

REQUEST FOR QUATATION

FROM

THE FIRM OF CHARTERED ACCOUNTANTS

FOR

**ASSIGNMENT OF VERIFICATION OF RECORDS OF BENEFICIARY OF
TIMRU SEASON 2024 AND PREPARATION OF BANK PAYMENT FILE**

BY



GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED
(A Gujarat Govt. Undertaking)

“Vanganga” 78, Alkapuri,
Vadodara-390007 GUJARAT.
Phone:0265-2312820,2344852

Fax No.:0265-2355292/3/4

E-mail: gsfdcltd@gmail.com **Website:** www.gsfdcltd.co.in

SCOPE OF WORK

- 1) As per PESA Act, 2017, GSFDCCL needs to distribute profit to the beneficiary of Timru Season 2023. (Approximately 12500 Beneficiaries)
- 2) Chartered Accountant Firm must visit the below given divisional offices of GSFDCCL namely Himmatnagar, Baria, Chhotaudepur, Godhra, Rajpipla, Vansda.
- 3) Firm should verify the records prepared by Fad Clerk in Softcopy and ensure the correctness with Form No. 1, Fad Ledger Statement and Timru Card of Beneficiary along with proof of Aadhar and Banking details of beneficiary.
- 4) Firm should ensure the actual collection of Timru of each and every individual from Form No. 1 and Timru Card of Beneficiary and calculate the profit of each individual beneficiary in the ratio of Timru Collection made by the beneficiary from the Total Profit as mentioned in the Statement of Income and Expenditure as per PESA Act, 2017.
- 5) Firm should prepare the Correct Bank NEFT/RTGS Payment File as per the format given by SBI Bank for each and every individual Fad Wise/Unit Wise and produce the same to the Financial Controller for payment.
- 6) Above file must be Correct in all respect that none of the payment gets returned from the bank. Therefore, Verification of each and every record as mentioned in point no. 3 above is utmost essential.
- 7) Professional Fees to the firm will be released in 2 parts, first 50% will be released after verification of all records on submission of completion certificate and report there upon. Second 50% will be released after last successful payment made by corporation.
- 8) Out of pocket expenses will be reimbursed in actual on providing original proof of expenses.

GENERAL TERMS AND CONDITIONS

- 1) The Rates as per Annexure are requested to be sent to the Head Office of the Corporation, Gujarat State Forest Development Corporation Ltd., 78-Vanganga, Alkapuri, Vadodara-7 by 6-00 hours till Date: 19/04/2025.
- 2) The rates are to be submitted offline in sealed cover for verification purpose Name and work should be clearly mention on the main cover (in Capital).
- 3) Work must be completed in 60 days.

Name of work : ASSIGNMENT OF VERIFICATION OF RECORDS OF BENEFICIARY OF TIMRU SEASON 2024 AND PREPARATION OF PAYMENT FILE		
Item No.	Item Description	Amount (In INR Excluding GST)
1	VERIFICATION OF RECORDS OF BENEFICIARY OF TIMRU SEASON 2024 AND PREPARATION OF PAYMENT FILE (As per Scope of Work)	
Total		
(In words Rs.		only)

Place :

Signature :

Date :

Name :

Seal :