

SHRI SAIBABA SANSTHAN TRUST, SHIRDI.

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

APPOINTMENT OF GST CONSULTANT

Shri Saibaba Sansthan Trust, Shirdi require qualified chartered Accountant/Firms as a "GST CONSULTANT" for Sansthan.

Nature of work:-

1. Daily working of GST related transactions of Sansthan, account checking by CA or representative personally.
2. CA or his representative has to be present daily in sansthan office during full working day.
3. 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.
4. Proper guidance relating to GST application/Impact on various service /construction/purchase tenders/contracts.
5. Check all the invoices received in sansthan to verify if GST is properly charged.
6. To verify whether GST mentioned in the invoice is deposited by the vendor to Government.

Prequalification criteria:-

1. The GST consultant must be a partnership firm/proprietary firm and must having knowledge of Marathi, Hindi & English language.
2. This appointment period – One year & may be increased accordingly.
3. Applicant must have experience as GST consultant of Organisations/Trust having turnover 100 crores and above.
4. Applicant shall have large contribution in GST Act in the form of Training to various Organisations/Trust/Govt. organisations & publication of articles, books if any etc.

Interested Chartered Accountant Firms may send their complete information along with supporting document as a proof of pre-qualification criteria in **Envelope No.1** and expected annual fees in **Envelope No. 2** separately.

Time limit to submit information - on or before to **Dt. 16th March 2020** in Shirdi office up to 5.00 p.m. in prescribed form displayed here under on our official website www.sai.org.in

Chief Executive Officer
Shri Saibaba Sansthan Trust, Shirdi.

(ENVELOPE No.1)

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

Sub.: INFORMATION OF CHARTERED ACCOUNTANT FIRM

Sr. No.	Particular	Information
1	Name of the Firm and Address	
2	Name of the Proprietor/Partners	
3	a. Registration Certificate No. b. Date of Registration c. Years of Experience as on 31.12.2019 (from date of Regi.)	
4	Renowned Clients list having turnover Rs.100 crores and above. Where GST impact study & Implementation done as GST consultant. (Attach Xerox copy of appointment order, B.S, P&L A/C, Turn Over certificate of concern company/Trust).	
5	Name of Organisation/Trust where large contribution in GST Act in the form of Training programme arranged & publication of articles, books if any etc.	
6	Knowledge of languages	
7	List of No. of Staff with Qualifications	
Note: All above fields are mandatory for participation.		

Sign/-

Authorised Seal

(ENVELOPE No.2)

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

Sub.: EXPECTED ANNUAL FEES FOR GST CONSULTANT

Sr. No.	Particular	Amount Rs
1	Expected annual fees for providing services as GST consultant of Sansthan, <i>(Considering minimum one full time experienced staff in the Sansthan Office)</i>	
	CGST %	
	SGST %	
	Gross Annual Fees. Rs	

Sign/-
Authorised Seal