

SHREE SAIBABA SANSTHAN TRUST, SHIRDI.

A/P- Shirdi-423109, Tal- Rahata, Dist - Ahilyanagar
Tel-(02423) 258500, 258738 Website- www.sai.org.in

INVITING APPLICATIONS

FOR APPOINTMENT OF EXPERT CA FIRM AS FCRA CONSULTANT

Shree Sai Baba Sansthan Trust, Shirdi is a world-renowned public charitable trust that receives voluntary donations and foreign contributions in the form of currency notes, coins, cheques, and drafts from devotees belonging to approximately 90 countries through various donation counters, the Samadhi Mandir Dakshina Peti (hundi), and postal/online channels.

Proposals are invited from reputed, experienced, and competent Chartered Accountant (CA) firms to act as the **FCRA Consultant & Advisor** to guide, manage, and audit the complete legal and financial operations under FCRA regulations for the Sansthan.

1. Scope of Work:

- **Advisory & Guidance:** Providing regular legal advice, opinions, and operational updates regarding compliance with the Foreign Contribution (Regulation) Act and its latest amendments/notifications issued by the Ministry of Home Affairs (MHA), Government of India.
- **Accounting & Verification:** Verifying and tracking foreign currency management, conversion transactions through banking channels, and ensuring accurate allocation into specific funds according to the devotees' intent.
- **Statutory Auditing & Filing:** Comprehensive auditing of foreign contribution accounts at the close of each financial year and preparation, finalization, and online submission of the FCRA Annual Return (Form FC-4) to the Ministry of Home Affairs before the statutory deadline (31st December) every year.
- **Liaison & Representation:** Assisting the Sansthan in drafting replies to notices, representations, and coordinating technical or legal clarifications required by the MHA or auditing authorities.

2. Eligibility Criteria:

- The applicant must be a well-established partnership/LLP firm of Chartered Accountants registered with the ICAI.
- The firm must have a minimum of 10 years of continuous standing practice.
- The firm must possess extensive, proven experience in handling complex FCRA compliances, annual auditing, and online filing procedures for large-scale public charitable trusts or reputed institutions.
- The firm should have an unblemished professional record with no disciplinary proceedings pending against it or its partners.

3. Submission of Proposal:

Interested and eligible CA firms may submit their detailed proposals, including a Technical Profile (detailing firm experience, partner profiles, and FCRA track record) and a Financial Bid (inclusive of all applicable taxes/fees), in two separate sealed envelopes to the office of the Sansthan.

Important Milestones	Interested Chartered Accountant Firms should send their complete information in Envelope No.1 with fulfilment 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 “FCRA Consultant” The proposal should be submit from Dt.21/07/2026 to Dt.05/08/2026 in Shirdi, Admin. Branch, Inward Section up to 5.00 p.m.
Availability of Documents	Detailed terms, conditions, and forms can be downloaded from the official website www.sai.org.in/tender from [Dt.21/08/2026] onwards.

(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
& QUALIFICATION CRITERIA

S.No	Parameters	Information
1	Name of the Audit Firm and Address	
2	Firms Registration Number with Date (attach copy of Regi. certificate) Number of years of the Firm (Required minimum 05 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	Experience/Knowledge regarding FCRA related work of Organisation/ Trust (Attach copy of appointment order, Concern Company/ Trust etc. In last 3 years)	
Note: All above fields are mandatory for participation.		

Sign/-

Authorised Seal of firm

(ENVELOPE No.2)

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

EXPECTED ANNUAL FEES FOR FCRA CONSULTANT

Sr. No.	Particular	Amount Rs
1	Expected annual fees for providing services as FCRA Consultant for Shri Saibaba Sansthan Trust Shirdi.	
	CGST %	
	SGST %	
	Rs	

Sign/-
Authorised Seal of the CA firm,