

Format for Covering Letter

Date:

**To,
The Chief Executive Officer,
Punjab Municipal Infrastructure Development Company,
5th Floor, Punjab Municipal Bhawan, Site no. 3, Dakshin Marg,
Sector 35-A, Chandigarh.**

**Sub: Expression of Interest (EOI) for Development and Implementation of Property
Tax Reforms specifically in regard to billing and collection in the State of
Punjab**

Dear Sir,

1. With reference to your EoI notice dt. _____, I/We the undersigned am/are hereby expressing our Interest to draft a proposal for the Development and Implementation of Property Tax Reforms specifically in regard to billing and collection in the State of Punjab.
2. We understand that the Government of Punjab intends to institute property tax reforms in the state specifically in regard to billing and collection and based on responses, the government shall finalize the concept. Further, the issue of this EOI does not imply that the Government of Punjab is bound to appoint any interested party, as the case may be, for the Project.
3. We have prepared our expression of interest for the captioned project as specified in EoI Document.

(Name of the person)

(In the capacity of)
Company Seal

(Name of the Entity)

Details of interested party

S. No.	Particulars	Details
1. Basic Details		
a)	Name of the Applicant / Entity/ Company/ Firm	
b)	Constitution (Company/Trust/Firm)	
c)	Address/ Registered Office	
d)	Telephone / Mobile No.	
e)	Email Address	
f)	Contact Person (Name and Designation)	
g)	Telephone/ Mobile No.	
2. Details of Experience		
a)	Type of Activity	
b)	Number of years of experience in the relevant field	
c)	Relevant work Experience details	
Marquee Assignments (Please provide all assignments using separate sheets)		
a.	Name of the Project	
b.	Features of the Project	
c.	Outcome of the Project	
d.	Role of the entity in the project	