

Notice for Expression of Interest.

Expression of interest in inviting from the intending C.A/CMA firms having at least 5 years of experience in accounts compilation and consolidation in Tally software by providing manpower of at least two semi qualified CA/CMA to undertake the finalization of accounts for the F.Y. 2021-22 with the following details scope of works.

Scope of Work: - OCCL is going to be finalized the Annual Accounts for the F. Y. 2021-22 with the turn over of Rs.600.00 Crores (approx) from 163 running projects agreements & accounts to be covered total agreements 916 nos (approx) being dealt with by 24 units spread over different locations and Head Office. The Compilation of Accounts consists of the following works at OCCL Head Office; Bhubaneswar is required to be outsourced through CA/CMA firm at least for two months.


1. All the Project and Head Office Accounts should be Scrutinized, Checked and received at Head Office as per the guide lines of accounts closure circular for the F.Y 2021-22 and the Generally accepted working procedure of the Corporation.
2. Review of Current Assets & Liabilities of each project agreements for Stock & Stores, Stock Lying at Site, Irrecoverable Advances, Irrelevant Bills Receivable provisions made against deposited works (under circular No.9133 of the Works Department), Tender and Offer works and Corresponding provision of Job-Workers/ Contractors.
3. Final Consolidation of Project Accounts with Head Office Accounts for finalization of Corporation Trial Balance under Tally Software, rectification of all errors accrued during the Consolidation and all accounts closure entries to be passed.
4. Preparation of Consolidated Trial Balance & Financial Statement (Profit & Loss, Balance Sheet and Cash flow statement, significant of Accounting policies and Notes on Accounts) of the Corporation at H.O. as per the finalized Trial Balance of the Project and Head Office Accounts.
5. Attend and comply all the audit observations of Statutory Audit, A.G Audit as and when required pertaining the Financial Year.

The detailed offer showing the rate and amount payable for the above work on Job specific may be quoted along with the E.O.I.

The detailed offer with rates and conditions should be submitted in sealed cover within 18th July, 2022 and the same will be opened on the same day by 5.30 PM.

The undersigned reserve the right to cancel the tender process without citing any reason thereof.

cc to notice Board.


Financial Adviser and
Chief Accounts Officer