

ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିଡ଼ Odisha Forest Development Corporation Ltd.

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha-751001
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No: 2026/260/5660 Date: 20/03/2026

Expression of Interest (EOI) Document for Engagement of Chartered Accountant/Cost Accountant Firm for preparation of Fixed Asset Register of OFDC Ltd.

Odisha Forest Development Corporation Ltd., a Govt. of Odisha undertaking invites sealed proposals from the interested Chartered Accountants/Cost Accountants firms registered with the Institute of Chartered Accountants/Cost Accountants of India for engagement for preparation of Fixed Asset register of the Corporation. The EOI document containing details of the scope, eligibility criteria and terms & conditions can be downloaded from the website of the Corporation at www.odishafdc.com.

Interested firms are requested to submit the sealed proposals enclosing all documents in support of their eligibility by post (Registered/Speed) should reach at the office of the Managing Director, OFDC Ltd., A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha PIN-751001. Last date for submission of sealed proposals is 08th April, 2026 by 5.00 pm. OFDC will not entertain any proposal received after the scheduled date and time.

OFDC Ltd. reserves it's right to cancel/modify this EOI at any stage without assigning any reason.

Managing Director

Managing Director
Odisha Forest Dev. Corpn. Ltd.
Bhubaneswar

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1. Background

Odisha Forest Development Corporation Ltd. (OFDC Ltd.) is a wholly owned Government of Odisha undertaking and the oldest forestry-based Government Corporation in the country, established in 1962. The Corporation operates through **01 Corporate Office**, **04 Zones** (Berhampur, Bhubaneswar, Bolangir & Sambalpur) and **20 Division Offices** across Odisha, namely: (01) Angul-CKL, (02) Baripada-C, (03) Berhampur-C, (04) Bhanjanagar-C, (05) Bhawanipatna- CKL, (06) Bhubaneswar-C, (07) Bhubaneswar-PI, (08) Bolangir- CKL, (09) Boudh- CKL, (10) Deogarh- CKL, (11) Dhenkanal- C, (12) Jajpur Road-C, (13) Jeypore- CKL, (14) Jharsuguda- CKL, (15) Keonjhar- CKL, (16) Muniguda-C, (17) Nowrangpur- CKL, (18) Rairakhol- CKL, (19) Rourkela- CKL & (20) Sambalpur- CKL. There are 63 nos. of operational Sub-divisions under these Divisions as on date.

2. Objective

The objective of the current assignment is to seek professional assistance in developing and maintain Fixed Asset of Odisha Forest Development Corporation Ltd (OFDC Ltd). The Firm has to ensure that all the assets owned by and assets in operation for the purpose and activities of the Company are recorded, documented in the Books of the Corporation as on the given date. In addition to that it must ensure that the values are derived by applying Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters. Also depreciation is charged as per the Schedule II of the Companies Act 2013 in concurrence with the Comptroller and Auditor General of India. Total value of Fixed Assets shown in the Balance Sheet has to be justified with the physical existence of the individual items or with necessary documentary existence. The firm should physically verify the asset and prepare the list of Assets location-wise.

3. Scope of Work

The selected firm has to cover all the units (Zone Offices, Division Offices, Sub-divisions, Saw Mills, Canning Center, Depots etc.) and Head Office of the Corporation. The selected firm is to ensure all the assets existing physically and supported by entries in cashbook as well as in the general ledger. In conducting the assignment, specific attention should be given to the following:

- i. The selected firm should verify physically assets of all Units and Head Office of the Corporation.
- ii. The firm should check and compile the Fixed Asset Register as per the Generally Accepted Accounting Principles, Accounting Standards, Common Formats of Accounts as per Schedule III of the Companies Act,2013 and amended from time to time and applicable other statutory parameters.
- iii. The firm will prepare Unit wise list of fixed assets with segregation of usable and unusable item including their classification as per provisions of the Act.

- iv. The firm must ensure that, the assets which are condemned or retired from active use are to be recorded separately in a dedicated register rather than the Fixed Asset Register.
- v. The selected firm must ensure that the value of the Asset Register is in agreement with the asset value shown in the Balance Sheet of the Corporation.
- vi. The selected firm has to make satisfactory reply of any query raised by the C & AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work.
- vii. The firm will need to maintain the Fixed Asset Register for a period of 1 (one) year from the date of initial preparation.

4. Procedure to be followed:

- Physical stock taking has to be carried out in a preplanned manner in every Units and head office.
- Data collected have to be reconciled with the available records.
- The final list is to be prepared in discussion with the Corporation's officials.
- The job is to be completed within Three (3) months from the date of Issue of Work Order.
- The asset register is to be prepared as per the prescribed format under the Companies Act, 2013.
- Depreciation will be calculated as per Schedule II of the Companies Act, 2013.
- Any other work depending as per requirement.
- This list is not exhaustive but only indicative.

5. Deliverables & Time Frame

- Unit wise list of Usable & Unusable Items
- Consolidated list of items
- Valuation of each item of assets
- Prepare Fixed Asset Register as per approved format as on 31.03.2026 both hard and soft copy
- Maintain the Fixed Asset Register for one more year.
- Train OFDC staff to prepare, maintain and modify the fixed asset register
- Provide free and unconditional use of the software used, if any

6. Completion time:

The assignment has to be completed within Three (3) months from the date of issue of the work order.

7. Eligibility Criteria, Evaluation & Selection

A. Eligibility

- The firm should be based in Odisha and should have minimum 2 (two) branch offices in Odisha.
- The applicant must be a Chartered Accountant/Cost Accountant firm registered with ICAI/ICMAI having at least three CA/CMA partners.

- Minimum 10 years of experience in accounting, auditing or asset management assignments.
- Average Annual receipt towards professional and consultancy fees of the firm in the last 3 financial years ending on March 31st 2025 must be at least Rs. 50 lakhs.
- Experience of minimum one assignment for preparation of Fixed Asset Registers of any Government/PSU entities during last 5 (Five) years or 2 assignments during last 10 years.
- The firm should not have been blacklisted by any Government/PSU organization.
- The firm must have adequate manpower and infrastructure to carry out the assignment.

B. Evaluation

Evaluation will be on the basis of lowest financial cost to OFDC Ltd.

8. Submission and opening of Technical/Financial Proposal of EOI

Interested firms are requested to submit their EOI complete in all respect along with the following details in sealed envelope superscribing "EOI For Engagement of Chartered Accountant/Cost Accountant Firm for preparation of Fixed Asset Register of OFDC Ltd" through registered/Speed post addressed to the Managing Director, OFDC Ltd, Corporate Office, A/84 Kharavel Nagar, Unit-III, Bhubaneswar-751001 and should reach on or before 5.00 p.m. of 8th April,2026. OFDC Ltd will not entertain any EOI documents received after the scheduled date and time.

- Firm profile and registration details
- Details of similar assignments undertaken.
- Declaration regarding non-blacklisting.
- List of key professionals proposed for the assignment .
- Financial proposal (professional fees) in separate envelope.

EOI will be opened for Technical Evaluation on 9th April, 2026 at 3:00 p.m. The date of opening of financial proposal will be communicated later.

9. Disclaimer

OFDC Ltd. reserves the right to cancel this process at any stage without assigning any reason. Submission of EOI does not confer any right to the applicant for awarding of the work.


 Managing Director
 OFDC Ltd.
 Managing Director
 Odisha Forest Dev. Corpn. Ltd.
 Bhubaneswar

FORM I

1. Name of the Chartered Accountants / Cost Accountants Firm :
Registration No. (Copy to be enclosed) :
2. Head Office Address/Contact Nos.,:
 - (a) Full Address :
 - (b) City :
 - (c) District :
 - (d) Pin Code :
 - E-Mail ID, etc. :
 - GSTN (Copy to be enclosed) :
 - PAN (Copy to be enclosed) :
3. No. of years of experience :
4. Total No. of Partners & No. of FCA/ACA Partners with full Names & Membership No.:
5. Total nos. of Audit Asst.:
6. No. of Branch offices with address:
7. Annual Turnover of the Firm for the past three consecutive Years :
i.e 2022-23, 2023-24 & 2024-25
8. Experience on assignment for preparation of fixed asset register :
9. Self-declaration for non-blacklisting of the Firm:

Note :- The Firm shall enclose all relevant documents in support of above.

Date:

Place:

Signature

Seal

Form-II

Financial Proposal

TO BE SUBMITTED UNDER THE LETTER HEAD

To

The Managing Director
OFDC Ltd, Bhubaneswar.

Sub: Financial Proposal for preparation of Fixed Asset Register of OFDC Ltd

Sir,

We.....Chartered Accountants/Cost Accountants having registered office at do hereby submit our following financial proposal which will be for the entire scope of the assignment.

	Total Amount excluding GST (in Figure)	Total Amount excluding GST (in words)
Total charges for preparation of Fixed Asset Register of OFDC Ltd as per scope of assignment mentioned at clause-3 of EOI document		

Note: (1) Taxes will be applicable as per actual rate applicable on the date of raising invoice.
(2) Price to be quoted in INR only.

Date:

Signature

Place:

Seal