



**SHRI SHANAISHWAR  
DEVASTHAN  
SHINGNAPUR**

Tal- Newasa, Dist – Ahilyanagar Pin – 414105

Website : [www.shanidev.com](http://www.shanidev.com) E-mail : [shanishingnapur@yahoo.com](mailto:shanishingnapur@yahoo.com)

**TENDER NOTICE**

**Applications invited for the appointment of  
Internal Auditor for Shri Shanaishwar  
Devasthan**

**Publish Date – 06/04/2026**

# **Invitation of Tender for Appointment of Chartered Accountant Firm/ Legal Entity for INTERNAL Audit**

## **1. Introduction**

Shri Shanaishwar Devasthan Trust (Shingnapur), (hereinafter referred to as “the Trust/Devasthan”), invites sealed proposals from eligible and qualified Chartered Accountant firm/legal entity for Appointment as **INTERNAL** Auditor for conducting a Mandatory audit of the Trust’s financial records, transactions, and related matters. The appointment shall be purely on a contractual basis for the defined scope and period mentioned in this document.

Shri Shanaishwar Devasthan Trust (Shingnapur) manages the famous Shani Temple located at Shani Shingnapur, one of the most revered pilgrimage destinations in Maharashtra. The Trust administers temple activities, donations, infrastructure development, religious programs, and related financial and administrative operations.

In order to ensure transparency, accountability, and compliance with applicable laws and governance standards, the Trust intends to appoint a qualified and experienced Chartered Accountant firm or any other legal entity to conduct a **INTERNAL** Audit.

## **2. Tender Details**

Shri Shingnapur Shaineshwar Devsthan Trust, Shingnapur require Chartered Accountant Firm or any other legal entity as a "INTERNAL Auditor" for Sansthan's various departments for the Financial Year 2026-27. for the Scope of Work detailed in Annexure A.

## **3. Schedule of Tender**

<b>Sr No</b>	<b>Details</b>	<b>Date &amp; Time</b>
1.	Date & Time for Commencement of Tender document.	Date - 06/04/2026 Time : 11.00am
2.	Pre-bid Meeting	Date - 09/04/2026 Time : 11.00am
3.	Last date & time for availing the Tender document	Date - 13/04/2026 Time : 05.00pm
4.	Last Date (deadline) & Time for submission of Tender	Date - 13/04/2026 Time : 05.00pm
5.	Date and Time for Opening of Technical Bid	Date - 15/04/2026 Time : 11.00am
6.	Date and Time for Opening of Financial Bid	Will be intimated later to the qualified bidders.

## Availability of Tender Forms

Blank Tender forms are available at the Devasthan office (Accounts Branch, Administrative Building, Shri Shaineshwar Devasthan) during office hours upon cash/online payment from the date of advertisement publication. Alternatively, they can be downloaded from the official website: [www.shanidev.com](http://www.shanidev.com)

## 4. Tender Fee & EMD

Sr No	Information	Details
1.	Tender Fee	Rs. 1000/-
2.	Earnest Money Deposit (EMD)	Rs. 5000/-

*Note: No exemption from the payment of the Tender Fee or Earnest Money Deposit (EMD) shall be granted to any bidder, including those registered under MSME or any other category*

- The bidder shall pay both the Tender Form Fee and the Earnest Money Deposit (EMD) through one of the following methods:
  - **Demand Draft (DD):** Drawn in favor of "Shri Shanishwar Devasthan, Shignapur" payable at Bank of Maharashtra, Sonai Branch. (Please note the spelling of payee)
- OR**
- **Online Transfer:** RTGS / NEFT
  - **Account Name:** Shri Shanishwar Devasthan, Shingnapur
  - **Bank Name:** Bank of Maharashtra, Sonai
  - **Account Number:** 60551872035 (**IFSC Code:** MAHB0001391)
- An authentic copy of the Tender Form Fee and EMD payment receipt must also be included in the Technical Bid / Envelop A.

## 5. Performance Security

- The successful bidder shall, within seven (7) days of the issuance of the Letter of Appointment (LOA), furnish a Performance Security equivalent to 5% of the total contract value (i.e., the fees quoted by the firm/legal entity).
- The Earnest Money Deposit (EMD) already submitted shall be adjusted towards this amount.
- The payment shall be made in favor of the Tender Inviting Authority.
- The Performance Security shall be submitted in the form of one of the following methods:
  - **Demand Draft:-** In favor Drawn in favor of "Shri Shanishwar Devasthan, Shignapur," payable at Bank of Maharashtra, Sonai Branch.

**OR**

➤ Online Transfer (NEFT/RTGS):-

1. **Account Name:** Shri Shanishwar Devasthan, Shingnapur
2. **Bank Name:** Bank of Maharashtra, sonai
3. **Account Number:** 60551872035 (**IFSC Code:** MAHB0001391)

- The Performance Security shall remain valid for the entire duration of the contract, including any extension thereof, and shall be released only after satisfactory completion of the contract and fulfilment of all contractual obligations.
- Failure to submit the Performance Security within the stipulated time shall constitute sufficient grounds for cancellation of the Appointment and forfeiture of the Earnest Money Deposit (EMD), without prejudice to other rights and remedies available under the contract.

## 6. Tender Submission (Two- Envelop System)

Tenders must be submitted using the Two-Envelope System, consisting of Envelope A (Technical Bid) and Envelope B (Financial Bid) Tender should be submitted in the attached format only.

### A. Envelope A (Technical Bid)

**Documents to be submitted along with the Tender:** The bidders shall submit the following documents (whichever applicable) with the Technical Bid. Failure to furnish any of the required documents may render the bid liable for rejection.

- I. Cover Letter in prescribed format as given in the Annexure B
- II. Copy of Payments Receipts or Demand Draft or Proof of Payment (Tender Fee and EMD).
- III. Copy of CIN, PAN Card and GST Certificate of the legal Entity (as may be applicable)
- IV. Letter of Bid in prescribed format
- V. Copy of valid Firm Registration Card issued by the Institute of Chartered Accountants of India (ICAI)
- VI. Turnover Certificate issued by a Chartered Accountant based on audited financial Statements, or copies of audited financial statements for the relevant financial years. (Turnover Certificate for last 3 FY (2024-25, 2023-24, 2022-23) issued by a Chartered Accountant with UDIN No. based on audited financial statements or copies of relevant pages of audited financial statements.
- VII. Copy of valid Goods and Services Tax (GST) Registration Certificate along with Annexure A and Annexure B (as applicable)
- VIII. Details in support of experience criteria as specified in Eligibility criteria, including copies of Letter of Appointment / Work Order along with Completion Certificate and/or proof of payment.
- IX. Declaration regarding non-blacklisting in the prescribed format attached to this document.

- X. Declaration regarding Absence of Conflict of Interest in the prescribed format attached to this document.

Envelope A must be clearly superscribed with “**Envelope A: Technical Bid**” And must include the full name and address of the bidder on the cover.

**B. Envelope B (Financial Envelope)**

- I. The Professional Fee/Financial Proposal shall be separately submitted in the Envelop B (Financial Bid).
- II. The format for the Financial Proposal is provided in the Annexure C. The bidder shall submit Financial Proposal duly signed by the authorized signatory, sealed inside Envelope B.
- III. The Financial Proposal shall be inclusive of applicable GST and other taxes and covers all out-of-pocket expenses, including travel, boarding, lodging, and any incidental costs.
- IV. Envelope B must be clearly superscribed with "**Financial Bid for INTERNAL Audit**" and must include the full name and address of the bidder on the envelope.

**C. Both the aforementioned sealed envelopes (**Technical Bid/Envelope-A**) and (**Financial Bid /Envelope-B**) shall be placed inside a single, larger outer envelope.**

This outer envelope must be securely sealed and clearly superscribed with:

- Tender for Appointment of Internal Auditor (2026-2027)
  - Tender Reference Number,
  - Name and Address of the Bidder,
- The completed tender must be submitted in hard copy latest by 5:00 PM on 13/04/2026 to the to the following address

**Accounts Branch, Administrative Building, Shri Shaineshwar Devasthan, Shingnapur, Taluka: Newasa, District: Ahilyanagar, Maharashtra -**

Agency should submit only one Tender in a sealed envelope.

Tender received after due date and time for whatever reason shall not be considered and shall be rejected.

## 7. Eligibility Criteria

The Bidder shall meet the following minimum eligibility and qualification requirements as on the date of bid submission.

- a) The firm or any other legal entity must have at least five (5) partners/employees and required minimum One Senior Chartered Accountant with an experience of Ten (10) years.
- b) The firm/legal entity or any partner must have a minimum of Ten (10) years of experience in conducting **INTERNAL** audits.
- c) Applicant must have experience in the field of Internal Audit / Internal Audit / Tax Audit of Company / Firm / Trust / or any Institutions having Annual Turnover Rs.Fifty Crores (Rs. 50,00,00,000/.) & above in last three years (3 FY 2024-25, 2023-24 2022-23). (Must attach copy of Appointment Order of the Clients and valid proof of turnover i.e. P&L / Balance Sheet / Declaration etc.)

## 8. Bid Opening and Evaluation Process

- i. Opening of Envelop-A (Technical Bid):** The Technical Bids (Envelop A) submitted shall be opened in the presence of the bidders or their authorized representatives at the address, date, and time specified in the Tender Notice. In the event that the bidders or their representatives are not present, the Tender shall be opened at the scheduled time.
- ii. Evaluation of Technical Bid:** The evaluation of the technical bids will be carried out as per the eligibility criteria mentioned in the Tender. The bidders fulfilling eligibility criteria are declared technically qualified and eligible opening of the financial proposal.
- iii. Opening of Envelop-B (Financial Bid):** Financial Bids, of only those bidders who are found to be technically qualified in **Envelope – A**, shall be opened in the presence of the bidders or their authorized representatives. The specific address, date and time for opening the financial bids will be published on the official website: [www.shanidev.com](http://www.shanidev.com)
- iv. Evaluation of Financial Bid:** The bidder quoting the lowest price (L1) in the financial bid shall be declared as the successful bidder, subject to verification and compliance with the tender conditions.
- v. Award of Contract:** The contract shall be awarded to the bidder declared as L1/successful bidder. The award shall be subject to the submission of required documents, performance security and fulfilling compliances by successful bidder.
- vi. Notwithstanding the above,** Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the bidding process and reject all Tender at any time prior to the Appointment of contract.

## **9. Financial Bid/Professional Fees**

1. The professional fee shall be separately submitted in accordance with scope of work ( Envelope B Financial Envelope )
2. The above fee is inclusive of applicable GST and other taxes and covers all out-of-pocket expenses, including travel, boarding, lodging, and any incidental costs.

## **10. General Terms and Conditions**

For the purpose of this tender document, the terms “Trust”, “Devasthan” “Authority” and “Tender Inviting Authority” shall be used interchangeably and shall mean Shri Shaineshwar Devasthan, Shingnapur including its duly authorized representatives.

- I.** With considering the volume of transactions of sansthan required a minimum of one Chartered Accountant and two audit assistants will be required, for a minimum period of 45 working days. It will be strictly observed by the sansthan

### **II. Penalty and Termination**

Any delay, deficiency or non-performance in execution of the work shall attract penalties as determined by the Authority. The Authority reserves the right to terminate the contract, after due notice, in the event of non-satisfactory performance/repeated non-compliance with contractual obligations or continued imposition of penalties. The decision of the Authority in this regard shall be final and binding.

### **III. Payment Terms**

The annual professional fee shall be released in four (4) equal quarterly installments within twenty-one (21) days following the formal submission and acceptance of each Quarterly Internal Audit Report, along with the original Tax Invoice and after deduction of applicable statutory taxes, with no provision for advance payment.

### **IV. Dispute Resolution**

In the event of any dispute, difference, or claim arising out of or in connection with this Contract, including its interpretation, performance, breach, or termination, the Parties shall endeavor to resolve the same amicably through mutual consultation. In the event of any dispute or difference, the matter shall be subject to the exclusive jurisdiction of the Courts in whose jurisdiction the temple is situated.

### **V. Validity of Tender**

The Tender shall remain valid for a period of not less than sixty (60) days from the deadline specified for submission of Tender. During this period, the Bidder shall not be entitled to withdraw or modify its Tender. The Purchaser/Client reserves

the right to request an extension of the validity period, if required, and the Bidder may agree to such extension without any change in the quoted price or other terms and conditions.

**VI. Amendment in Tender Document**

At any time prior to the deadline for submission of Tender / bids, the Authority may amend the TENDER document by issuing corrigendum and placing it on office notice board and official website:-[www.shanidev.com](http://www.shanidev.com)

**VII. Confidentiality Clause**

The selected firm shall maintain strict confidentiality of records, not disclose findings without written consent, and ensure data protection and secure handling of documents. A confidentiality agreement shall be executed prior to commencement if deemed fit by the Authority.

(Atul Chormare)  
Executive Officer Shri Shanaishwar Devasthan  
Vishwastavyavastha (Shingnapur)

## Annexure A

### Nature of work (scope)

1. Filing Income Tax Return, Revised Return, Assessment, Re-Assessment  
Collect information for – CIT Appeal, ITAT, Writ Petition, Special Leave Petition and Reply to Income Tax related Notices etc.
2. Compiling information required by lawyers for court proceedings etc.
3. checking and verification of vouchers, compliance and filing of TDS returns, GST returns, Provident Fund (PF) compliances, Professional Tax (PT) compliances, and all matters relating to TDS and other applicable Internal taxes
4. **Departmental Audits:** To conduct internal audits of all departments within the Devasthan and perform physical site visits for on-ground inspections.
5. **Daily Financial Scrutiny:** To verify daily financial transactions, including income and expenditure, cash transactions, donations, Hundi (collection box) receipts, and service charges.
6. **Reporting:** To prepare quarterly internal audit reports and submit them formally to the Executive Officer.
7. **Error Rectification:** To notify the relevant department heads or officers in writing regarding any errors, omissions, or irregularities found during the audit and suggest immediate corrective measures.
8. **Year-End Verification:** To perform physical verification of cash balances, stock, deadstock, assets, and investments as of March 31st and issue the required verification certificates .
9. **Financial Guidance:** To provide expert guidance for the preparation of quarterly Trial Balances, Income & Expenditure Accounts, and Balance Sheets.
10. **Budgetary Support:** To provide financial guidance for the preparation of the annual Budget and Revised Budget.
11. **Internal Compliance Support:** To ensure the fulfillment (compliance) of points raised during the **Internal Audit** and prepare the necessary Audit Rectification Reports.
12. **Tax and Legal Audit:** To verify that the provisions of Income Tax, GST, and other applicable laws are being followed and provide clear professional opinions .
13. **ERP and System Control:** To audit the **ERP / Computerized Accounting System** and provide an opinion on whether the internal accounting controls are adequate and effective.
14. **Surprise Checks:** To conduct unannounced (surprise) inspections of cash on hand and balances and submit immediate reports to the administration.
15. **Donation Management:** To provide guidance on internal controls and security measures during the donation box (Hundi) counting process.

**16. Governance Improvement:** To suggest necessary procedural improvements aimed at increasing financial discipline and transparency within the Trust.

**17. Administrative Coordination:** To coordinate with the Administrative Officer, and Accounts Officer for the effective planning and execution of audit activities .

**18. Special Assignments:** To complete any special inspections or reports assigned by the Devasthan administration from time to time.

**Annexure B**  
**Letter of Bid**  
**(Bidder's letter head)**

**To**

**Date:-**

**The Executive Officer,**

**Shree Shaineshwar Devsthan Trust (Shignapur)**

**Subject: Appointment of Chartered Accountant Firm For INTERNAL Audit Services**

We, the undersigned, hereby submit our Bid, in two parts, namely:

1. Envelop A :- The **Technical Proposal** shall be placed in a sealed envelope clearly superscripted as "*Technical Envelop* " along with the name of the Assignment and the Bidder's name and address.
2. Envelop B: The **Financial Proposal** shall be placed in a separate sealed envelope clearly superscripted as "*Financial Envelop*" along with the name of the Assignment and the Bidder's name and address.

In submitting our Bid, we make the following declarations

1. **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with provisions of TENDER Document;
2. **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with provisions of TENDER Documents;
3. **Suspension and Debarment:** We confirm and declare that our firm is not blacklisted, de-registered, or debarred as of the date of submission of bids by any government department, public sector undertaking, private sector undertaking, or any other agency for which we have executed or undertaken the supply of goods, works, or services during the last 3 years.
4. **Conformity:** We offer to execute in conformity with the bidding document the following Works:  
*Appointment of Chartered Accountant Firm For INTERNAL Audit Services*
5. **Bid Validity Period:** Our Bid shall be valid for a period in accordance with provisions of TENDER Document (or as amended if applicable) from the date fixed for the Bid submission deadline specified in Tender schedule (or as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. **Performance Security:** If our Bid is accepted, we commit to obtain a performance security (if any) in accordance with the bidding document;
7. **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder or as a subcontractor, and we are not participating in any other Bid(s) as a Joint Venture member;
8. **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance / Work Order / Appointment Letter, shall constitute a binding contract between us, until a formal contract is prepared and executed;
9. **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
10. **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption

Authorized Signature  
Name: \_\_\_\_\_ Office  
Stamp/Seal

**Annexure C**

Financial Proposal for the INTERNAL Audit of Shri Shanaishwar Devasthan Trust  
(Shingnapur) for the period from April 1, 2026, to March 31, 2027

**(ON THE LETTER HEAD OF AGENCY)**

**To**

**Date:-**

**The Executive Officer,**

**Shri Shanaishwar Devasthan Trust (Shingnapur)**

Subject: - Regarding submission of Tender for rendering INTERNAL auditing services

<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Total Amount in Rs.</b>
1	Professional Fees for INTERNAL Auditing Services as per Annexure A of TENDER	Lumpsum	
2	Add Goods and Service Tax	%	
<b>TOTAL FINANCIAL BID</b>			

We agree to provide chartered accountancy services in accordance with the terms and conditions mentioned in the invitation for Tender.

Authorized Signature

Name: \_\_\_\_\_

Office  
Stamp/Seal

**Annexure D**

**FORMAT OF UNDERTAKING w.r.t.TO BLACKLISTING/ NON-  
DEBARMENT**

UNDERTAKING REGARDING BLACKLISTING / NON –  
DEBARMENT

**To**

**Date:-**

**The Executive Officer,**

**Shri Shanaishwar Devasthan Trust (Shingnapur)**

Subject: - Regarding submission of Tender for rendering INTERNAL I auditing services

We hereby confirm and declare that we, M/s-----,

Is not blacklisted/ De-registered/ debarred by any Government Department, PSU, Internal authority, or funding agency during the last three (03) years.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....

**Annexure E**

**DECLARATION REGARDING CONFLICT OF INTEREST**

**To**

**Date:-**

**The Executive Officer,**

**Shri Shanaishwar Devasthan Trust (Shingnapur)**

**Subject: - Declaration Regarding Absence of Conflict of Interest**

We, M/s \_\_\_\_\_, having our registered office at \_\_\_\_\_, hereby declare that:

1. We have no actual, potential, or perceived conflict of interest in connection with the subject assignment for which we have submitted our Tender/bid.
2. Neither the Firm, its partners, directors, nor key personnel proposed for this assignment have any financial, professional, or personal interest that would compromise or appear to compromise our independence, objectivity, and impartiality in carrying out the audit assignment.
3. We have not provided any advisory, accounting, INTERNAL audit, or other services to the concerned Public Trust during the period under review that would create a conflict with the present assignment.
4. We are not related to any Trustee, office bearer, employee, or decision-making authority of the concerned organization in a manner that would give rise to a conflict of interest.
5. In the event that any conflict of interest arises during the course of the assignment, we undertake to immediately disclose the same in writing to the Tender Inviting Authority and abide by the decision taken in this regard.

We understand that any misrepresentation or concealment of material facts in this declaration may lead to rejection of our bid, termination of contract, and/or other appropriate action as deemed fit by the Authority.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....