

**The Odisha Small Industries Corporation Ltd.**



( A Government of Odisha Undertaking )  
( An ISO:9001:2008 certified Govt. Company )



Industrial Estate, Madhupatna, CUTTACK – 753 010. Odisha  
Tel No. : 0671-2344992, 2342606 Fax : 0671-2341875 / 2342568  
e-mail: [osictd@gmail.com](mailto:osictd@gmail.com) , [osictd@rediffmail.com](mailto:osictd@rediffmail.com) website: [osictd.in](http://osictd.in)

**EXPRESSION OF INTEREST**

The Odisha Small Industries Corporation Ltd. (OSIC), a Govt. of Odisha undertaking , Madhupatna , Cuttack - 753 010, invites "Expression of Interest" from reputed **Chartered Accountant / Cost Accountant Firms** for compilation and finalisation of Accounts for the financial year 2013-14 & 2014-15.

For further details and other specifications, please log on to [www.osictd.in](http://www.osictd.in) .

**MANAGING DIRECTOR**

## **EXPRESSION OF INTEREST**

The Odisha Small Industries Corporation Ltd. (OSIC), a Govt. of Odisha Undertaking, Madhupatna, Cuttack invites expression of interest along with expected fees from reputed Chartered/Cost Accountant firms for Compilation and Finalization of Accounts for Financial Year : 2013-14 & 2014-15 as per details mentioned below.

1. Compilation and Finalisation of Accounts, *i.e.*, preparation of **Profit & Loss Accounts, Balance Sheet** for the financial year : 2013-14 & 2014-15. Reconciliation of Bank Accounts for the above two years.
2. Reconciliation of all **Sundry Debtors, Sundry Creditors, Loans & Advances, Investments, Suppliers Accounts**, etc.
3. Reconciliation of all Statutory Report Returns like, **VAT, Service Tax, TDS, Provident Fund, Gratuity**, etc.
4. Any other work/reconciliation of accounts relating to finalisation of **Corporation Accounts** for the above period.
5. The entire work is to be completed within **3 (three)** months from the date of receipt of work order.

### **Eligibility Criteria of Chartered/Cost Accountant Firms :**

1. The Firm should have 10 years of working experience.
2. The Firm must have Service Tax Registration No.
3. The Firm should have 5 years of minimum experience in Audit / Concurrent Audit / Compilation of Accounts of Public Sector Undertakings.
4. The Firm should have at least 3 nos. of qualified partners.
5. The Firm should submit CV of the team leader to OSIC.

The firms may submit their offer, along with required papers/documents in support of fulfilling the above criteria, in sealed cover within **10.12.2015** to the **Joint Manager (Finance), OSIC Ltd., Madhupatna, Cuttack-10. Odisha**. The eligibility criteria and financial bid should be submitted separately in two sealed envelopes packed in one sealed cover.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

**MANAGING DIRECTOR.**