ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିଃ
Odisha Forest Development Corporation Ltd.
(A Government of Odisha Undertaking)
CIN-U02005OR1962SGC000446
Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha-751001
Telephone: - 0674-2534086, 2534269 Fax: - 0674-2535934
[website: - www.odishafdc.com E-mail ID: - general@odishafdc.com]

No: 2026/260/20398 Date: 12/11/2026

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

Odisha Forest Development Corporation Ltd. (OFDC Ltd.), a Government of Odisha Undertaking, invites sealed proposals from interested Chartered Accountant /Cost Accountant firms registered with the Institute of Chartered Accountants of India (ICAI) or the Institute of Cost Accountants of India (ICMAI) for engagement for preparation of the Fixed Asset Register of the Corporation. The EOI document containing details of the scope of work, eligibility criteria, selection process and terms & conditions can be downloaded from the Corporation's website: **www.odishafdc.com**.

Interested firms are requested to submit their sealed proposals, along with all supporting documents establishing their eligibility, through Registered Post/Speed Post so as to reach the office of the Managing Director, OFDC Ltd., A/84, Kharavel Nagar, Unit-III, Bhubaneswar, Odisha - 751001 on or before **01.12.2026 by 5.00 PM**. Any proposal received after the stipulated date and time shall be summarily rejected.

OFDC Ltd. reserves the right to accept or reject any proposal and to cancel, modify, or withdraw this EOI at any stage without assigning any reason thereof.

Managing Director

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

1. Background

Odisha Forest Development Corporation Ltd. (OFDC Ltd.) is a wholly owned Government of Odisha undertaking and one of the oldest forestry-based Government Corporations in the country, established in 1962. The Corporation has a **Corporate Office**, **04 Zone Offices** (Berhampur, Bhubaneswar, Bolangir and 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-PL, (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) Nabarangpur-CKL, (18) Rairakhol-CKL, (19) Rourkela-CKL and (20) Sambalpur-CKL. There are **63 operational Sub-Divisions** functioning under these Divisions at present.

2. Objective

The objective of the assignment is to obtain professional assistance for the preparation and maintenance of a comprehensive Fixed Asset Register of Odisha Forest Development Corporation Ltd. The selected firm shall ensure that all assets owned by and utilized for the operations and activities of the Corporation are properly identified, physically verified, recorded and documented in the books of accounts as on the specified date. The valuation of assets shall be carried out in accordance with Generally Accepted Accounting Principles (GAAP), applicable Accounting Standards and other statutory provisions. The firm shall ensure that depreciation is computed in accordance with Schedule II of the Companies Act, 2013. The value of fixed assets reflected in the Balance Sheet shall be reconciled with the physical existence of assets and supporting documentary evidence. The firm shall also prepare a detailed location-wise inventory and Fixed Asset Register after physical verification of assets.

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. Physical verification of fixed assets at all units and the Corporate Office of the Corporation.

ii. Compilation and preparation of the Fixed Asset Register in accordance with 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. Preparation of unit-wise lists of fixed assets indicating classification of assets along with segregation of usable and unusable assets including their classification as per provisions of the Act.

iv. Identification and separate recording of assets that have been condemned, discarded or retired from active use in a dedicated register.

v. Ensuring that the value of the Fixed Asset Register agrees with the value of fixed assets reflected in the Balance Sheet of the Corporation.

vi. Providing clarification and satisfactory replies to observations or queries raised by the Comptroller and Auditor General of India (C&AG), Statutory Auditors or any other statutory authority relating to the Fixed Asset Register, depreciation, provisioning, write-off of assets and other matters covered under the scope of the assignment.

vii. Maintenance and up-dation of the Fixed Asset Register for a period of **one year** from the date of submission of the final register.

4. Procedure to be followed:

- Physical verification of assets shall be conducted in a systematic and pre-planned manner in all units and the Corporate Office of the Corporation.
- The data collected during physical verification shall be reconciled with available accounting and administrative records.
- The final list of assets shall be prepared in consultation with the officials of the Corporation.
- The assignment shall be completed within Three (03) months from the date of issue of the Work Order.
- The Fixed Asset Register shall be prepared in accordance with the provisions of the Companies Act, 2013.
- Depreciation shall be calculated as per Schedule II of the Companies Act, 2013.
- Any other related work required for successful completion of the assignment shall also form part of the scope.

The above list is indicative and not exhaustive.

5. Deliverables & Time Frame

The selected firm shall submit the following deliverables:

- Unit-wise list of usable assets.
- Unit-wise list of unusable assets.
- Consolidated list of assets.
- Asset-wise valuation statement.
- Fixed Asset Register in the prescribed/approved format as on **31.03.2026** in both hard and soft copies.
- Maintenance and updation of the Fixed Asset Register for a period of one year after its preparation.

- Training to OFDC personnel for maintenance and updation of the Fixed Asset Register.
- Free and unconditional use of any software deployed for preparation and maintenance of the Fixed Asset Register, if applicable.

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

1. The firm shall be based in Odisha and shall have a minimum of two branch offices within the State.

2. The applicant shall be a Chartered Accountant Firm or Cost Accountant Firm registered with ICAI/ICMAI and shall have at least three CA/CMA partners.

3. The firm shall possess a minimum of ten years' experience in accounting, auditing, asset management or similar professional assignments.

4. The average annual professional and consultancy fee income of the firm during the last three financial years ending on 31.03.2026 shall not be less than Rs. 30.00 lakh.

5. The firm should have adequate experience and expertise in preparation of Asset Register or in similar nature for Government Department/PSU/Statutory Body.

6. The firm shall possess adequate professional manpower and infrastructure for execution of the assignment.

B. Evaluation

The work shall be entrusted to the technically qualified bidder quoting the **lowest financial bid.**

8. Submission Technical/Financial Proposal of EOI

Interested firms shall submit their EOI, complete in all respects, in a sealed envelope superscribed as: "**EOI for Engagement of a Chartered Accountant Firm/Cost Accountant Firm for Preparation of Fixed Asset Register of OFDC Ltd."** The EOI shall be submitted in the prescribed formats (Form-I to Form-III, covering letter for submission of EOI) along with all supporting documents through Registered Post/Speed Post only and addressed to: **The Managing Director, Odisha Forest Development Corporation Ltd., A/84, Kharavel Nagar, Unit-III, Bhubaneswar – 751001, Odisha**. The proposal shall reach the above office on or before 01.12.2026 up to 5.00 PM.

Any proposal received after the stipulated date and time shall be summarily rejected and shall not be considered for evaluation.

The proposal shall consist of:

Technical Proposal

- Firm Profile
- Registration Certificate
- PAN
- GST Registration
- Details of Partners
- Details of Branch Offices
- Details of Similar Assignments
- Financial Credentials
- Non-Blacklisting Declaration
- List of Key Professionals

Financial Proposal

Financial proposal shall be submitted separately in a sealed envelope.

Opening of Technical/Financial Proposal

The Technical and Financial Proposals shall be opened on **02.12.2026 at 3.30 PM** in the Corporate Office of OFDC Ltd., Bhubaneswar. The proposals shall be evaluated in accordance with the terms and conditions of this EOI. The selected firm shall be intimated in due course after approval of the competent authority.

9. Disclaimer

OFDC Ltd. reserves the right to:

- Accept or reject any proposal.
- Cancel the EOI process at any stage.
- Modify any condition of the EOI.
- Withdraw the EOI without assigning any reason.

Submission of EOI shall not confer any right upon the applicant for award of work.

Managing Director
OFDC Ltd.

FORM I

1. (a) Name of the Chartered Accountants / Cost Accountants Firm :

(b) Registration No. (Copy to be enclosed) :

2. Head Office Address/Contact Nos.,

Full Address :

City :

District :

Pin Code :

E-Mail ID, etc. :
GSTN (Copy to be enclosed):
PAN (Copy to be enclosed):

3. No. of years of experience :

4. (a) Total No. of Partners :

(b) Details of CA/CMA Partners:

S.N.	Name	Membership No.
1		
2		
3		

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 : 2023-24:
2024-25:
2025-26:

8. Experience in 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: **Signature**

Place: **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

FORM-III

Declaration

We hereby declare that:

- The information furnished in this EOI is true, complete and correct.
- We have carefully read and understood all terms and conditions of the EOI document and agree to abide by them.
- We understand that award of work shall be made to the technically qualified bidder quoting the lowest financial bid (L-1).
- OFDC Ltd. reserves the right to accept or reject any or all proposals without assigning any reason.
- Our organization has not been blacklisted, debarred or declared ineligible by any Central Government, State Government, PSU, Autonomous Body or Statutory Authority during the last five (5) years.
- We possess adequate manpower, infrastructure and resources for successful execution of the assignment.
- We undertake to provide all information and documents required by OFDC Ltd. during evaluation.
- We understand that furnishing of false information may result in rejection of our proposal.

Signature:

Full Name of Authorized Signatory:

Designation:

Organization Seal:

Date:

Place:

COVERING LETTER FOR SUBMISSION OF EOI

(On Firm Letter Head)

Date: ___ / ___ / 2026

To

The Managing Director,
Odisha Forest Corporation Ltd.,
Plot No-A/84, Kharavel Nagar,
Bhubaneswar-751001, Odisha.

Subject: Submission of EOI for Preparation of Fixed Asset Register of OFDC Ltd.

Sir,

We hereby submit our Expression of Interest (EOI) for engagement as the agency for preparation of the Fixed Asset Register of Odisha Forest Development Corporation Ltd.

We certify that we have carefully read and understood the EOI document and agree to abide by all the terms and conditions contained therein. We further certify that the information furnished in our proposal is true and correct to the best of our knowledge and belief.

We understand that OFDC Ltd. reserves the right to accept or reject our proposal without assigning any reason.

Yours faithfully,

Signature:

Name of Authorized Signatory:

Designation:

Organization Seal: