

SHREE SIDDHIVINAYAK GANPATI TEMPLE TRUST

PRABHADEVI. MUMBAI-400028

Corrigendum (Date)

**Appointment of “Internal Auditor” & “Tax Consultant”
for the Financial Year 2021-2022, 2022-2023 & 2023-2024.**

Online TENDER are invited for appointing Internal Auditor & Tax Consultant for daily operations of the trust. Following are the updated dates regarding E Tender.

Sr. No	Activity	Existing Dates	Updated dates
1	Date for uploading tender document	24th July 2021, Saturday.	24th July 2021, Saturday.
2	Date & time of pre-bid meeting	28th July 2021, Wednesday at 11.00 am.	3th August 2021, Tuesday at 11.00 am.
3	Last date & time for submission of tender:	6th August 2021, Friday till 5.00 pm.	10th August 2021, Tuesday till 5.00 pm.
4	Date & time of opening of Technical Bid	9th August 2021, Monday at 11.30 am	11th August 2021, Wednesday at 11.30 am
5	Date & time of opening of financial bid	11th August 2021, Wednesday at 11.30 am	12th August 2021, Thursday at 11.30 am

SD/-
Nanda Raut
Executive Officer

SHREE SIDDHIVINAYAK GANPATI TEMPLE TRUST

PRABHADEVI, MUMBAI-400028

TENDER NOTICE

**Appointment of “Internal Auditor” & “Tax Consultant”
for the Financial Year 2021-2022, 2022-2023 & 2023-2024**

The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Prabhadevi, Mumbai (SSGTT) invites online TENDER for appointing Internal Auditor & Tax Consultant for daily operations of the trust.

Sr. No.	Tender Details	Tender Fee (Rs.)	EMD (Rs.)
1.	Appointment of Internal Auditor & Tax Consultant	Rs.3000/-	Rs.50000/-

Interested eligible tenderers may obtain further information about the scope of work and the terms and conditions applicable for the appointment of Internal Auditor & Tax Consultant from the tendering website <https://mahatenders.gov.in>

TENDER SCHEDULE

All bid related activities like Tender Document Download, bid submission and submission of EMD and other documents will be governed by the schedule as below:

Sr. No	Activity	Period
1	Date for uploading tender document	24th July 2021, Saturday
2	Date & time of pre-bid meeting	28th July 2021, Wednesday at 11.00 am.
3	Last date & time for submission of tender:	6th August 2021, Friday till 5.00 pm
4	Date & time of opening of Technical Bid	9th August 2021, Monday at 11.30 am
5	Date & time of opening of financial bid	11th August 2021, Wednesday at 11.30 am

Address for communication : Shree Siddhivinayak Ganpati Temple Trust
S.K. Bole Marg, Prabhadevi,
Mumbai – 400028.
Contact Number 022-24223206 Ext 114 / 106.

C O N T E N T S

Clause No.	Clause	Page No.
1	Introduction	3
2	Eligibility criteria	3
3	Cost of bidding	4
4	Clarification of tender document	4
5	Amendment of tender document	4
6	Submission of tenders	4
7	Deadline for submission of tenders	5
8	Opening of tender	6
9	Period of validity of tenders	6
10	Earnest Money Deposit	6
11	Prices/Rates	6
12	Evaluation of tenders	7
13	Security deposit	7
14	Award of contract	7
15	Period of Contract	8
16	Default cause/cancellation on failure to supply	8
17	Force Majeure	8
18	Confidentiality	8
19	Payment	9
20	Corrupt or Fraudulent practices	9
21	General Clauses	9
22	Annexure A - Schedule of Requirements	11
24	Annexure 1 - Tender Form	13
25	Annexure 2 - Proforma for Past Performance	14
26	Annexure 3 - Proforma for Annual Turnover	15
27	Annexure 4 - Goods quality control	16
28	Annexure 5 - Price Schedule	17
29	Annexure 6 - Format for EMD	18
30	Annexure 7 - Format for Affidavit	19

TERMS AND CONDITIONS

1. Introduction

- 1.1.** The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Mumbai, hereinafter referred to as a “(SSGTT)” invites online tender in Technical Bid & Price Bid systems for selection of an individual / agency specified in Annexure-A (Scope of work), for appointment of Internal Auditor & Tax Consultant.
- 1.2.** Interested eligible Tenderer may obtain further information about the scope of work and other terms and conditions applicable from the Government of Maharashtra E-tendering website <https://mahatenders.gov.in>
- 1.3.** All tender related activities like Tender Document Download, Tender Preparation, Tender submission and submission of EMD and other documents will be governed by the time schedule as mentioned above.
- 1.4.** All activities of this tender are carried out online on the website <https://mahatenders.gov.in> The tender document is uploaded / released on Shree Siddhivinayak Ganpati Temple Trust website www.siddhivinayak.org and has to be downloaded, filled up and submitted online only through e-tendering website <https://mahatenders.gov.in>. In no case should the tender cost/fee be mixed with EMD amount. Tender shall be liable to be rejected summarily upon failure to follow the procedure prescribed in the tender document.
- 1.5.** Scope of work mentioned in this tender is only approximate. The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Mumbai reserves the right to make necessary corrections in given scope of work without assigning any reason thereof.
- 1.6.** If a tenderer wishes to lodge any complaint against the other tenderer regarding submission of false documents, information etc., the tenderer has to submit the complaint before price bid opening along with a deposit of Rs.50,000 (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favor of The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Mumbai payable at Mumbai in terms of deposit. This issue will be submitted to Appeal Committee along with the facts. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true by the Appeal Committee. However, if the complaint is found to be false and mala fide the deposit amount will be forfeited. No interest shall be paid against this deposit. Any complaint received after the price bid opening will not be entertained.

2. Eligibility criteria for the Tender:

2.1. The Minimum Eligibility Criteria for Internal Auditor & Tax Consultant is-

Qualification: Chartered Accountant

Experience:

1. A Chartered Accountancy firm having minimum 2 Chartered Accountant partners.
2. Minimum 10 years of experience in a Government- Controlled Trust audit.
3. Experience in Accounting, Taxation of religious Trusts.
4. Knowledge of Income Tax, Goods & Service Tax rules and amendments, Forensic Audit etc.
5. In-depth knowledge about all the relevant matters & amendments.
6. The firm should have experience of at least 10 years of handling and full knowledge of

FCRA Act, 2010 (new substituted Act of 1976) latest provisions of practical knowledge of procedural aspects pertaining to FCRA and Income Tax exemption under section 197.

7. The firm should have experience of up to date TDS provisions applicable and practical knowledge of procedural aspects for TDS.
 8. The firm have knowledge and experience of management and guidance of Investments and its criteria and restrictions under various laws applicable to charitable Trusts.
 9. The Firm should have experience and knowledge of accounting and taxation laws applicable to charitable Trusts in case of receipts of donations in cash and particularly in kind.
 10. The Firm should have experience and knowledge of faceless assessments and post assessments proceedings and appeals pertaining to charitable Trust.
- 2.2. Firms with registered offices in the vicinity of the Temple Trust's location will be given an additional preference.
 - 2.3. The bidder is also requested to submit the list of trusts to whom it has delivered services before.
 - 2.4. The contract will be acknowledged solely on commercial grounds. No tenders inspired by charity or philanthropy will be entertained.

Note: Tenders from firms which have been found guilty of malpractice, misconduct, or blacklisted/debarred either by any Department of Government of Maharashtra or by any local authority, other State Government/Semi Government/Central Government organizations will not be allowed to participate.

3. Cost of bidding:

The Tenderer shall bear all costs associated with the preparation and submission of their online tenders. SSGTT will not be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

4. Clarification of tender document:

A prospective bidder should submit his queries on or before pre-bid meeting on the following email id - admin@siddhivinayak.org

E-tendering process related queries can be sent on the following email id- support-eproc@nic.in

Help: 0120-4001002 / 0120-4001005 / 0120-6277787.

Prospective tenderer requiring any clarification after the last date will not be entertained.

5. Amendment of tender document

- 5.1. At any time prior to the deadline for sale of tender, SSGTT may amend the tender documents by issuing addendum/corrigendum.
- 5.2. Any addendum/corrigendum as well as clarification thus issued shall be a part of tender documents and it will be assumed that the information contained in the amendment will have been taken into account by the tenderer in its tender.
- 5.3. To give prospective Tenderer reasonable time for taking into account the amendment, if any, SSGTT shall extend at its discretion, the deadline for submission of tenders. In this case, SSGTT will notify all the tenderers by updating on website the extended deadline which shall be binding on them.

6. Submission of tenders:

Tender should be submitted on or before the last date of submission.

Tender should be submitted online through website <https://mahatenders.gov.in> as required in

the tender documents should invariably be submitted at least 2 – 3 days before the last date and time.

To prepare and submit the tender/offer online, all bidders are required to have an e-token based DIGITAL CERTIFICATE. Digital signature certificate should be obtained from competent authority. The e-tender website or helpline numbers may guide you for obtaining the same.

6.1. Technical Bid :-

Technical offer must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal. The tenderer must upload the following documents as per e-tendering schedule.

FOLLOWING DOCUMENTS ARE MANDATORY & SHOULD BE ENCLOSED IN SEQUENCE & ORDER.

(Technical Bid): Technical offer must be submitted.

The tenderer must submit the following documents along with the tender.

1. Proof of EMD paid.
2. Tender Form as per Annexure - 1.
3. Authorization letter nominating a responsible person on behalf of the tenderer to transact the business with SSGTT.
4. The firm must submit copies of work orders received from your customers.
5. Affidavit (As per Annexure 7)
6. Bidder's complete information and evidential documents on ownership must be submitted (as per format in Annexure-4 provided in the tender document)
7. Other relevant documents required as per tender terms & conditions.

6.2. Price bid :-

- a. All Commercial offers must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal.
- b. Rates should be quoted in the Price Schedule Annexure-5 only in Rupees and on a monthly basis. (TDS charges to be considered while quoting monthly charges)
- c. Tenderers are strictly prohibited to change/alter specifications or unit size given in Annexure-A Schedule of requirements while quoting.
- d. Travelling charges should be included in quote. No Extra Charges will be paid for the same.

7. Deadline for submission of tenders:

7.1. For Submission of tender, the tenderer must complete the online bid submission stage as per online schedule of the tender.

7.2. SSGTT may, at his discretion, extend the deadline for the submission of tenders by amending the tender document in which case all rights and obligations of SSGTT and Tenderer previously subject to the deadline will thereafter be subject to the deadline as extended.

7.3. Tenders not submitted online will not be entertained.

8. Opening of tender:

On the date and time specified in the tender notice, following procedure will be adopted for opening of tender. The tenderer is free to attend it himself or depute an authorized officer as his representative for the same.

8.1. Opening of Technical bid : --

Technical bid of the tenderer will be opened in the presence of tender opening authority. The tenderer or their representatives may or may not be present while opening technical/commercial bids as it is e- tendering procedure. Bidders can check online by logging in through <https://mahatenders.gov.in> website.

8.2. Opening of Price Bid : --

This shall be opened as per e-tendering procedure after opening of Technical bid. Likely date and time of price bid opening will be intimated to the technically qualified bidder. Please note that Price Bid will be opened only for those bidders who are technically qualified as per Technical Bid. Price Bid will be opened after technical bid approval from our technical committee.

9. Period of Validity of tenders:

- 9.1. The tenders shall remain valid for Financial Year 2021-2022, 2022-2023 & 2023-2024 (3 years) after the date of opening of Technical bid. A bid made for a shorter period shall be rejected.
- 9.2. Prior to the expiration of the bid validity SSGTT may request the tenderer to extend the bid validity for the period as required by SSGTT

10. Earnest Money Deposit:

101. All tenders must be accompanied with Earnest Money Deposit (EMD) for the amount specified.
102. The EMD shall be submitted online on <https://mahatenders.gov.in>.
103. The tenders submitted without EMD will be summarily rejected.
104. Unsuccessful EMDs will be discharged/ returned within a period of 30 days after awarding of contract to the successful bidder.
105. Tenderer shall not be entitled to any interest on EMD /Security deposit.
106. The successful tenderer's EMD will be discharged after signing the Contract and submitting the security deposit as stipulated.
107. The EMD shall be forfeited:
 - a. If tenderer fails to accept the Work Order.
 - b. If a tenderer withdraws its tender during the period of bid validity as specified in the tender.
 - c. In case of a successful Tender, if the tenderer fails:
 - i. To sign the Contract in accordance with terms and conditions or;
 - ii. To furnish security deposit as per tender clause 15.

11. Rates

- 11.1. Rates quoted will be final. Rate revision will not be entertained during the contract period.

11.2 In case of any enhancement in government taxes, levies or duties because of any statutory act of the Govt. after the date of submission of tenders and during the tender period, the quantum of additional taxes, levies or duties so levied will be allowed to be charged extra as a separate item without any change in price structure approved under the tender. For claiming the additional cost on account of the increase in taxes, levies or duties, the tenderer should produce a letter from the concerned Competent Authorities for having paid additional taxes, levies or duties on the appointments supplied to SSGTT and can also claim the same in the invoice.

12. Evaluation of tenders:

12.1. After opening of Technical bid, on the scheduled date, time and venue, SSGTT shall examine the contents of the tenders received online through e-tendering process along with all prescribed mandatory documents.

12.2. SSGTT shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation.

12.3. Any tender that does not meet tender condition laid down in the tender document will be declared as non-responsive and such tenders shall not be considered for further evaluation.

12.4. Tenders which are in full conformity with tender requirements and conditions shall be declared as Responsive Tenders for opening of Price Bid in the website and Commercial bid of such tenderer shall be opened later, on a given date and time.

12.5. Bidders have to attach a detailed resume, copies of educational/professional qualifications, experience letters and other relevant documents at the time of submission of technical bid.

12.6. Final selection of the candidate will be done after a one-on-one interview with selection committee and the decision of the committee will be final.

13. Security Deposit & Contract Agreement

13.1. The successful tenderer shall furnish the security deposit to SSGTT within 15 days from the date of communication of Acceptance of Tender for an amount of 5% of the contract value, valid up to 60 days after end of contract period and enter into Contract Agreement as per The Stamp Act, 1899 on non-judicial stamp paper. The cost of Stamp paper should be borne by the tenderer.

13.2. The Security Deposit should be in the form of Bank Guarantee in favor of the 'The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Mumbai payable at Mumbai from any Nationalized or Scheduled bank (Annexure-7).

13.3. The Security Deposit will be discharged by SSGTT and returned to the Tenderer not later than 60 days following the date of completion of the Tenderer's performance obligations under the contract.

13.4. The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as SSGTT thinks fit and proper.

14. Award of contract:

14.1. SSGTT will award the contract to the successful tenderer whose tender has been determined to be responsive and has been determined as lowest tender.

14.2. The agreement will be signed between Shree Siddhivinayak Ganpati Temple Trust

and the successful bidder.

14.3. The Hon'ble Executive Officer, Shree Siddhivinayak Ganpati Temple Trust reserves the right to revise the scope of work given in this tender document and also reserves the right to cancel or revise the whole tender or any part of it without giving any reasons thereto, with no cost to SSGTT.

14.4. L1 bidder will be called for negotiation with our SSGTT committee.

15. Period of Contract:

The contract shall be 3 years for the period Financial Year 2021-2022, 2022-2023 & 2023-2024 .

16. Default Clause / Cancellation on failure to complete the assigned job:

If the Tenderer fails to provide desired work as per SSGTT's requirement ordered to him within the period stipulated in the contract, it shall be at the discretion of SSGTT either (a) to extend the period or (b) to cancel the contract in whole or in part for the balance without any show cause notice. In the event of extension, liquidated damages @ 0.07% per day, will be applicable for services not rendered. If SSGTT decides to cancel the contract, the mode of repurchase will be at the discretion of SSGTT. The Tenderer shall be liable to pay any loss by way of extra expenditure or other incidental expenses, which SSGTT may sustain on account of such repurchase at the risk and cost of the Tenderer. In addition to the action above, SSGTT may debar the defaulting Tenderer from future orders, for maximum period of 3 years. In any case the Tenderer will stand debarred for future contracts for the aforementioned period till extra expenditure on account of cancellation and repurchase in terms of action above is paid by the Tenderer or recovered from his bill for supplied services against any orders with SSGTT or his authorized consultants / agents.

17. Force Majeure:

17.1. For purposes of this clause, 'Force Majeure' means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence. Such event is not foreseeable. Such events may include, but are not limited to, acts of SSGTT either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

17.2. If a Force Majeure situation arises at any time during the subsistence of contract, the Tenderer shall promptly but not later than 30 days notify SSGTT in writing of such conditions and the cause thereof. Unless otherwise directed by SSGTT in writing, the Tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance, not prevented by the Force Majeure event.

17.3. Force Majeure will be accepted on adequate proof thereof.

17.4. If contingency continues beyond 30 days, both parties will mutually discuss and decide the course of action to be adopted. If the contingency continues beyond 60 days, then SSGTT may consider for termination of the contract on pro-rata basis.

18. Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of tenders,

and recommendations for the award of a Contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the notification of Contract award is made.

Any effort by the tenderer to influence SSGTT in SSGTT's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the tenderer's bid.

19. Payment

19.1. Payment will be done as per contract made between Shree Siddhivinayak Ganpati Temple Trust and the bidder. Monthly payment will be done (TDS charges will be considered while quoting rate per month)

19.2. SSGTT shall have every right to deduct from the sum payable to the Tenderer, any amount due on account of loss, compensation, or any remedial action in monetary terms from the Tenderer to SSGTT. The Tenderer shall not agitate with respect to the said issue in future.

20. Corrupt or Fraudulent Practices

20.1. SSGTT as well as the Tenderer shall observe the highest standard of ethics during the procurement and execution of such contracts.

20.2. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

20.3. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the detriment of SSGTT and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive SSGTT of the benefits of free and open competition.

20.4. “Collusive practice” means a scheme or arrangement between two or more tenderers, with or without the knowledge of SSGTT, designed to establish tender prices at artificial, non-competitive level.

20.5. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of the contract.

20.6. SSGTT will reject a tender for award if it determines that the tenderer recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question;

20.7. SSGTT will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

21. General Clauses

21.1. Resolution of dispute: In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.

21.2. Arbitration: In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator, Government of Maharashtra. The award passed by the sole Arbitrator shall be final and binding on the parties. The arbitration proceedings shall be carried out as per The Arbitration and Conciliation Act, 1996 and the rules made thereunder.

- 21.3. Governing Language:** English language version of the contract shall govern its interpretation.
- 21.4. Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.
- 21.5. Indemnification:** The contractor shall indemnify SSGTT against all actions, suit, claims and demand or in respect of anything done or omitted by contractor in connection with the contract and against any losses or damages to SSGTT in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.
- 21.6. Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.
- 21.7. Saving clause:** No suits, prosecution or any legal proceedings shall lie against The Executive Officer, Shree Siddhivinayak Ganpati Temple Trust, Mumbai or any person for anything that is done in good faith or intended to be done in pursuance of tender.
- 21.8.** The Government orders issued by industries department, Govt. of Maharashtra time to time will be applicable to this tender.
- 21.9.** Hon'ble Executive Officer reserves all rights regarding modification, cancellation of tender at any stage without assigning any reason thereof.
- 21.10. Following documents to be submitted in original to this office on or before the sale close of tender on address mentioned below & all other documents to be submitted through e-tendering (Online)**

Sr. No.	Documents
1	Annexure-1 (Tender Form) duly signed & stamped
2	Receipt of Tender Fee Payment
3	Receipt of E M D Payment
4	Affidavit (As per Annexure 7).
5	Annexure 4 as per format
6	Resume, educational certificates, experience certificates and other relevant documents

Address: Shree Siddhivinayak Ganpati Temple Trust,
S.K. Bole Marg, Prabhadevi, Mumbai – 400028

ANNEXURE-A

SCOPE OF WORK OF THE INTERNAL AUDITOR & TAX CONSULTANT.

The contract shall cover the following:

1. Regular audit check as per the accepted auditing standards of all receipts and payments of the Trust accounts and submission of quarterly report of the same to the Trust. While conducting the audit check, directions of Central as well as State Government, provisions of various acts such as Income Tax Act, GST Act, FCRA etc. should be taken into account.
2. If any material weakness, discrepancy etc. found during the audit check, the same should be brought to immediate notice of the Trust along with possible remedies on the same.
3. To advise the Trust on employee retirement benefit claims such as service or death gratuity, payment of leave salary etc.
4. To advise the Trust regarding yearly expenses to be incurred and amounts to be spent for efficient tax planning, in accordance with Income Tax Section 10 (23) C.
5. To draft applications to Income Tax and Goods & Service Tax Authorities as per new amendments.
6. To advise the Trust with respect to amendment of Shree Siddhivinayak Ganpati Temple Trust (Prabhadevi) Act,1980 and its implementation.
7. Regular verification of entire Trust's material inventory.
8. Regular verification of Trust's Mahaprasad department accounts (Ladoo and Coconut wadi productions), inventory of raw materials used for preparation of Ladoo and Coconut wadi, sale of Ladoos and Coconut wadis.
9. To advise and prepare various e-tender documents of the Trust as per the Government guidelines.
10. Audit Check of the following items:
 - 1) Receipt of donations from all offertory Boxes (cash, cheque, cards, ornaments) (100%)
 - 2) Receipt of all offline and online donations (100%)
 - 3) Receipt of Interest, Dividend and Investment Certificates (100%)
 - 4) Receipt from all types of Pooja Booking (online as well as offline) (100%)
 - 5) Sale of Mahaprasad (counter and Bulk) (100%)
 - 6) Receipt of Foreign currency in offertory boxes and through online donation portal (100%)
 - 7) Petty Cash Book (100%)
 - 8) Bank Reconciliation (100%)
 - 9) Gold & Silver items inventory (100%)
 - 10) Fixed assets register
 - 11) Vastra & Frame Account (100%)
 - 12) Payment notes and vouchers (100%)
 - 13) Checking of all employees Service Record (100%)

- 14) Physical checking of Trust cash / foreign currency in hand (100%)
 - 15) Physical checking of Ornaments / Gold & Silver in hand (100%)
 - 16) Supervision of Cash Counting of offertory Boxes (100%)
11. To advise the Trust and also to file statutory returns as mentioned below:
- 1) TDS Returns for TDS on salary in FORM 24
 - 2) TDS Returns for TDS on Contract Charges in FORM 26 C
 - 3) TDS Returns for TDS on Professional Fees in FORM 26 K
 - 4) Preparing of Form 16 of Staff & Contractors.
 - 5) Application for Renewal of 80G Certificate
 - 6) Application for Exemption U/S 10 (23C)
 - 7) Application / renewal of FCRA certificate.
 - 8) Application / renewal of digital signatures of Trust officers.
 - 9) Application for Certificate for Non-deduction of Tax in FORM197
 - 10) Filling of (monthly / yearly) Income Tax / TDS return, FCRA return & GST return.
 - 11) To advice the Trust on investment policy & acceptance of & donations in cash & in kind as per the provisions of the Income Tax Act.
 - 12) Necessary co-operation to the statutory auditors.
 - 13) To attend the Trust Board & other Meetings & advise the Trust in financial matters.
 - 14) To advise on any other specific financial matter referred for guidance.
 - 15) On completion of tenure of 3 years, the selected firm is expected to hand over all the relevant documents to the next chosen Internal Auditor in congruence with the established procedure.
 - 16) Any query/responsibility arising out of work performed by the selected firm in the time period of these 3 years shall be dealt with or beared by the tenderer solely.
 - 17) Your two representatives are regularly required to carry out the above scope of work (Audit). The expected qualifications for the 2 appointed representatives to oversee the daily work of the Trust are as follows:
 17. 1. Educational qualification – completed B.Com of M.Com degree from recognised University.
 17. 2. Experience – Minimum 5 years' experience in Audit Work.

ANNEXURE-1

Tender Form

To
The Executive Officer.
Shree Siddhivinayak Ganpati Temple Trust.
S.K. Bole Marg, Prabhadevi,
Mumbai – 400028.

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide services regarding Internal Auditor & Tax Consultant in full conformity with the said tender document and our financial offer in the Price schedule submitted in Price Bid which is made part of this tender.

If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the time periods specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of tenderer

Annexure-2
PROFORMA FOR PAST PERFORMANCE STATEMENT
(For a period of last 3 Years)

Sr. No.	Period	Name and full address of the Client	Order No & Date	Details of the Work done	Remarks if any
1	2017-18				
2	2018-19				
3	2019-20				

Note: In support of above statement, enclose the copies of supply orders and client's satisfactory certificates

ANNEXURE-3

**STATEMENT OF ANNUAL TURN OVER / INCOME TAX RETURN COPIES FOR
LAST THREE YEARS**

The Annual Turnover of M/s_____for the past three years are given below and certified that the statement is true and correct.

Sr. No.	Year	Turnover / Income details in Rs.
1	2017-18	
2	2018-19	
3	2019-20	
4	Average Annual Turnover / Income details	

Self-attested in case of individuals.

Date:

Seal

Signature of Auditor/
applicant / Chartered
Accountant Name (in
capital letters)

Annexure - 4

CONTACT DETAILS FORM

1. NAME OF THE COMPANY:
2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE:
.....
3. COMMUNICATION ADDRESS:
4. PHONE NO./MOBILE NO:
5. FAX No:
6. E-MAIL I.D.:

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON:
2. DESIGNATION:
3. PHONE NO:
4. MOBILE NO.
5. E-MAIL I.D.:

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the Office of the **SIDDHIVINAYAK GANPATI TEMPLE TRUST, SK Bole Marg, Prabhadevi, Mumbai 400028** to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender document/contract agreement.

Signature of the Authorized Signatory

Date: -

Place: -

Designation: -

(Office seal of the Bidder)

(Price Bid)

Annexure-5

PRICE SCHEDULE FOR INTERNAL AUDITOR & TAX CONSULTANT.

Sr. No.	Details	Total Fees per month in Rs. (including all charges)	Total fees per year (including all charges)
		A	B = (A* 12 months)
1.	INTERNAL AUDITOR & TAX CONSULTANT		
	Total		

To be uploaded online BOQ in excel format given in etender documents

Signature of the tenderer:

Name:

Designation:

Business address:

Annexure-6

FORMAT FOR BANK GUARANTEE FOR E.M.D

Whereas, (Hereinafter called “the Tenderer”) has submitted its tender dated. (Date of submission of bid) for the “INTERNAL AUDIT AND TAX CONSULTANT” (Hereinafter called “the tender”).

KNOW ALL PEOPLE by these presents that We,..... (Name of bank) of..... (Name of country), having our registered office at. (Address of bank) (Hereinafter called “the Bank”), are bound unto. (Name of Purchaser) (Hereinafter called “SSGTT”) in the sum of ____for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 20

THE CONDITIONS of this obligation are:

1. If the Tenderer
 - a) withdraws its tender during the period of tender validity specified by the Tenderer in his tender; or
 - b) does not accept the correction of errors in accordance with the Instructions to tenderers; or
2. If the Tenderer, having been notified of the acceptance of its tender by SSGTT during the period of tender validity:
 - a) Fails or refuses to execute the Contract Agreement if required; or
 - b) Fails or refuses to furnish the Security deposit, in accordance with the terms and conditions stipulated in the tender document;

we undertake to pay SSGTT up to the above amount upon receipt of its first written demand, without SSGTT having to substantiate its demand, provided that in its demand SSGTT will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 3 years after bid closing and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature & Seal of the Bank)

ANNEXURE – 7

AFFIDAVIT on Non-Judicial Stamp Paper of Rs.100/-
(Hard copy to be submitted to this office in original)

INTERNAL AUDITOR & TAX CONSULTANT

The firm (Name of the Firm) has not been found guilty of malpractices, misconduct or blacklisted/debarred/ deregistered by Govt. of Maharashtra or by any local authority and other State Government/Central Government's organizations as on the date of submission tender document for the quoted items."

Seal

Signature