

## SHRI SAIBABA SANSTHAN TRUST, SHIRDI

A/P- Shirdi-423109, Tal- Rahata, Dist - Ahmednagar

Tel-(02423) 258500, 258738 Website- [www.sai.org.in](http://www.sai.org.in)

### **Inviting Applications for Appointment of “GST CONSULTANT”**

Shri Saibaba Sansthan Trust, Shirdi requires qualified **Chartered Accountants/Firm** as a “**GST CONSULTANT**” for the Financial Years 2024-25, 2025-26 & 2026-27.

#### **Nature of 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.

#### **Pre-qualification criteria:-**

1. The GST consultant must be a partnership firm/proprietary firm and must have knowledge of Marathi & English Language.
2. The Audit firm must have knowledge of **ERP Accounting Experience**.
3. This appointment period is for 3 years i.e. Financial Years 2024-25, 2025-26 & 2026-27.
4. Applicant must have experience as GST consultant of Organisations/Trust having turnover 100 crores and above for last 3 years i.e. Financial Years 2020-21, 2021-22 & 2022-23.
5. 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.
6. Please superscribe the envelope that the proposal is submitted for “**GST Consultant**”.

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 for 3 years in **Envelope No. 2** separately.

The proposal should be submit from **Dt. 22/05/2024 to Dt. 08/06/2024** in Shirdi, Admin. Branch, Inward Section upto 5.00 p.m.

(Goraksha Gadilkar, I.A.S)

Chief Executive Officer

(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.	Particulars	Information
1	Name of the GST Consultant/Firm and Address:-	
2	Name of the Proprietor/Partners	
3	a. Registration Certificate No. b. Date of Registration c. Years of Experience as on 31.03.2024 (from date of Registration.)	
4	Applicant must have experience as GST Consultant of Organisations/Trust having turnover 100 crores and above for last 3 years i.e. Financial Years 2020-21, 2021-22 & 2022-23 (Attach Xerox copy of appointment order, B.S, P&L A/C. or Turnover Certificate of concern company/Trust).	
5	The GST Consultant/ firm must have knowledge of Marathi & English Language	
6	The GST Consultant/ firm must have ERP Accounting & Audit Experience.	
7	List of No. of Staff with Qualifications	
Note: All above fields are mandatory for participation.		

*Sign/-  
Authorised Seal of the firm*

(ENVELOPE No.2)

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

Subject :- Expected total Fees for 3 years i.e. FY 2024-25,  
2025-26 & 2026-27

Sr. No.	Particulars	Amount Rs
1	Expected total Fees for 3 years i.e. FY 2024-25, 2025-26 & 2026-27 for providing services as GST Consultant to Sansthan, <u>(Please consider all GST related work to Sansthan &amp; Hospital while quoting the total fees.)</u>	
	CGST %	
	SGST %	
	Total Fees. Rs.	

*Sign/-  
Authorised Seal of the  
firm*

श्री साईबाबा संस्थान विश्वस्तव्यवस्था, शिर्डी  
लेखाशाखा

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.

(गोरक्ष गाडीलकर, भा.प्र.से)

मुख्य कार्यकारी अधिकारी

श्री साईबाबा संस्थान विश्वस्तव्यवस्था, शिर्डी