



Gujarat State Forest Development Corporation Limited.

CIN U02005GJ1976SGC002927

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

Offers from Practicing CSs

Offers are invited from Practicing Secretaries for Certification work for FY 2025-26 to 2027-28. Interested firm/Professionals may visit Company's website www.gsfdcltd.co.in for Offer document format, Eligibility criteria and Scope of Work. Last date for submission is 16th April, 2025 up to 6.00 PM through post/courier/hand delivery at above address.

06/BRC/25

Managing Director, GSFDC Ltd, Vadodara.



GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED.

CIN: U02005GJ1976SGC002927

Appointment of Practicing Company Secretaries for certification of e-forms of GSFDC Ltd. under the Companies Act and Rules made there under for FY 2025-26 and FY-2027-28

Gujarat State Forest Development Corporation Ltd. (hereinafter referred to as 'GSFDC') is the Govt. of Gujarat Undertaking. Unlisted Govt. Company registered on 20.08.1976 under the Companies Act, 1956 having its Regd. office at Vadodara. The main objective of GSFDC is to provide gainful employment to the tribal by scientific exploitation of minor forest produce and Industries based on forest produce. Our principal activities are

1. Manufacturing and sale of wooden products at our factory at. Vansda (Navsari) a notified tribal area & Undertaking of Renovation Projects of Government Offices
2. Manufacturing, processing, storage and sale of Ayurvedic Products and Honey
3. Raising & Harvesting of Commercial Eucalyptus plantations
4. Collection, Storage and Disposal of Minor Forest Produce (MFP)
5. Eco Tourism Activities at Vanil Udhyog, Navtad (Vansada Navsari)

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 offers from Practicing Company Secretaries/Firm of PCS for certification of e-forms of GSFDC Ltd. under the Companies Act and Rules made thereunder for FY2025-26 to 2027-28. Interested and eligible company secretaries in practice having more than 5 years of experience may send their offer having read eligibility and selection criteria mentioned in the in Annexure I & Annexure II to the Specimen Offer Letter.

Offers are required be submitted in SEALED COVER with duly mentioning thereon "Offer for Appointment of Practicing Company Secretary for FY 2025-26 to 2027-28 at GSFDC Ltd address to. The Managing Director, Gujarat State Forest Development Corporation Limited, "Vanganga", 78 Alkapuri, Vadodara along with Processing Fees of Rs. 590/- (Rupees Five Hundred Ninety only) inclusive of GST (Non Refundable) by way of a Demand Draft/Cheque drawn in favour of "Gujarat State Forest Development Corporation Limited" payable at Vadodara.

Last date for submission of the offer is 16thApril, 2025 before 06:00 PM by courier/post/hand delivery. Offers received will be opened on or after 17 April, 2025. Financial offers of only eligible Practicing CS/Firms will be opened.

The Practicing CS/Firm appointed shall not be entitled to any other monetary benefits addition to the professional fees quoted. However any statutory expenditure/fees paid. behalf of GSFDC Ltd. will be reimbursed.

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 contract.

For any further information/clarification, in this regards, you may write to the undersigned cs-gsfdc-vdr@gujarat.gov.in.

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

SPECIMEN OFFER LETTER

To,
The Managing Director,
GSFDC Limited
Vadodara

Offer for empanelment as practicing Company Secretary for certification etc. of e-forms under The Companies Act, 2013 for the FY 2025-26 TO 2027-28

Sr.No.	Particulars	
1	Name of Individual or Firm	
2	Address	
3	PCS No. Date	
4	Total No. of years in practice as CS	
5	No. of years' experience working for Government Companies	
6	PAN No.	
7	GST No., If any	
8	Fees Paid: Rs: 590/- (Including GST)	DD/Chq. No: Bank:

Professional fees offered for certification of e-forms:

Type of e-forms	Amount (Rs.) (per e-form)
Certification of e-forms relating to Change Management, Charge Management, DIN etc. (other than Annual filing forms)	
(the rates are inclusive of all taxes)	(Rupees in Words)

I/We accept the conditions mentioned in the Annexure-I to this offer. I have read selection criteria given in Annexure-II

Place: _____

Date: _____

(Sign & Stamp)
Name of PCS/Firm

Enclosure: Annexure-I & Annexure-II

Annexure-I

**Conditions for empanelment of Practicing Company Secretary (PCS) for
certification of e-forms etc. of GSFDC Limited for
Financial year 2025-26 to 2027-28**

- 1) I/We have gone through selection criteria given herewith in Annexure-II
- 2) I/We have valid membership of and valid certificate of Practice (CoP) issued by the Institute of Company Secretaries of India (ICSI)
- 3) I/We declare that, I/We am/are into practice as PCS for 5 years or more.
- 4) I/We have our office/branch situated in Vadodara.
- 5) I/We declare that I/We shall not sub-contract the work assigned to me/us.
- 6) I/We submit that time is the essence of this assignment hence I/We shall complete the assigned work on priority

Place: _____

Date: _____

(Sign & Stamp)
Name of PCS/Firm

Annexure-II

Selection Criteria for Practicing CS for e-form certification of GSFDC Ltd. for F.Y. 2025-26 to 2027-28

Selection of Practicing CS will be done on QCBS (Quality and Cost Based Selection) method by giving weightage as mentioned below:

(a) weightage for experience (Technical) : 40%

(b) weightage for rate offered (Financial) : 60%

Sr. No.	Particulars	Max. Score	Weightage	Docs. To be Submitted
1.	No years' experience as Practicing CS: (a) 5 years to 7 years 10 : 10 (b) > 7 years to 10 years : 20 (c) > 10 years : 30	30	40%	Certificate Practice (along PAN/GST Registration copy) Work order /Appointment letters given by Government Companies.
2.	No. years' experience for handling secretarial work assignments for Government Companies : (a) > 3 years to 7 years : 10 (b) > 7 years : 20	20		
3.	Rates offered for Certification of e-forms	50	60%	
Total Score		100		

Note: Formula base $SF=100*F/FM$

i.e. SF =Standard Financial Score, F=L-1 rate offered, FM=offer submitted by concerned PCS