadlines, about all amendments made by the Government regarding any taxes applicable to the Sansthan. Additionally, verifying the Sansthan's tax systems and tax returns periodically.
3. **On-site Representation:** Since the income tax operations must be carried out directly at the Sansthan's Accounts Department, the consultant must provide a full-time, skilled, and experienced representative stationed at Shirdi, and conduct on-site inspections of the ongoing work as needed.
4. **Internal Consultations:** Deliberating and consulting with the concerned Senior Accountant, Accounts Officer, and Chief Accounts Officer regarding all income tax-related operations.
5. **Timeline Adherence:** Completing all income tax-related assignments strictly within the prescribed time limits.
6. **Data Compilation & Verification:** Collecting income tax data of all tax-paying employees of the Sansthan and entering it into the computer system. Ensuring its accuracy and verifying all types of taxes deducted from the amounts payable to various contractors on their bills.
7. **Issuance of Tax Forms:** Taking full responsibility for filing all income tax returns within the prescribed time limits. This also includes the timely generation and distribution of Form 16, Form 16A, etc., to the concerned individuals as per income tax rules.
8. **Tax Deducted at Source (TDS) Management:** Verifying the Income Tax and Tax Deducted at Source (TDS) from the salaries of employees, honorariums, and bills of contractors, and generating challans in a timely manner to deposit the amount into the government bank account. Preparing the tax return files every three months and ensuring that the quarterly challans for income tax and TDS are fully compliant.
9. **Expenditure & Exemption Advisory:** Providing written reports to the Sansthan to ensure that its expenditures are being utilized on time in accordance with the Income Tax Act, thereby preventing any future tax liabilities by ensuring timely utilization of funds.
10. **Auction Advisory:** Providing necessary guidance and advice on income tax matters for various types of auctions organized by the Sansthan.
11. **Statutory Audit Compliance:** Addressing and resolving all tax-related queries and observations raised by the Statutory Auditors appointed for the tenure.
12. **Legal Opinions:** Providing clear and, where necessary, written opinions on whether all financial transactions comply with the provisions of the Income Tax Act, 1961.

(गोरक्ष गाडीलकर, भाप्रसे)  
मुख्य कार्यकारी अधिकारी  
श्री साईबाबा संस्थान विश्वस्तव्यवस्था, शिर्डी