

**Information flash date: - 31.01.2018**  
**Last date of application: -10.02.2018**

**SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

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

**APPOINTMENT FOR 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.
7. Firm and must having knowledge of Marathi, Hindi & English language.
8. This appointment period - One year & may be increased accordingly

**Prequalification criteria: -**

1. The GST consultant must be a partnership firm/proprietary firm. (Attach Xerox copy of Firm registration certificate).
2. Applicant must have experience of GST impact study & Implementation process of Organisations/Trust having turnover 100 crores and above. (Attach Xerox copy of appointment order, B.S, P&L, Turn Over certificate of concern company/Trust).
3. 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. (Attach essential supporting documents.)

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. 10<sup>th</sup> February 2018** in Shirdi office up to 5.00 p.m. in prescribed form displayed here under on our official website **[www.sai.org.in](http://www.sai.org.in)**

**Executive Officer**

**Chief**

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**

<b>Sr. No.</b>	<b>Particular</b>	<b>Information</b>
1	Name of the Firm and Address	
2	Name of the Proprietor/Partners	
3	a. Registration Certificate No. b. Date of Registration Years of Experience as on 31.12.2017 (from date of Regi.)  (Attach Xerox copy of Firm registration certificate).	
4	Name of Organisation/Trust - conducted auditing, taxation & VAT work. Having turnover Rs.100 crores and above.  (Attach Xerox copy of appointment order, B.S, P&L, Turn Over certificate of concern company/Trust).	
5	Renowned Clients list where GST impact study & Implementation done having turnover Rs.100 crores and above.  (Attach Xerox copy of appointment order, B.S, P&L, Turn Over certificate of concern company/Trust).	
6	Name of Organisation/Trust where large contribution in GST Act in the form of Training programme arranged & publication of articles, books if any etc. (Attach essential supporting documents.)	
7	Knowledge of languages	
8	No. of Staff with Qualifications	
<b>Note:</b> 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>	
	GST      %	
	SGST     %	
	<b>Gross Annual Fees. Rs</b>	

Sign/-  
Authorised Seal