



**Gujarat State Forest Development Corporation
Limited.**

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

**Offers from Firm of Chartered Accountants/Cost
Accountants**

Offers are invited from firm of Practising Chartered Accountants/Cost Accountants for Appointment of Consultant for Accounting Services for FY 2022-23 to FY 2024-25. 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 04th July, 2022 up to 6.00 PM through post/courier/hand delivery at above address.

34/BRC/22

Managing Director, GSFDC Ltd, Vadodara.



GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED

“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

Ref: FC/21-22/note/11.2 Date: 30/5/2022

22 June 2022

NOTICE INVITING BID

Gujarat State Forest Development Corporation limited (hereinafter referred to as 'GSFDCL') is the Government of Gujarat owned public undertaking. The main purpose of GSFDCL 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

1. Manufacturing and sale of wooden products at our factory at, Bansada-a notified tribal area
2. Renovation of Turnkey Projects of Government Offices
3. Manufacturing, processing, storage and sale of Ayurvedic Products and Honey
4. Raising & Harvesting of Commercial Eucalyptus plantations
5. Collection, Storage and Disposal of Minor Forest Products (MFP)
6. 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.

GSFDCL is inviting quotes/bids from Firm of Chartered Accountant/Cost Accountants for accounting - services for FY 2022-23 to FY 2024-25 on retainer ship basis of the company.

Sr. No.	Item	Description
1	Name of Work	Outsourcing of Accounts Services
2	Contract Period	Three Year (FY 2022-23 to FY 2024-25)
3	Processing Fees	1770/- (Non Refundable-Inclusive of GST)
4	EMD	3% of the offered value for FY 22-23 as per Annexure-D
5	Performance Security	EMD as above convertible into Performance Security
6	Bid submission start date	From 24 th June 2022
7	Last Date for submission of bid	04 th July 2022 at 18.00 hrs
8	Date and time of opening of bid	05 th July 2022 at 16.00 hrs

GSFDCL reserves the right to accept or reject any quotes or to cancel the entire process without assigning any reason whatsoever and shall be final and binding. 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.

MANAGING DIRECTOR

Gujarat State Forest Development Corporation Ltd

TERMS & CONDITIONS

1. GSFDCCL is inviting quotes/bids from Firm of Chartered Accountant/Cost Accountants for accounting services for FY 2022-23 to FY 2024-25 on retainer ship basis of the company. Scope of work is defined in Annexure A to this document along with Deliverables in Annexure B. Detailed Eligibility Criteria for Selection are depicted in Annexure C. Price bid are annexed in Annexure D attached herewith.
2. Detailed Technical offer and Financial offer shall be submitted in **SEALED COVER** with duly mentioning thereon **“Offer for Appointment of CA/CMA Firm for Accounting Services for FY 2022-23 to FY 2024-25”** Inside the Main Sealed Cover, the offer is to be submitted in Two Separate Sealed covers containing following
 - A. Technical Bid Containing Particulars for Selection criteria as per Annexure C with supporting documents along with Schedule – I.
 - B. 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. 1770/- (Rupees One Thousand Seven Hundred Seventy 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.

3. The bidder has to deposit an amount equivalent to 3% of the offered value towards EMD to participate in bid. Bid document without EMD amount will not be consider. The amount should be deposited through Cheque/DD drawn in favor of **“Gujarat State Forest Development Corporation Ltd”** payable at Vadodara.
4. Any change that will be made in the tender document by competent authority after issue of tender will be intimated in the form of corrigendum for incorporating the same in the tender document.
5. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
6. The tender will be valid for a period of 90 days from the date of opening of tender.
7. In the event that the specified date for the submission of bid is declared a holiday, then the bid will be upto on the next working day and bid will be opened on same date & time.
8. Bidder shall not revoke his bid or vary its terms and conditions without the consent of the GSFDCCL during the validity period of the bid. If the bidder revokes the bid or varies its terms or conditions, the Earnest money deposit by it shall stand forfeited.
9. Bidder may visit our office between 10.00 AM to 6.00 PM on any working day except Saturday, Sunday and public holiday to get clarification on providing Accounting Services. Bidder may also contact through mobile no. 63550 27038 or write to fc-gsfdc-vdr@gujarat.gov.in.
10. Tender Notice and the General terms & Conditions shall form the part of the Contract.
11. GSFDCCL reserves the right to suitably increase/reduce the scope of the work put to this Bid.
12. The bidder shall quote the financial bid in the specified page only **(Annexure-D)**.
13. EMD of successful bidder shall be converted into **Performance Security**.
14. The successful bidder shall commence the work **within ten days from the day of receipt of the “Work**

Order", else the Performance Security amount of the successful bidder shall be forfeited and the work order will be placed to the next successful bidder.

15. Initially, the Contract shall be valid for a period of one year which can be extended for further period of 2 year, subject to satisfactory performance of the contract services and mutual consent between GSFDCCL and Service Providers; with the same terms & condition and rate of the contract.
16. The technical bids shall be evaluated based on the available documents submitted by the bidder.
17. The bidder shall submit the resume of all the members deputed.

Annexure A - Scope of work

Day to Day Accounting of various Financial Transactions of GSFDCI

The Accounting Services in general will include: Performing the routine accounting work for Gujarat State Forest Development Corporation Limited in Tally Accounting Software/Any other software as per the general principle of accounting and the guidelines/instructions of Headquarter and taking time bound appropriate action(s) as per the statutory requirements from time to time. The accounting services also include:

Sr. No.	Area
A. Head Office/General	
1.	To Develop and Execute a well-defined state of the art Standard Operating Procedures for Accounting of each and every vertical of the organisation.
2.	Posting of various Head Office Expenses and payment thereof. Creation and maintenance of various grouping/ledgers masters in defined hierarchy in accounting software.
3.	Reconciliation of various Bank/GSFS accrual/received Interest along with TDS.
4.	Accounting and reconciliation of head office petty cash.
5.	Maintenance of various Imprest accounts of Employees.
6.	Maintenance of Controlling accounts of all such taxation liabilities should be maintained at Head Office for each of the above verticals and payment should be made centrally from Head Office.
7.	Maintenance of Consolidation of Accounts along with Cost Centres wherever required.
8.	Intra Branch Division accounts should be tallied and reconciled on each day.
9.	All such transactions shall be key-in in accounting software keeping in loop the defined DOP of the company including proper filing of documents in hard copy and gradually conversion from hard copy to soft copy. Team shall maintain signed hard copy of each and every voucher and ledger books of accounts as per the requirements.
10.	Communication/follow ups with intra departmental heads/divisions/stores as well as outside stakeholders. Responses/letters preparation/notice reply preparation should also to be made for any notice/letter/reply in Gujarati as well as in English Language.
11.	Preparation and sending and receiving year-end balance confirmation from/to various parties.
12.	Preparation and submission of base data for TDS/TCS/GST/HR/Other taxation compliances and ensure timely compliances by the tax consultant.
13.	Preparation/Submission/following up/Personal Visit to/with various outside stakeholders including Government/Governmental authorities/Statutory Auditor/CAG/Internal Auditor.
14.	Providing relevant information/knowledge sharing/advice on the matters relating to any latest changes in taxation law/government notification from time to time.
15.	Preparation of Reconciliation of GST Credit and should take appropriate GST Credit in the books of accounts as per GST Rules including GST Reverse Charge Mechanism.
16.	Remittance of all Tax on their stipulated time without making any interest/penalty/damage payment.
17.	Preparation and calculation and remittance of Advance Tax/Self-Assessment Tax.
18.	Maintenance of Payroll will all relevant physical documents as per labour laws including Salary Register/Accounting Entries/Retirement Benefits Calculation and Payments/Any Loan/Deposits/Advance Account entries and reconciliation as well as collection of declaration from employee including calculation of Income Tax and issuance and sharing of Form 16. Apart from this Society Accounts should also to be maintained.
19.	Strengthening the Staffs of GSFDCI in preparation and maintenance of accounts in Tally Accounting Software.
20.	Each month review of all verticals of GSFDCI and preparation of MIS Reports for each such vertical.
21.	Yearly Closing activities to be performed which includes preparation of Draft Audit Report before 15 th June each year and produce to the Statutory Auditor. Any other matter as instructed by the Managing Director/Financial Controller of the Company.
22.	EMD/BG/SD Reconciliation and Accounting thereof.
23.	Scrutiny of ledgers on each such quarter and keep the accounts ready upto finalisation at each point of time. Any old reconciliation should be matched with the proper records.
24.	Develop and execute various security controls in accounting software for proper and better audit trail.

25.	Accounting and maintenance of any such other verticals included in the corporation portfolio in the future course of time if any.
B. Dhanvantari Vertical	
26.	Maintenance of manufacturing accounts of all products of Dhanvantari Vertical.
27.	Preparation and Valuation of all types of stock on hand in amount as well as in quantity (item wise)
28.	Maintenance of each class of item wise inventories in Accounting Software
29.	Preparation and Maintenance of Bill of Materials in Accounting Software
30.	Maintenance of physical and accounting records of raw material issuance to each job work cycle to finished goods to dispatch in accounting software.
31.	Assisting and guiding GSFDCCL Team regarding any abnormal loss arising out of any production cycle
32.	Material Transfer Note accounting on each dispatch with predefined accounting software SOP.
33.	Maintenance of Godown/Store level inventory in Accounting Software and reconciliation of each stock item at the end of each month.
34.	Accounting of Sales Invoice (E-Invoicing) at each store level and educating Store Level Team regarding issuance of proper sales invoice to customer as per GST Rules.
35.	Reconciliation of Cash/Cheque/POS/UPI Collection/Receipts of each Retail Sales Counter/Divisions at the end of the month with Bank Reconciliation Entries along with Bank Reconciliation.
36.	Creation and Maintenance of Debtors at each store level defined hierarchy grouping in accounting software.
37.	Posting of each purchases (quantity wise)/expenses as per GST/TDS Rules and payment to vendors including maintenance of defined hierarchy grouping in accounting software.
38.	Apportionment of expenses and relevant accounting entries in accounting software.
39.	Monthly GST/TDS Adjustment entries and payment of output GST/Income Tax TDS/GST TDS as well as any other taxation liabilities.
40.	Preparation of various monthly/quarterly/yearly MIS as per instructions received from Management.
41.	Reconciliation of Stock Transfers from MFP Section or from MSP Grant Section.
42.	Posting of Fixed Assets and Preparation and Maintenance of Fixed Assets Register including Calculation and posting of year end Depreciation as per Companies Act and Income Tax as well.
43.	Reconciliation of any Grant Received.
44.	Any other Accounting Entries or Reconciliation/MIS/Calculation to be prepared as a part of book keeping.
C. Vanil Udhyog Vertical	
45.	Maintenance of manufacturing accounts of all products of Vanil Udhyog Vertical.
46.	Preparation and Valuation of all types of stock on hand in amount as well as in quantity (item wise)
47.	Maintenance of each class of item wise inventories in Accounting Software
48.	Preparation and Maintenance of Bill of Materials in Accounting Software
49.	Maintenance of physical and accounting records of raw material issuance to each job work cycle to finished goods to dispatch in accounting software.
50.	Assisting and guiding GSFDCCL Team regarding any abnormal loss arising out of any production cycle
51.	Material Transfer Note accounting on each dispatch with predefined accounting software SOP.
52.	Maintenance of Godown/Store level inventory in Accounting Software and reconciliation of each stock item at the end of each month.
53.	Accounting of Sales Invoice (E-Invoicing) at Vanil Udhyog as well as at each store level and educating GSFDCCL Team regarding issuance of proper sales invoice to customer as per GST Rules.
54.	Reconciliation of Cash/Cheque/POS/UPI Collection/Receipts of each Retail Sales Counter/Divisions/Vanil Udhyog at the end of the month with Bank Reconciliation Entries along with Bank Reconciliation.
55.	Creation and Maintenance of Debtors at each store level defined hierarchy grouping in accounting software.
56.	Posting of each purchases (quantity wise)/expenses as per GST/TDS Rules and payment to vendors including maintenance of defined hierarchy grouping in accounting software.

57.	Apportionment of expenses and relevant accounting entries in accounting software.
58.	Monthly GST/TDS Adjustment entries and payment of output GST/Income Tax TDS/GST TDS as well as any other taxation liabilities.
59.	Preparation of various monthly/quarterly/yearly MIS as per instructions received from Management.
60.	Reconciliation of Stock Transfers from Vanil Udhyog to Renovation Segment as well as Internal Consumption.
61.	Posting of Fixed Assets and Preparation and Maintenance of Fixed Assets Register including Calculation and posting of year end Depreciation as per Companies Act and Income Tax as well.
62.	Reconciliation of any Grant Received.
63.	Any other Accounting Entries or Reconciliation/MIS/Calculation to be prepared as a part of book keeping.
64.	Ageing analysis for Stock Items as well as Debtors for each quarter.
65.	Accounting of Vanil Eco Den segment including Income/Expenses/Bank Reconciliation as well profitability analysis on each month including defined grouping hierarchy in accounting software.
D. Panam Vertical	
66.	Maintenance of Plantation work in progress and preparation of various calculations and accounting entries thereof.
67.	Maintenance of year wise Work In Progress in accounting software for each such harvesting season and accounting of deferred valuation as per matching concept of accounting as well as generally accepted accounting principles in such type of industry.
68.	Accounting of Sales Invoice (E-Invoicing) for Panam Vertical and educating GSFDCI Team regarding issuance of proper sales invoice to customer as per GST Rules.
69.	Reconciliation of Debtors Accounting and ageing thereof on each such half year.
70.	Posting of each purchases/expenses as per GST/TDS Rules and payment to vendors including maintenance of defined hierarchy grouping in accounting software.
71.	Apportionment of expenses and relevant accounting entries in accounting software.
72.	Monthly GST/TDS Adjustment entries and payment of output GST/Income Tax TDS/GST TDS as well as any other taxation liabilities.
73.	Preparation of various MIS as per instructions received from Management.
74.	Posting of Fixed Assets and Preparation and Maintenance of Fixed Assets Register including Calculation and posting of year end Depreciation as per Companies Act and Income Tax as well.
75.	Reconciliation of any Grant Received and preparation of utilization certificates.
76.	Any other Accounting Entries or Reconciliation/MIS/Calculation to be prepared as a part of book keeping.
E. MFP/MSP Section	
77.	Maintenance of Trading accounts of all Sales products of MFP/MSP Vertical. Preparation of GFR 19A and other UC Detailed documents which includes product wise profit and loss as per TRIFED Guidelines.
78.	Preparation and Valuation of all types of stock on hand in amount as well as in quantity (item wise) for both MFP/MSP Section
79.	Maintenance of each class of item wise inventories in Accounting Software
80.	Assisting and guiding GSFDCI Team regarding recovery of any abnormal loss/driage at any division.
81.	Material Transfer Note accounting on each dispatch with predefined accounting software SOP.
82.	Maintenance of Godown/Division/Store level inventory in Accounting Software and reconciliation of each stock item at the end of each month.
83.	Accounting of Sales Invoice (E-Invoicing) at each division/store level and educating Store Level Team regarding issuance of proper sales invoice to customer as per GST Rules.
84.	Reconciliation of Collection of MFP products at each month under Corporation/MSP Grant.
85.	Creation and Maintenance of Debtors at each store level defined hierarchy grouping in accounting software.
86.	Posting of each purchases (quantity wise)/expenses as per GST/TDS Rules and payment to vendors including maintenance of defined hierarchy grouping in accounting software.
87.	Apportionment of expenses and relevant accounting entries in accounting software.
88.	Monthly GST/TDS Adjustment entries and payment of output GST/Income Tax TDS/GST TDS as well

	as any other taxation liabilities.
89.	Preparation of various MIS as per instructions received from Management.
90.	Reconciliation of Stock Transfers to Dhanvantari Section.
91.	Posting of Fixed Assets and Preparation and Maintenance of Fixed Assets Register including Calculation and posting of year end Depreciation as per Companies Act and Income Tax as well.
92.	Reconciliation of MSP and other Grant received including preparation of various Utilization Certificates
93.	Any other Accounting Entries or Reconciliation/MIS/Calculation to be prepared as a part of book keeping.
94.	Recovery of excess driage/abnormal loss from relevant person.
F. Renovation Accounting	
95.	Maintenance of cost centre wise accounts for each such turnkey project for better understanding of profitability and any revenue leakages.
96.	Preparation and Valuation of closing work in progress if any.
97.	Material Transfer Note accounting on each receipt of each such material from Vanil Udyog and accounting thereof.
98.	Preparation/Accounting/Issue of Sales Invoice (E-Invoicing) of Renovation Work including education of GSFDCCL Team regarding issuance of proper sales invoice to government department as per GST Rules.
99.	Bank Reconciliation.
100	Creation and Maintenance of Debtors hierarchy grouping in accounting software including ledger scrutiny and ageing therof.
101	Posting of each purchases (quantity wise)/expenses as per GST/TDS Rules and payment to vendors including maintenance of defined hierarchy grouping in accounting software.
102	Apportionment of expenses and relevant accounting entries in accounting software.
103	Monthly GST/TDS Adjustment entries and payment of output GST/Income Tax TDS/GST TDS as well as any other taxation liabilities.
104	Preparation of various MIS as per instructions received from Management.
105	Posting of Fixed Assets and Preparation and Maintenance of Fixed Assets Register including Calculation and posting of year end Depreciation as per Companies Act and Income Tax as well.
106	Any other Accounting Entries or Reconciliation/MIS/Calculation to be prepared as a part of book keeping.
107	Ageing analysis for Stock Items as well as Debtors for each quarter.

Annexure B – Deliverables

Sr. No.	Particulars
1.	Strong accounting team containing 4 members including 2 Sr. Accountants (preferably 01 Chartered Accountants/Cost Accountants) and 2 Accountants with good knowledge and experience in Tally Prime and with Accounting background to work throughout the year.
2.	Deployed team should work in Head Office at Vadodara from 10:30 AM to 06:10 PM on every working day.
3.	Sometimes during the Audit or in any emergency works time Accounting team should be available even on holidays or over timings.
4.	Direct Supervision of Partner-in-Charge of the firm and the Partner Should work very closely with the Accounting Team, Finance Controller and Management of GSFDCI and must be available as and when needed.
5.	Successful Chartered Accountant/Cost Accountants should take lead and carry the accounts works from their accounting team and should guide and solve the accounting issues effectively.
6.	Articleship students should not be deployed in the place of Sr. Accountants and Accountants.
7.	If the firms provide unskilled/ Inexperienced people to the Institution then the GSFDCI will reject such employees and asked to deploy right people.

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

Sr No.	Eligibility Criteria	Documents to be Submitted	Points to be Allocated	Max. Points
1.	The Firm of CA/CMA must be in existence for at least 10 years as on 31.03.2022.	Firm Registration Certificate issued by ICAI/ICMAI requires to attach.	1 Point per year in existence (fraction of the year to be ignored)	15 (Fifteen)
2.	The CA/CMA Firm must have 3 Partners as on 31.03.2022 and out of that 2 should be FCA/FCMA and the said FCA/FCMA partners should be in continuous with the same firm as a partner since last 5 years as on 31.03.2022	Certificate issued by the ICAI/ICMAI for Constitution of firm	A. 1 Point for each Partner who is ACA/ACMA. B. 2 Point for each Partner who is FCA/FCMA.	10 (Ten)
3.	The CA/CMA Firm should have more than 10 Qualified/Semi Qualified Assistants employed in the Firm	Chart Showing List of Employees with Designation	1 Point for each Assistant	15 (Fifteen)
4.	The firm shall have Accounting Work Experience of Govt. Companies	Attach Appointment Letter/Work Order	1 Point for each such work order	10 (Ten)
5.	The firm must have statutory/cost audit experience of atleast 1 (one) Company having Turnover more than Rs. 100 Crores	External Certificate certifying conduct of audit along with Turnover of the respective Company.	1 Point for each year of audit	10 (Ten)
6.	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 Copy of GSTR 3B for last 3 months	NA	NA
7.	The CA/CMA Firm must have a minimum annual professional receipt of Rs.50/Rs.25 lacs each of last three years respectively i.e.F.Y.2019-20, 2020-21 and 2021-22.	External CA Certificate for Turnover or Copy of Annual Accounts for last 3 years.	NA	NA
Sub Total				60
8. Personal Interview with the Team Leader along with the Partner in Charge of this work for below subject: A. Core knowledge of Grant Accounting and Manufacturing Accounting B. Implementation of Various Security Policy, Cost Centre and Group Company Concept C. Implementation of Internal Control and Policy thereof D. E-Invoicing and GST Credit Mechanism				40
Total Marks				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 70% weightage to the Technical Bid as per Schedule-I along with documents vide Annexure C attached herewith and 30% weightage on the price bid as per Annexure D. The bidders must meet the qualifying criteria as per 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 D (format of Price-Bid to be submitted in sealed cover)

Sr. No.	Particulars	Professional Fees (Excluding GST)		
		FY 2022-23	FY 2023-24	FY 2024-25
1.	Fees for Accounting Services as per scope of work (Annually)			

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Proprietor/Firm: _____

Date: _____

Place: _____

10. Experience:-**A. Accounting 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 the partner in charge of the firm who will be handling this assignment of GSFDC LTD:-

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 contract 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: _____

GENERAL CONDITIONS OF CONTRACT

1. **Annexure** referred to in these conditions shall mean the relevant annexure appended to the Tender Document and the Contract.
2. **GSFDCL** shall mean Gujarat State Forest Development Corporation Limited established under the Companies Act, 2013.
3. **Bid** means the Contractor's priced offer to the GSFDCL for providing Accounting Services Contract.
4. **Commencement Date** means the date upon which the Contractor receives the notice to commence the rendering of services at specified places.
5. **Competent Authority** shall mean any officer authorized by the GSFDCL to act on behalf of the GSFDCL under this contract.
6. **Contract** shall mean and include the Tender Notice, instructions to bidders, terms and conditions of contract, Letter of Acceptance, the Offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged with the bidder by the GSFDCL and any other document forming part of the contract.
7. **Contract Amount** shall mean the sum quoted by the Contractor in his bid and accepted by the GSFDCL.
8. **Contractor** shall mean the firm/LLP or company whether incorporated or not, undertaking the Contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such firm/LLP or company.
9. **Managing Director** shall mean the Managing Director of the GSFDCL, for the time being holding that office and also his successor and shall include any officer authorized by him.
10. **Letter of Acceptance** means the formal acceptance letter given by the Contractor.
11. **Services** shall mean the services to be provided to the GSFDCL by the Contractor as stated in the Contract.
12. **Tender** means formal invitation by the GSFDCL to the prospective bidders to offer rates for Accounting Services for Gujarat State Forest Development Corporation Ltd. 78, Vanganga, Alkapuri, Vadodara.
13. **Parties to the Contract:** The parties to the contract shall be the Contractor, whose offer is accepted by the GSFDCL; and the GSFDCL.
14. The person signing the offer or any other document forming the part of Contract on behalf of other persons of a firm shall be deemed to have due authority to bind such person/s or the firm as the case may be, in all matters pertaining to the Contract. If it is found that the person concerned has no such authority, the GSFDCL may, without prejudice to any other Civil/Criminal remedies, terminate the Contract and hold the signatory and / or the firm liable for all costs and damages for such termination.
15. **Performance Security:** To ensure due performance of the contract, an interest-free deposit, in the form of EMD as defined in **Terms & Conditions** shall be converted to Performance Security.
16. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The Performance Security shall be returned to the

Contractor by the GSFDCCL after sixty days of completion. However, if any outstanding dues, recovery on the part of Contractor, the same shall be adjusted with Performance Security and the balance will be refunded. In case of breach of Contract, the Performance Security will be forfeited.

17. **Contract Documents:** The several Contract documents forming the Contract shall be taken as mutually explained to one party by the other, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority of the GSFDCCL who shall issue to the Contractor necessary instruction thereon and in such event unless otherwise provided in the Contract the priority of the documents forming the contract shall be as follows:
 - (i) The Agreement
 - (ii) The Conditions of Contract
 - (iii) Tender Notice and Tender Document
 - (iv) Letter of Acceptance
 - (v) Any other correspondence exchanged between the parties in connection with contract.
 - (vi) The GSFDCCL's Offer letter (Work order)
18. **Validity of the Contract:** The Contract shall be valid for a period of one year from the date of award of Contract which can be extended for further period of two years with the same rates and Terms & Conditions subject to mutual consent between the GSFDCCL and the Contractor and satisfactory performance by the contractor during the contract period.
19. **Scope of work:** The contractor shall provide Accounting Services as per the Scope of work given in **Annexure A**. The Accounting works which are originated before the award of contract and also at the time of award of contract in respect of all work as mentioned in Scope of Work shall be taken up by the Contractor.
20. **Payment Terms:** The payment of bills of the contract will be made only through NEFT and for the same bank details shall be provided for making payment. The payment will be made after deduction of applicable taxes in accordance to Income Tax Act, 1961 as per the Government notification from time to time. Contractor shall raise an Invoice each month along with applicable MIS to the satisfaction of Financial Controller/Managing Director.
21. **Suspension of Contract:** The GSFDCCL shall be at liberty at any time to temporarily suspend this Contract on giving 24 hours' notice in writing to the Contractor for breach of any of the terms and conditions of this Contract for insufficient service or misconduct of the Contractor as to which the decision of the GSFDCCL shall be final and the Contractor shall not be entitled to any change or compensation by reason thereof.
22. **Termination by the GSFDCCL:** It shall also be lawful for the GSFDCCL to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the Contractor may suffer by reason of such termination, by giving the Contractor one month notice in writing by the GSFDCCL for such termination. Any such termination shall be without prejudice to any other right of the GSFDCCL under the Contract.
23. **Contractor's right to terminate:** If the Contractor decides to terminate the Contract at the end of contract period, the Contractor has to give an advance intimation of at least 30 days. If the Contractor terminates the agreement without prior notice of 30 days, then the entire security deposit will be forfeited.
24. Deployed person shall be a B. Com/M.Com Graduate/CA complete and also well conversant with tally software, GST and MS Office in performing the accounting work along with preparation of letters/notice reply in Gujarati as well as in English. Copy of the qualification and experience certificate of the deployed person shall be enclosed.
25. The contractor shall attend office on all working days and deploy qualified and experienced

personnel in performing the job as per the GSFDCCL requirements and shall complete the assigned task within the stipulated time as and when required.

26. The deployed persons shall maintain decent behavior and shall strictly adhere the general principle of code of conduct in the office.
27. The GSFDCCL shall remove any of the deployed person from the assigned job, if it is found that the assigned work are not being carried-out as per standards or not adhering the codeof conduct.
28. The contractor is sole responsible for disbursement of wages to the deployed personnel and also liable for any benefits in respect of EPF, ESI and other statutory compliance of Government Ordinance from time to time.
29. The contractor is sole responsible for any of the compensation to the deployed personnel and also liable for other statutory compliance of Government Ordinance from time to time in respect of any injury / accident that causes in office premise.
30. **Force Majeure Clause:** If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Managing Director of the GSFDCCL as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the GSFDCCL shall be at liberty to take over from the Contractor at a price to be fixed by Managing Director, which shall be final.
31. **Corrupt or Fraudulent Practices:** The GSFDCCL requires that the Bidders under this Bid observe the highest standards of ethics during the procurement and execution of such Contracts. Accordingly, the GSFDCCL defines the terms set forth as follows:
 - A. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
 - B. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to the detriment of the GSFDCCL, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Contract Prices at artificial non-competitive levels and to deprive the GSFDCCL ofthe benefits of the free and open competition.
 - C. The GSFDCCL will reject a proposal for award if it determines that the Contractor has engaged in corrupt or fraudulent practices before, during or after the period of contract; The GSFDCCL will hold the Contractor ineligible to be awarded a contract, either indefinitely or for a period of 24 months from the date of declaring the contractor ineligible if it at any time determines that the Contractor has engaged in corrupt and fraudulent practices in competing for, or in executing the Contract.
32. **Confidentiality:** The Contractor shall not divulge or disclose proprietary knowledge obtained while providing Accounting Services under this Contract to any person, without the prior written consent of the GSFDCCL.
33. **Publicity:** Any publicity by the Contractor in which the name of the GSFDCCL is to be used, should be

done only with the explicit written permission of the GSFDCCL.

34. **Disputes & Arbitration:** The GSFDCCL and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If a dispute(s) of any kind whatsoever that cannot be resolved the same shall be referred to the Arbitrator, appointed by the Gujarat State Forest Development Corporation Ltd. The provisions of the Indian Arbitration and Conciliation Act, 1996 shall apply.
35. **Mode of serving Notice:** Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).
36. All notices shall be issued by the authorized officer of the Gujarat State Forest Development Corporation Ltd. unless otherwise provided in the Contract. In case, the notice is sent by registered post to the last known place or abode or business of the Contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.
37. **Governing language:** Governing language for the entire contract and communication thereof shall be English.
38. **Law:** The contract shall be governed and interpreted under Indian Laws.
39. **Legal Jurisdiction:** No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of law except the competent Courts having jurisdiction within the local limits of Vadodara only.
40. **Stamp duty:** The Contractor shall bear and pay any stamp duty and registration charges in respect of the Contract.

AGREEMENT

THIS AGREEMENT made on this _____ day of _____ 2022 between M/s _____ (Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED , ALAKAPURI , VADODARA 390019 (hereinafter referred to as the GSFDCCL, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART. WHEREAS the Contractor is a service provider.

AND WHEREAS the GSFDCCL is a Public Limited Company functioning under the Companies Act, 2013. The GSFDCCL requires Accounting Services and therefore, invited bids through Open or Advertised / Limited / Single Tender enquiry dated _____

WHEREAS the Contractor (successful bidder) submitted his bid vide in accordance with the bid document and was selected as successful bidder" pursuant to the bidding process and negotiation on contract prices, awarded the "Letter of Acceptance" (LoA) No. _____ to the Contractor on _____.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in (Conditions of Contract) of Tender Document".

(Signature of Contractor/ Authorized Representative) (Signature of Authorized Officer of the GSFDCCLTD)

Name _____ Name _____

Designation _____ Designation _____

Address _____ Address _____

Seal of the Firm/Company

Seal of the GSFDCCL

Witness:

Witness:

(Signature)

(Signature)

Name of Witness _____ Name of Witness _____

Address _____ Address _____

Tender acceptance of letter

We have studied all the terms & condition of the Tender Document, Minimum Eligibility criteria, Scope of Work, and General Condition of the Contract and agree for all the terms & condition of the contract in Tender Document.

(Name and Signature of
Bidder with Stamp of the
firm)

Date:

Place

: