

REQUEST FOR QUATATION

FROM

THE FIRM OF CHARTERED ACCOUNTANTS

FOR

**ASSIGNMENT OF VERIFICATION OF RECORDS OF BENEFICIARY OF
TIMRU SEASON 2025 AND PREPARATION OF BANK PAYMENT FILE**

BY



GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED

(A Gujarat Govt. Undertaking)

CIN:U02005GJ1976SGC002927

“Vanganga” 78, Alkapuri,
Vadodara-390007 GUJARAT.

Phone: (265)-2355290/91, Mobile No : 9274580297

E-mail: gsfdcltd@gujarat.gov.in Website: www.gsfdcltd.co.in

fc-gsfdc-vdr@gujarat.gov.in

GSFDCL is inviting quotes / bids from Practicing Chartered Accountant / Firm of Chartered Accountant for appointing the auditor for assignment of verification of records of beneficiary of timru season 2025 and preparation of bank payment file FY 2025-26 on retainer ship basis of the company. Scope of work is defined in Annexure A to this document. Detailed Eligibility Criteria for Selection and Deliverables is depicted in Annexure B. Price bid are annexed in Annexure C is attached herewith.

Detailed Technical offer and Financial offer shall be submitted in **SEALED COVER** with duly mentioning thereon **“Offer For Appointment Of Auditor For Assignment Of Verification Of Records Of Beneficiary Of Timru Season 2025 And Preparation Of Bank Payment File FY 2025-26”** 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 C**

Above should address to, **The Managing Director, Gujarat State Forest Development Corporation Limited, 78, “Vanganga”, Alkapuri, Vadodara - 390007.**

Last date for submission of the offer is 28th October 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.**

GSFDCL 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, GSFDCL 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.

ANNEXURE-A

SCOPE OF WORK

- 1) As per PESA Act, 2017, GSFDCL needs to distribute profit to the beneficiary of Timru Season 2025 to the extent of 93.62 Lakhs (Approximately 14500 Beneficiaries)
- 2) Chartered Accountant Firm must visit the below given divisional offices of GSFDCL 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 90% will be released after verification of all records on submission of completion certificate and report there upon. Second 10% will be released after last successful payment made by corporation or 2 years from the date of final report submitted by the firm, which ever is earlier.
- 8) Work must be completed in 60 days.

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

Sr N o.	Eligibility Criteria	Documents to be Submitted	Points to be Allocated	Max. Points
1.	The CA Firm must have a minimum annual professional receipt of Rs.50 lakhs for each of last three years i.e.F.Y.2022-23, 2023-24 and 2024-25.	Audited Accounts along with Tax Audit / Balance sheet / Profit & Loss A/C Report for all the years.	10 Point for turnover upto 50 Lakhs. 15 Point for turnover 50 lakhs > 75 lakhs. 1 point for each turnover exceeds 75 Lakhs.	20 (Twenty)
2.	The firm must have Internal Audit / Pre Audit experience of Govt. Companies in last 3 years.	Attach Appointment Letter/Work Order	10 Point for 3 year of experience of audit in Govt. companies 5 Point for each year exceeding 3 years.	20 (Twenty)
3.	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.	10 point for firm which is existing for 10 years. 1 point for each year which are exceeding 10 years.	20 (Twenty)
Total				60

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 60% weightage to the Technical Bid as per Schedule-I along with documents vide Annexure B attached herewith and 40% weightage on the price bid as per Annexure C. The bidders must meet the qualifying criteria as per Annexure B and Annexure C 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.

ANNEXURE-C

<u>Name of work</u> :ASSIGNMENT OF VERIFICATION OF RECORDS OF BENEFICIARY OF TIMRU SEASON 2025 AND PREPARATION OF PAYMENT FILE		
Item No.	Item Description	Amount (In INR Excluding GST but inclusive of out of pocket expenses)
1	VERIFICATION OF RECORDS OF BENEFICIARY OF TIMRU SEASON 2025 AND PREPARATION OF PAYMENT FILE (As per Scope of Work) (MINIMUM FEES TO BE QUATED ₹ 50,000/-)	
Total		
(In words Rs.		only)

Place :

Signature :

Date :

Name :

Seal :

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. 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.				

9. Details Of Key Personnel To Be Deputed For Work Of Gsfcdl 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: _____