



Odisha State Co-operative Handicrafts Corporation Ltd.

Jayadev Vatika Square, Ghatikia, Khandagiri, Bhubaneswar-751030. Ph. : 0674-2975390

Ref. No. :

Date :

QUOTATION CALL NOTICE

This Corporation intends to invite quotations from reputed Chartered Accountant Firms empanelled by A.G.C.S., Odisha for the work of compilation and finalization of accounts of the Corporation for the financial year 2017-2018 to 2019-2020. Interested C.A Firms may submit quotations in a sealed cover quoting their fees. The quotation should reach this office on or before 05.11.2021 by 4.00 P.M. The received quotations will be opened on 06.11.2021 at 11.30 A.M. The scope of work to be completed is available in the official website of the Corporation i.e. www.utkalikaodisha.in.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

Sd/-
Managing Director

Scope of Work

Compilation, Reconciliation & Preparation of Accounts Schedule

1. Cleansing of Balance Sheet and preparation of schedules forming a part of Balance Sheet.
2. Preparation of Trial Balance
3. Preparation of Trading Account, Profit & Loss Account and Balance Sheet

Liabilities

4. **Current Liabilities:-**
 - a. Advance from Customer by Sale Depot
 - b. Consignment Creditors
 - c. Inoperative outstanding liabilities
 - d. Sundry Creditors
 - e. Sundry Deposits from staff
 - f. Advance Refundable
 - g. Overdraft with Banks
 - h. Individual Bank a/c (Credit Card)
 - i. Security Deposit with parties
 - j. Earnest money deposit of SIS
 - k. Other current liabilities

Assets

5. Fixed Assets
6. Fixed Deposit with Banks
7. **Current Assets:-**
 - a. Closing Stock
 - b. Sundry Debtors
 - c. C/A & S/B a/c with banks
 - d. Cash balance with S.D./H.O.
 - e. Remittance to H.O, Branch and Exhibition
 - f. Shortage of stock Recoverable

- g. Shortage in cash recoverable
- h. Sundry Recoverable
- i. Inoperative prepaid expenses
- j. Bonus Recoverable
- k. Advance to Directors
- l. Appliqué Advance
- m. Advance to Supplier
- n. Imprest Cash Balance with Sales Depot
- o. Advance T.A to Party
- p. Advance to others (Drought)
- q. Advance to staff (Drought)
- r. Inoperative other Receivable

8. Loans & Advances:-

- a. Advance (Misc)
- b. Advance Pay to Staff- To be Merged with Advance (Misc)
- c. Medical Adv to Staff- -do-
- d. Marriage Adv to Staff- -do-
- e. Festival Adv. to Staff- -do-
- f. Advance T.A.
- g. Adv. to Party

- 9. Segregation of inoperative accounts from the respective schedules of liabilities and assets and preparation of respective inoperative schedules.
- 10. Provision if any to be made
- 11. Rectification of accounts as and when required
- 12. Any other works if required for the management from time to time.
- 13. Furnishing of compliance to the audit defects points out by the Checking Officer, O/o A.G.C.S, Odisha.
- 14. Liasoning with O/o A.G.C.S, Odisha for early issue of audit certificate and release of Final Audit Report of the Corporation.