



**Gujarat State Forest Development Corporation
Limited.**

CIN U02005GJ1976SGC002927
Regd. & Corp. Office : "Vanganga, 78"
Alkapuri, Vadodara-390007

Appointment of Internal Auditor

Offers are invited from Practising Chartered Accountant / firm of Practising Chartered Accountants for Appointment of Internal Auditor for FY 2026-27 and further extendable upto 2 years Interested firm/Company may visit Company's website www.gsfdcltd.co.in for Offer document format, Eligibility criteria and Scope of Work. Last date for submission is 30/05/2026 up to 6.00 PM through post/courier/hand delivery at above address.

16/BRC/26

Managing Director

Appointment of Practicing Chartered Accountant/Firm of Chartered Accountant for Internal Audit for FY 2026-27

Gujarat State Forest Development Corporation limited (hereinafter referred to as 'GSFDC') is the Government of Gujarat owned public undertaking. The main purpose of GSFDC is to provide gainful employment to the tribal located in the interior tribal areas where alternate remunerative options are not easily available. Our principal activities are

- a. Manufacturing and sale of wooden products at our factory at, Bansada-a notified tribal area
- b. Renovation and construction of Turnkey Projects of Government Offices
- c. Manufacturing, processing, storage and sale of Ayurvedic Products and Honey
- d. Raising & Harvesting of Commercial Eucalyptus plantations
- e. Collection, Storage and Disposal of Minor Forest Products (MFP)
- f. Eco Tourism Activities at Vanil and Statue of Unity

The above activities are carried out mainly to provide employment to the tribal by offering them remunerative collection charges for forest produce and wages for utilizing their services in the manufacturing process.

GSFDC is inviting quotes / bids from Practicing Chartered Accountant / Firm of Chartered Accountant for appointing Internal Auditor for FY 2026-27 on retainer ship basis of the company. Scope of work is defined in Annexure A to this document. Detailed Eligibility Criteria for Selection is depicted in Annexure B. Deliverables is annexed into Annexure C. Price bid are annexed in Annexure D is attached herewith.

Detailed Technical offer and Financial offer shall be submitted in **SEALED COVER** with duly mentioning thereon "**Offer for Appointment of Internal Auditor for FY 2026-27**" Inside the Main Sealed Cover, the offer is to be submitted in Two Separate Sealed covers containing following

- 1. Technical Bid Containing Particulars for Selection criteria as per Annexure B with supporting documents along with Schedule – I.**
- 2. Price Bid To be submitted in a Separate Sealed cover Annexure D**

Above should address to, **The Managing Director, Gujarat State Forest Development Corporation Limited, 78, "Vanganga", Alkapuri, Vadodara** along with **Processing Fees of Rs. 590/- (Rupees Five Hundred Ninety only)** including GST (Non Refundable by way of a Cheque/Demand Draft drawn in favour of "**Gujarat State Forest Development Corporation Limited**", payable at Vadodara.

Last date for submission of the offer is 30th May 2026 before 06:00 PM by courier/post/hand delivery.

The Firm / Company appointed shall not be entitled to any other monetary benefits in addition to the professional fees quoted by it. **Professional fees should be quoted as per annum inclusive of out of pocket expenses excluding applicable taxes.** *Further to this, any firm who bids for Appointment of Tax Consultants should not bid for Appointment of Internal Auditor, otherwise the firm will get disqualified altogether in the first evaluation only.*

GSFDC reserves the right to accept or reject any quotes or to cancel the entire process. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, GSFDC will be final and binding on both the parties to the contract.

For any further information / clarification, in this regards, you may contact the undersigned on mobile no. 9274580297 or write to fc-gsfdc-vdr@gujarat.gov.in.

Managing Director
Gujarat State Forest Development Corporation Ltd
'Vanganga 78', Alkapuri, Vadodara

Annexure A - Scope of work
Internal Audit for FY 2026-27

| Sr. No. | Area |
|---------|---|
| 1. | Audit of all Bank Accounts of Company with respect to receipt and expenditure. |
| 2. | 100% Verification and review of Cash Book, Bank Book and Bank reconciliation statement. Physical verification of Cash on each quarter |
| 3. | 100% Review of Fixed Deposit transactions, Interest calculation, TDS reconciliation etc. |
| 4. | Scrutiny of ledgers/sub ledgers and trial balance including all kinds of suspense account/registers and clearance thereof & age-wise analysis thereof periodically. Ensure that the closing balance of Division Account should be tallied with Tally Accounting System. |
| 5. | Audit of net utilisation and closing balances of Grants and revolving funds received from various agencies including issuance of Utilisation Certificates from time to time. |
| 6. | Preparation and Verification of Fixed Assets register/records including depreciation rate considered under Companies Act & Income Tax Act. |
| 7. | 100% Review of related party transactions including reconciliation thereof. |
| 8. | Scrutinising and vouching of attendance record, OT, Leave record etc. of employees, contract employees, casual labour etc and payment of salaries & wages & other statutory deduction. |
| 9. | Scrutinising and vouching of Purchases, Collection of MFP and all Administrative Expenses including Vehicle Running and Maintenance, Telephone Bills, Stationery, Recoveries, etc. |
| 10. | Review of Security Deposits/EMD Accounts, Insurance coverage of all Property of the organisation. |
| 11. | Verification and Suggestions in respect of Major contracts with Suppliers, Agencies, Contract Labour Suppliers, Software/Hardware AMC, etc. |
| 13. | Verification of Material Receipts/Issue, Bin Card and its Physical Verification along with Report of Slow Moving and Non-Moving Material at the Manufacturing/Store/Divisional Units on random basis. |
| 14. | Verification of Production Records in case of Manufacturing Activities and Collection Records in case of Minor Forest Produce Activities on a random basis. |
| 15. | Scrutinising whether the Delegation of Power has been followed in all the matters of the organisation. |
| 16. | Physical Verification of Stock at each location on each quarter ending and certification thereof. |
| 17. | Verification and Advising on DBMS System Installation and Execution thereof including better document filing as well as best file movement processes. |
| 18. | Scrutinising and vouching of sales bills and journal voucher. |

| Activities | Time Frame |
|--|--|
| Deployment of staff for carrying out Internal Audit. | On every 15 Days |
| Physical Verification of Cash and Fixed Assets | On every 6 Months |
| Quarterly Audit Report | Within 21 days from the end of the quarter |
| Monthly Query List and its Resolution | Within 07 days from the end of the month |
| Report Regarding Status of Compliance | Within 15 days from the end of the quarter |
| Annual Report | By 15 th of May each year |
| Utilisation Certificates | On Demand |
| Visiting our division for carrying out internal audit vanil udhyog, panam project, godhra, dhanvantri –por processing unit | On every month |

Annexure B – Deliverables

Annexure – C Eligibility Criteria (Point Allocation) of CA firms will be as under

| Sr No. | Eligibility Criteria | Documents to be Submitted | Points to be Allocated | Max. Points |
|---------------|---|--|---|---------------------|
| 1. | The Firm of Chartered Accountants must be in existence for at least 10 years as on 31.03.2026. | Firm Registration Certificate issued by ICAI requires to attach. | 1(one) per year in existence (fraction of the year to be ignored) | 15 (Fifteen) |
| 2. | The CA Firm must have 3 Partners as on 31.03.2026 and out of that 2 should be FCA and the said FCA partners should be in continuous with the same firm as a partner since last 5 years as on 31.03.2026 | Certificate issued by the Institute of Chartered Accounts of India (ICAI) for Constitution of firm | A. 3(three) for each Partner who is ACA. B. 5(Five) for each Partner who is FCA. | 20 (Twenty) |
| 3. | The CA Firm should have more than 10 Qualified/Semi Qualified Assistants employed in the Firm | Chart Showing List of Employees with Designation | A. 2(two) for each Qualified Assistant. B. 1(One) for each Semi Qualified Assistant. | 15 (Fifteen) |
| 4. | The firm must have Internal Audit / Pre Audit experience of Govt. Companies in last 3 years. | Attach Appointment Letter/Work Order | 5 Point for each year of Completion of audit in Govt. companies | 25 (Twenty Five) |
| 5. | The firm must have audit experience of atleast 1 (one) Company having Turnover more than Rs. 100 Crores in last 3 years. | Attach Appointment Letter/Work Order | 5 Point for each year of Completion | 15 (Fifteen) |
| 6. | The CA Firm If Empanelled with C&AG. | Certificate of the C&AG | 1 Point for each year of Empanelment | 5 (Five) |
| 7. | The CA Firm must be Category I Empanelled with Reserve Bank of India. | Certificate requires to attach. | 1 Point for each year of completion | 5 (Five) |
| 8. | Participating firm should be firm with a valid Permanent Account Number (PAN) and GST Registration and filed returns till last month. | Attach copy of PAN and GST Registration Certificate and GSTR 1 and GSTR 3B for last 6 months | NA | NA |
| 9. | The CA Firm must have a minimum annual professional receipt of Rs.50 lacs for each of last three years i.e.F.Y.2023-24, 2024-25 and 2025-26. | Audited Accounts along with Tax Audit Report for all the years. | NA | NA |
| Total | | | | 100 |

Firms / Companies complying who fulfill above eligibility criteria shall only apply.

The selection process would be Quality and Cost Based Selection (QCBS). The Evaluation Committee will select the Agency by giving 50% weightage to the Technical Bid as per Schedule-I along with documents vide Annexure C attached herewith and 50% weightage on the price bid as per Annexure D. The bidders must meet the qualifying criteria as per Annexure C and Annexure D of the Tender documents.

Formula for determining the financial scores is as under:

Formula Base: $SF=100 \times F/FM$

i.e. SF= Standard Financial Score, F=L1 offered and FM=Offer Submitted by L2, L3...and so on.

Schedule – I

(To be printed on the letterhead of the Firm/LLP)

Technical Offer

1. Name of the Firm/Company:-
2. Year of Establishment:-
3. Total No. of Years as on 31/03/2026:-
4. Firm Registration No. with ICAI, New Delhi:
5. Constitution (Partnership/Company):-
6. Office Address:-
7. Phone Nos.:- Fax:- Email:-
8. Details of Partners/Directors:-

| Sr. No | Name | ACA/FCA | Membership No./ Year of Reg. with ICAI | Post Qualification Experience |
|--------|------|---------|--|----------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

9. Details of Staff:-

A. Details of Total staff

| Sr. No. | Particular | No. |
|---------|-----------------------|-----|
| 1 | Chartered Accountants | |
| 2. | Audit Staff | |
| 3. | Article Staff | |
| 4. | Others | |
| | Total | |

B. Details of Chartered Accountants in Employment (Other than Partners):

| Sr. No. | Name | ACA /FCA | Membership No./ Year of Reg. as C .A. | Working with the firm since | Post Qualification Experience |
|---------|------|----------|---------------------------------------|-----------------------------|-------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

10. Experience:-**A. Internal Audit/Pre Audit Experience of Government Companies**

| Sr. No. | Name of Org. | Address of Org. | Year of allotment of Audit | Audit Report submitted or not? |
|---------|--------------|-----------------|----------------------------|--------------------------------|
| 1 | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

B. Audit of Experience of Company having Annual Turnover of Rs. 100 Crores or more

| Sr. No. | Name of Org. | Address of Org. | Year of allotment of Audit | Audit Report submitted or not? |
|---------|--------------|-----------------|----------------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4 | | | | |
| 5 | | | | |

11. Details of key Personnel to be deputed for work of GSFDC LTD. INCLUDING NAME OF THE SENIOR PARTNER IN CHARGE:-

| Sr. No. | Name | Designation | Qualification | Total Experience | Date of Appointment | Contact No. |
|---------|------|-------------|---------------|------------------|---------------------|-------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6 | | | | | | |

Declaration:

1. All the information provided by me / us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I/We hereby undertake that, I will not sub contact the work.
4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Proprietor/Firm: _____

Date: _____

Place: _____

Annexure D (format of Price-Bid to be submitted in sealed cover)

| Scope of Work Point No. | Particulars (Scope of work) | Professional Fees (Excluding GST) |
|-------------------------|---|-----------------------------------|
| 1. | Internal Auditor for FY 2026-27 and further extendable upto 2 years upon Mutual understanding of both the parties | |

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Proprietor/Firm: _____

Date: _____

Place: _____