



MUNICIPAL CORPORATION BADDI
DISTT. SOLAN (HP)

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Phone No :- 01795-246957

No. MCorp/Baddi/Gen/2025- 959-962
NOTICE

Dated the Baddi: 23/06/2025

Expression of interest (EOI) is invited from the Chartered Accountant/Firms empanelled with C & AG for Audit of Previous Years 2023-24 and 2024-25 of Municipal Corporation Baddi.

The C.A. Firms should have minimum 5 (five) years experience with sufficient staff to carry out the task.

The C.A. Firm having prior experience of Auditing in Municipal Corporation, Councils or any other Public Sector Undertaking/Corporation will be given weightage.

The Commissioner, Municipal Corporation, Baddi reserves the right of rejecting any or all expression of interest without assigning any reason thereof. The firm has to submit Tender Fee Rs. 1000/- for submitting EOI through RTGS/NEFT in MC Baddi Account No 100234001003204 IFSC Code YESBOJCCB01 of Jogindra Bank, Baddi and submitting proof of payment online. Expression of Interests will be received online at Himachal Govt E-Procurement Website www.hptenders.gov.in which will be received till 14-07-2025 upto 11:00 AM and must be dropped in the Office of Undersigned.

(Sonakshi Singh Tomar, IAS)

Commissioner,
Municipal Corporation,
Baddi,
Baddi, Distt. Solan (H.P.)

Dated :-

Memo No. :-

Copy to :-

1. Accountant, Municipal Corporation, Baddi
2. Notice Board, Municipal Corporation, Baddi and all other govt. departments in Baddi for Wide Publicity.
3. Editor, Divya Himachal for publish of EOI in newspaper at lowest Govt. Rates.
4. Editor, Amar Ujala for publish of EOI in newspaper at lowest Govt. Rates.

Commissioner
Municipal Corporation,
Baddi,
Baddi, Distt. Solan (H.P.)

Annexure 1: Summary of Information

Details of the Firm

S. No.	Particulars	Details
1	Name of the Firm	
2	Constitution of Firm	
3	Address of the Head Office & Branches in the State of Himachal Pradesh if any	
4	PAN of the Firm	
5	GST registration No.	
6	ICAI Registration No.	
7	Date of constitution of the Firm	
8	Number of Full time Partners as on PDD	
9	Number of full time CA Employee as on PDD	
10	Details of Branches (as per firm Constitution Certificate)	
11	Firm has experience in internal audit or internal audit of accounts or any other services for any Govt. Companies/Corporations etc.	
12	Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	
13	Contact Person: Contact No: Email address:	

Authorized Signatory

Declaration of Non-Blacklisting

To

The Commissioner
Municipal Corporation
Baddi

Dear Sir,

Sub.: Undertaking on the not Black-Listed Requirement

We_____hereby confirm that our firm/organization/company is not blacklisted by any Government organization/Central/State/PSU/ULB/Government Bodies or its agencies for any reasons whatsoever as on date of submission of the bid for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or backing out from execution of contract after on award of work.

Sincerely yours

Name:

Designation:

Bidder Organization Name:

Date:

Seal:

FORMAT FOR AFFIDAVIT

“Expression of Interest for “Name of Work.”

(Affidavit should be executed on a Non Judicial stamp paper of Rs 50/- or such equivalent document duly attested by Notary Public)

- 1) I, the undersigned, do hereby certify that all the statements made in the EOI and other documents incidental and in relation thereto are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s..... nor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of Government of India (GOI) or Government of Himachal Pradesh(GOHP) from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by Baddi Municipal Corporation to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Baddi Municipal Corporation.
- 5) The undersigned hereby declare the details of current Works in Hand.

Signed by an authorized officer of the firm

Designation of officer

Name of Firm .

Date

Annexure 2: Financial bid format

FINANCIAL BID

(To be submitted Online only)

To,

The Commissioner,

Municipal Corporation Baddi

Sub: EOI for Appointment of CA Firm for conducting Internal/Pre-Audit, Management Reporting and Related Support Services at Baddi Municipal Corporation.

Dear Sir,

I/We,(Bidder's name) herewith enclose the Financial Bid for "EOI for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Related Support Services at Municipal Corporation Baddi".

I/We agree that this offer shall remain valid for a period of 180 days from the Bid Due Date or such further period as may be mutually agreed upon.

Particular	Amount (in Figures & Words)
Complete Fees for internal audit of previous years 2023-24 .	
Complete Fees for internal audit of previous years 2024-25 .	

- The above-mentioned price would be inclusive of all taxes (whichever is applicable) including GST.
- No payment will be done above the quoted price.

Yours faithfully,

(Signature, name and designation of the authorized signatory)