Request for Proposal

For Appointment of a Chartered Accountant Firm as Statutory Auditor of Municipal Corporation, Bhopal for the Financial Year 2025-26 (extendable for two subsequent financial years)

NIT No: 17 Dated 09.09.2026

Regd. Off.: **Municipal Corporation, Bhopal**

Department of Account &Finance

Atal Bhavan, Third floor B-Wing, Room No,317 Near Tulsi Nagar Bhopal-462003

email:adc_finance@bmconline.gov.in Phone no.7701042020

Municipal Corporation, Bhopal

Department of Account &Finance

Ref No. 17/A&F/2026 Date:-09/09 / 2026

Notice Inviting Tender

Municipal Corporation, Bhopal(BMC) invites online proposals from eligible practicing Chartered Accountant firms for appointment as Statutory Auditor of BMC for the Financial Year 2025-26. The engagement may be extended for two further financial years (FY 2026-27 and FY 2027-28) purely at the discretion of BMC, subject to satisfactory performance of the auditor and approval of competent authority. Tender documents can be downloaded / purchased online only from www.mptenders.gov.in

S.no	Online Tender Id	Location of the Project	Tender Value	Cost of the Tender Document	EMD	Duration
1	2026_UAD_534652_1	Chartered Accountant firms for appointment as Statutory Auditor of BMC for the Financial Year 2025-26.	2,00,000/-	1,000/-	Nil	1+2 Years

Commissioner Municipal Corporation, Bhopal reserves the right to reject any or all Proposal without assigning any reasons thereof.

Sd/-
Additional Commissioner (Finance)
Municipal Corporation, Bhopal

Municipal Corporation, Bhopal

Department of Account &Finance

REQUEST FOR PROPOSAL (RFP)

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Dated: 09.09.2026

Municipal Corporation, Bhopal (BMC) invites online proposals from eligible practicing Chartered Accountant firms for appointment as Statutory Auditor of BMC for the Financial Year 2025-26. The engagement may be extended for two further financial years (FY 2026-27 and FY 2027-28) purely at the discretion of BMC, subject to satisfactory performance of the auditor and approval of competent authority.

Tender documents can be downloaded / purchased online only from www.mptenders.gov.in as per the Key Dates given below. Complete proposals shall be submitted online, and the requisite envelopes shall also be submitted physically to the office of the Commissioner, Municipal Corporation, Bhopal as per the key dates.

KEY DATES	DATE / TIME
Sale / download of RFP – start	09.09.2026, 10:00 AM
Sale / download of RFP – end	22.09.2026, 17:30 PM
Online bid submission - end date	22.09.2026, 17:30 PM
Technical Bid opening	23.09.2026.
Financial Bid opening	Will be notified on website

Sd/-

Additional Commissioner (Finance)
Municipal Corporation, Bhopal

1. Letter of Invitation

1. The Commissioner, Municipal Corporation, Bhopal ("the Client") invites proposals from eligible practicing Chartered Accountant firms for appointment as Statutory Auditor of BMC for FY 2025-26, extendable for two further years, as detailed in the Terms of Reference at Section 4.
2. The audit shall be conducted strictly in accordance with the guidelines issued by UADD, Government of Madhya Pradesh, from time to time, applicable Auditing Standards issued by ICAI, and the Madhya Pradesh Municipal Accounting Manual (MPMAM).
3. Selection of the firm shall be made on Least Cost Selection (LCS) basis. Technical (Eligibility) Proposals shall be opened first, and the Financial Proposal shall be opened of those bidders who are found to meet the Bidders' Eligibility Criteria specified in Section 3 of this RFP.
4. Among the eligible bidders, the firm quoting the lowest annual professional fee (L-1) shall be recommended for award of the assignment, subject to the fee being not less than the minimum fee of Rs. 2, 00,000/- p.a. specified in this RFP.
5. In the event two or more eligible bidders quote the same lowest fee, the firm having greater experience in statutory audit of Municipal Corporations and Urban Local Bodies (ULBs), as evidenced by the work orders enclosed with the Technical Proposal, shall be selected.
6. The Statutory Audit Report, along with annexures, observations and management letter (if any), shall be submitted by the selected firm within one (1) month from the date of appointment / issue of work order.
7. The Client reserves the right to accept or reject any or all proposals without assigning any reason.

2. Data Sheet

Item	Particulars
1	**Name of the Client**
	Municipal Corporation, Bhopal
2	Title of assignment Appointment of Statutory Auditor of Municipal Corporation, Bhopal for FY 2025-26 (extendable for two subsequent years)
3	Method of selection: Least Cost Selection (LCS) - among bidders meeting the Eligibility Criteria in Section 3
4	Minimum professional fee: Rs. 2,00,000/- p.a. (exclusive of GST)
5	Period of engagement: FY 2025-26; extendable for FY 2026-27 and FY 2027-28 at BMC's discretion, subject to satisfactory performance
6	Submission of audit report: Within 1 month from the date of appointment
7	Audit to be conducted as per: UADD (Urban Administration & Development Department, GoMP) guidelines, MPMAM and applicable ICAI Standards on Auditing
8	Client's Representative: Additional Commissioner(Finance), Municipal Corporation,Bhopal Atal Bhavan, Near Tulsi Nagar Bhopal-462003 Bhopal. Tel: 0755-2701222; Email: adc_finance@bmconline.gov.in
9	Proposal validity period: 180 days from submission date
10	Joint Ventures / Associations: Not permissible
11	Bid Security (EMD): Rs. NIL (to be paid online); validity 90 days
12	Currency of proposal: INR

3. Bidders' Eligibility Criteria

In order for a bid to be considered responsive, the bidder must fulfill all of the following conditions and enclose the supporting documents with the Technical Proposal:

1. Eligible consultants must show evidence of average annual turnover of Rs. 50 Lakh over the last 3 years. Evidence of eligibility on turnover, in the form of audited financial statements for the last three financial years, i.e. FY 2022-23, 2023-24 and 2024-25, together with the Auditors' Report, must be enclosed with the Technical Proposal.
2. The Consultant should be registered with ICAI for the last 20 years, as on 01.01.2026.
3. The bidder should have experience of statutory audit of any Municipal Corporation in Madhya Pradesh in the last five years. A copy of the work order must be enclosed as proof of experience.
4. The bidder should have experience of at least one similar project involving Double Entry Accounting System in Urban Local Bodies (ULBs) in Madhya Pradesh. A copy of the work order must be enclosed as proof of experience.
5. The Consultant should have its Head Office in Madhya Pradesh and an office in Bhopal, for efficient implementation of the assignment.
6. The firm should have at least 2 (two) DISA (Information Systems Audit) qualified partners.
7. The firm should have at least 5 (five) partners, out of which at least 3 (three) should be Fellow Chartered Accountants (FCA), as on 01.01.2026.
8. The firm should have been peer reviewed as per ICAI norms and should be registered with the office of the Comptroller & Auditor General of India (C&AG) for FY 2025-26.

Note: In order for a bid to be considered "Responsive", the bidder must fulfil all the conditions listed above and enclose documentary proof for each criterion.

4. Evaluation & Selection Methodology

4.1 Evaluation of Technical (Eligibility) Proposal

1. (Technical Proposal of all bidders shall be opened first, online mode only.
2. Each Technical Proposal shall be examined only for compliance with the Bidders' Eligibility Criteria specified in Section 3 of this RFP, on a "meets / does not meet" basis. There is no marks-based technical scoring under this assignment.
3. Bidders who do not satisfy all the eligibility criteria, or who fail to enclose the required documentary proof, shall be declared technically non-responsive and their Financial Proposals shall not be opened.
4. Bidders found technically eligible, and their Financial Proposals. Will be opened online.

4.2 Evaluation of Financial Proposal - Least Cost Selection (LCS)

1. Financial Proposals shall be opened online only of the bidders declared technically eligible under Section 4.1.
2. Any Financial Proposal quoting an annual professional fee below the minimum fee of Rs. 2,00,000/- prescribed in this RFP shall be treated as non-responsive and rejected, without further consideration.
3. Among the remaining (responsive) Financial Proposals, the bidder quoting the lowest annual professional fee (L-1) shall be recommended for award of the assignment.

4. Tie-breaker: Where two or more eligible bidders quote an identical lowest fee, the bidder with greater experience of statutory audit of Municipal Corporations and Urban Local Bodies (ULBs) - as demonstrated by the number and value of work orders enclosed with the Technical Proposal - shall be selected. If experience is also equal, the bidder registered with ICAI for the longer period shall be preferred.
5. BMC's decision on eligibility, responsiveness and selection shall be final and binding on all bidders.

5. Terms of Reference

5.1 Background

Municipal Corporation, Bhopal (BMC) maintains its books of account on Accrual Based Double Entry Accounting System (AB-DEAS) as prescribed under the Madhya Pradesh Municipal Accounting Manual (MPMAM), based on the National Municipal Accounting Manual (NMAM). BMC intends to engage a practicing Chartered Accountant firm as its Statutory Auditor for FY 2025-26, in line with the guidelines and directions issued by the Urban Administration & Development Department (UADD), Government of Madhya Pradesh, and the provisions of the Income Tax Act, 1961, wherever applicable to the Corporation.

5.2 Objective

To conduct an independent statutory audit of the accounts of Municipal Corporation, Bhopal for FY 2025-26 (and, if extended, for FY 2026-27 and FY 2027-28) as per UADD guidelines and generally accepted auditing standards, and to express an opinion on the true and fair view of the financial statements prepared under AB-DEAS/MPMAM.

5.3 Scope of Work

- Statutory audit of the Balance Sheet, Income & Expenditure Account, Receipts & Payments Account and Cash Flow Statement of BMC for the relevant financial year, prepared under MPMAM/AB-DEAS.
- Verification of accounting records maintained in the SAP-based / computerized accounting system, and checking of vouchers, journal entries and supporting documents on a sample / test-check basis as per Standards on Auditing.
- Verification of the Fixed Assets Register, additions/deletions during the year, and depreciation computed thereon.
- Verification of bank reconciliation statements of all bank accounts maintained by BMC.
- Verification of accounting and utilization of grants received from Central/State Government and other agencies, including preparation/checking of Utilization Certificates, as applicable.
- Verification of statutory dues - TDS, GST, Provident Fund, Professional Tax and other applicable statutory compliances - and reporting of defaults/delays, if any.
- Checking of revenue accounting - property tax, water tax, user charges and other municipal revenues - and their reconciliation with demand and collection registers.
- Review of loans, advances, deposits, payables and receivables, and confirmation/ageing analysis thereof.
- Reporting on internal control weaknesses, if any, observed during the course of audit, by way of a separate Management Letter.
- Compliance reporting as required under the guidelines/circulars issued by UADD, Government of Madhya Pradesh, from time to time, and under the Madhya Pradesh Municipal Corporation Act.
- Any other audit work incidental to the above, as may reasonably be required by BMC for completion of the statutory audit.

5.4 Deliverables and Timelines

1. Submission of the Statutory Audit Report, along with Auditor's opinion, annexure and Management Letter, within 1 (one) month from the date of appointment / issue of work order.

5.5 Payment Terms

100% of the agreed professional fee (plus applicable GST) shall be released on submission of the Statutory Audit Report and all deliverables specified in Section 5.4, and after acceptance of the report by BMC.

5.6 Client's Obligations

- Provide access to all books of account, vouchers, registers and records of BMC required for the audit.
- Provide reasonable office space and access to the computerized accounting system during office hours.
- Designate a Nodal Officer (Head of Accounts) to coordinate with the audit firm.

6. Technical Proposal - Covering Letter (Form Tech-1)

[Location, Date]

To: The Commissioner, Municipal Corporation, Bhopal

Dear Sir/Madam,

We, the undersigned, offer to provide the Statutory Audit services for Municipal Corporation, Bhopal for FY 2025-26 (extendable for two further years) in accordance with your Request for Proposal dated [insert date]. We are hereby submitting our Technical Proposal and a separate sealed Financial Proposal.

We declare that we have read the Instructions to Bidders and eligibility criteria set out in this RFP and that all information furnished herein is true and correct. We understand that any misleading information may lead to disqualification. We confirm that all personnel named in this proposal shall be available to undertake the assignment and, if selected, we undertake to commence the audit within 7 days of receipt of the work order and to submit the Audit Report within 1 month of appointment.

Yours faithfully,

Authorized Signatory: ___________________

Name & Designation: ___________________

Name of Firm: ___________________

Membership/FRN No.: ___________________

7. Technical Proposal - Application Form (Form Tech-2)

[To be filled in by the bidder, corresponding to each Bidder's Eligibility Criteria at Section 3 of this RFP. Documentary proof for each item must be enclosed and cross-referenced below.]

S. No.	Eligibility Criteria	Bidder's Particulars	Enclosure / Page No.
1	Name of the Firm with Regn No		
2	Address with contact No and mail ID		
3	PAN No & GST No of the Firm		
4	Average annual turnover of Rs. 50 Lakh over the last 3 years (FY 2022-23, 2023-24, 2024-25), supported by audited financial statements and Auditors' Report		
5	Registered with ICAI for the last 20 years as on 01.01.2026 (ICAI Firm Registration No. & date of registration)		
6	Experience of statutory audit of any Municipal Corporation in Madhya Pradesh in the last 5 years (name of Corporation, period, work order details)		
7	Experience of at least one similar project in Double Entry Accounting System in ULBs in Madhya Pradesh (name of ULB, period, work order details)		
8	Head Office in Madhya Pradesh and an office in Bhopal (addresses)		
9	At least 2 DISA qualified partners (names & membership numbers)		
10	At least 5 partners in the firm, of which at least 3 are FCA, as on 01.01.2026 (names, membership nos. & FCA/ACA status)		
11	Peer reviewed as per ICAI norms and registered with C&AG for FY 2025-26 (Peer Review Certificate No. & C&AG registration details)		

We certify that the above particulars are true and correct, and the corresponding documents are enclosed with our Technical Proposal in support of each criterion.

Authorized Signatory: ___________________

Name of Firm: ___________________

Date: __________

Seal:

8. Financial Proposal (to be submitted online only)

Sr. No.	Particulars	Amount (Rs.)
1	Professional fee for Statutory Audit of BMC for FY 2025-26 (Minimum Rs. 2,00,000/-)	
2	Add: GST @18%	
3	**Total**	

Note: Figures should be written in words as well as figures. In case of discrepancy, the amount written in words shall prevail. Bids quoting a fee below the minimum of Rs. 2,00,000/- shall be treated as non-responsive.

9. Declaration / Undertaking

(To be given on the letterhead of the firm)

1. I/We have carefully studied the Scope of Work, eligibility criteria and other terms and conditions of this RFP and submit our offer accordingly.
2. Our firm has not been blacklisted/debarred by any Central/State Government, Public Sector Undertaking or the Institute of Chartered Accountants of India.
3. Our firm does not have any actual or potential conflict of interest with BMC and has not been subject to any proceedings relating to professional misconduct, corruption, or failure to fulfill tax obligations.
4. All information and documents furnished with this Technical Proposal are true and correct to the best of our knowledge.

Authorized Signatory: ___________________

Date: __________

Place: __________

Seal:

10. General Terms & Conditions

10.1 e-Tendering

- Bidders must be registered on www.mptenders.gov.in and hold a valid Class-III Digital Signature Certificate.
- Tender document fee: Rs. 1,000/- (plus GST and gateway charges), payable online only, non-refundable.
- Technical Bid (Envelope-B) must be submitted online as well as in physical sealed form; the Financial Bid must be submitted online only - manual submission of the Financial Bid will lead to rejection.

10.2 Bid Security (EMD) and Performance Security

- EMD of Rs. NIL shall be paid online and the receipt enclosed in Envelope-A. Bid validity of EMD: 90 days.
- The successful bidder shall submit a Performance Security of 3% of the annual contract value, in the form of a Bank Guarantee, valid till 6 months after completion of the assignment.

10.3 Contract Period and Extension

The initial contract period shall be for FY 2025-26. Based on satisfactory performance and subject to approval of the competent authority, the contract may be extended for FY 2026-27 and FY 2027-28, on the same terms and conditions.

10.4 Termination

BMC reserves the right to terminate the contract, by giving one month's notice, in case of unsatisfactory performance, breach of the terms of this RFP, or suppression/misrepresentation of facts by the bidder. Performance Security is liable to be forfeited in such cases.

10.5 Confidentiality

The auditor and its personnel shall not disclose to any third party any confidential information of BMC obtained during the course of the audit, except as required under law or with the prior written consent of BMC.

10.6 Conflict of Interest & Anti-Corruption

The bidder must disclose any actual or potential conflict of interest. Any attempt by a bidder to influence BMC in the evaluation, comparison or award of contract may result in rejection of its proposal. Corrupt, fraudulent, collusive or coercive practices shall lead to disqualification/blacklisting.

10.7 Governing Law and Dispute Resolution

This contract shall be governed by the laws of India. Disputes, if any, shall be resolved amicably; failing which, they shall be referred to arbitration, with the place of arbitration at Bhopal.

10.8 Client's Rights

The Commissioner, Municipal Corporation, Bhopal reserves the right to accept or reject any or all proposals, and to annul the selection process at any time prior to award of contract, without assigning any reason and without incurring any liability to the bidders.

Sd/-

Additional Commissioner (Finance)
Municipal Corporation, Bhopal

Municipal Corporation, Bhopal

Department of Account &Finance

Atal Bhavan, Third floor B-Wing, Room No,317 Near Tulsi Nagar Bhopal-462003
email adc_finance@bmconline.gov.in & Phone no.7701042020

Notice Inviting Tender

Tender for online submissions are invited on website **www.mptenders.gov.in**.in under "Live Tender" and Department Name "Municipal Corporation, Bhopal" for following work. Detailed NIT, Tender Schedule and other information can be seen on the website **www.mptenders.gov.in**.

S.no	Online Tender Id	Location of the Project	Tender Value	Cost of the Tender Document	EMD	Duration
1	2026_UAD_534652_1	Chartered Accountant firms for appointment as Statutory Auditor of BMC for the Financial Year 2025-26.	2,00,000/-	1,000/-	Nil	1+2 Years

Corrigendum and Amendment for above NIT shall not be issued separately in newspapers & correction if any, would be Published on website only.

-Sd/-
Additional Commissioner (Finance)
Municipal Corporation, Bhopal

Signature Not Verified

Digitally signed by Saurabh Sood
Date: 2026.09.08 16:48:29 IST
Location: Madhya Pradesh-MP