



**H. P. POWER TRANSMISSION CORPORATION LTD.**  
**(A State Govt. Undertaking)**

Regd. Office: Himfed Bhawan, New ISBT Road, Panjari, Shimla-171005  
Ph.: - 0177-2831283,2831284 FAX: 0177-2831284  
(CIN):U40101HP2008SGC030950  
(GSTIN):02AACCH1548M1ZP


**No. HPPTCL/F&A/A-3/2026-27 - 12750**

**Dated: - 12-1-26**

**NOTICE FOR INVITING EXPRESSION OF INTEREST FOR PROVIDING  
CONSULTANCY SERVICES ON RETAINERSHIP BASIS**

HPPTCL invites Expression of Interest from Shimla based Chartered Accountant & Consultancy Firms for Providing consultancy Services on retainership basis. The detailed contents of EOI i.e. Application form, Scope of work, detailed terms & conditions are available as per Annex-**A** and Annex -**B** at HPPTCL's website at <http://www.hpptcl.com> and can be downloaded.

Interested Shimla based firms who fulfill eligibility criteria may send their applications on prescribed format to the Dy. General Manager (Fin.) HPPTCL, Himfed Bhawan, Panjari, Shimla (H.P.)-171005 latest by **30-01-2026 up to 3:00 PM and same shall be opened on same date at 3:30 PM in the presence of Committee and authorized representatives** of participating firms/CA's.

  
**Dy. General Manager (Fin.)**  
**HPPTCL, Himfed Bhawan,**  
**Panjari, Shimla (H.P) 171005.**

**Annexure "A"**

**Performa for suppling basic information in respect of CA/Consultancy firms to ascertain their eligibility for Appointment in HPPTCL on Retainer-ship basis.**

1. Name of the firm
2. Firm Registration No.
3. Address of the Head Office as well as Branch Offices (if any)
4. Contact Nos. (Landline and Mobile)
5. Details of Registration with CAG Office
6. Details of Internal Audit and Statutory Audit of Companies undertaken by the firm during last five year.
7. Proposed expected fee for above job Rs. \_\_\_\_\_ P.M + applicable GST
7. Details of partners with their qualification/ Membership No. if any
8. Details of partners experience in years
9. Turnover of the firm
10. Details of experience as retainer consultant of the companies
11. Details of having experience of working in SAP
12. Details of having experience in conducting audit of Power Sector/Transmission Companies which are in commercial operations.

**Declaration:**

1. We confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, Himachal Pradesh Power Transmission Corporation Ltd. is free to initiate any appropriate action against us.
2. We further declare that there have been no adverse comments / qualification on our performance from the Management.

**Name : & Detail of Firm**

*B*

*H*



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**Annexure –“B”**

**To**

The Chartered Accountant &  
Consultancy Firms.

**Subject : Invitation of EOI for providing Consultancy services on retainer basis.**

Dear Sir/Madam,

HP Power Transmission Corporation Ltd. invites EOI on attached prescribed Performa from CA & Consultancy firms.

The firm shall carry out the assignment as per scope of work detailed hereinafter. The location of field offices currently existing are listed below: -

- a. Design unit at Hamirpur
- b. HPPTCL PIU,s at Chamba (Chamba Zone)
- c. PIU's at Chambi, Sarabai, Tahliwal and Gumarwin (Kullu Zone)
- d. PIU's at Bhabanagar, Gumma, Kalaamb and Kunihar (Shimla Zone)
- e. Corporate Office, Himfed Bhawan Panjari, Shimla-5.

**1. Background**

The H.P. Power Transmission Corporation Ltd. intends to engage a reputed Chartered Accountant (CA) firm on a retainer basis to provide professional consultancy services. The objective is to ensure compliance with financial regulations, enhance financial efficiency, and support financial planning, auditing, and taxation matters. The CA firm shall deploy a dedicated Partner CA who will be required to sit at the Company's office along with four (4) assistants for smooth execution of financial and accounting services.

**2. Scope of Work**

The engaged CA firm will be responsible for providing the following services:

*A. Financial Management & Advisory*

- Advisory on financial strategies, compliance, and statutory obligations.
- Reviewing financial policies and internal controls.
- Monitoring financial transactions and accounts for accuracy.
- Assistance in financial reporting as per applicable standards.

*B. Taxation Services*

- Compliance with Income Tax, GST, and other applicable tax laws.
- Filing of statutory returns and ensuring timely tax payments.

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- Handling tax audits and assessments.
- Advising on tax planning and optimization.

#### *C. Audit & Assurance Services*

- Assisting in internal and external audits.
- Ensuring compliance with statutory audit requirements.
- Providing recommendations for financial risk mitigation.

#### *D. Regulatory Compliance & Reporting*

- Ensuring adherence to financial laws, company regulations, and policies.
- Preparation of MIS reports, financial statements, and disclosures.
- To prepare accounts and certify project cost as per regulatory requirements of CERC and HPERC for filing of accounts and ARR.
- To prepare Project Financial Statements as per requirements of ADB, KFW, REC Loans, WORLD Bank and certification of the same as required from time to time.

#### *E. Payroll & Employee Benefit Accounting*

- Review and verification of payroll and related compliances.
- Assistance in provident fund (PF), gratuity, and other employee benefits.

### **3. Deployment of Personnel**

- The CA firm shall deploy a **dedicated Partner CA** at the Company's office on a **full-time basis**.
- Additionally, **four (4) assistants** shall be provided with minimum basic qualification of B.Com. with at least exposure of SAP for supporting financial and accounting tasks.
- The engaged personnel shall work in coordination with the Company's finance and accounts department.

### **4. Eligibility Criteria**

The interested CA firm must meet the following eligibility criteria:

- Must be a **registered and reputed CA firm** with at least **8 years of experience** with 3 years' experience for working in SAP.
- Complete profile and experience certificate & constitution certificates as issued by ICAI should be submitted.
- The firm should have average turnover of Rs. 10.00 Lakh during last three years ending march, 2025.
- Must have a **minimum of 2 partners**.
- Should have prior experience in **audit, taxation, and financial advisory**.

### **5. Duration of Engagement**

The retainership contract shall be for an initial period of **two (2) years initially**, extendable based on performance and mutual agreement.



## 6. Reporting & Deliverables

- Submission of monthly financial reports.
- Periodic tax compliance reports.
- Assistance in preparation of quarterly financial statements and their review.
- Annual financial audit assistance reports.
- Any other reports as required by the Company.

## 7. Terms of Payment

- The CA firm shall be paid a **fixed monthly retainership fee** as per the agreed contract terms.
- Any additional work beyond the agreed scope shall be compensated separately, subject to prior approval.
- Payment shall be made upon submission of an invoice and satisfactory performance report.

## 8. Confidentiality & Conflict of Interest

- The engaged CA firm shall maintain strict confidentiality of financial data and sensitive information.
- The firm shall not undertake any assignment that may create a conflict of interest with the Corporation.

## 9. Termination Clause

HPPTCL reserve the right to terminate to this contract by giving one month notice to the firm without assigning any reasons what so ever.

## 10. Submission of Proposal

Interested CA firms are required to submit their proposals, including:

- Firm's profile and experience details.
- Details of proposed personnel (CA/Partner CA and assistants).
- Financial proposal with a detailed breakup of fees.
- Supporting documents for eligibility criteria.



**Deputy General Manager (Fin.)**  
**HPPTCL, Himfed Bhawan,**  
**Pañjari Shimla-171005**