

PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT
(TO BE SUBMITTED IN BIDDER'S OWN LETTER HEAD)

Ref No.:

DATE:

To,
AGM (C&P),
ENGINEERS INDIA LIMITED,
EI-ANNEXE, 4TH FLOOR,
1, BHIKAIJI CAMA PLACE,
R.K. PURAM,
NEW DELHI - 110 066

Kind Attn : Mr. S. P. LAUMAS, AGM (C&P)
Fax No : +91-11-2619 4722

Sub: Response against your "Request for Quotation" No. _____
for _____

Dear Sir,

We acknowledge receipt of your above referred RFQ and confirm that

- i) We will be submitting our offer so as to reach you within the due date.
- ii) We regret to quote as:
 - a. We are heavily loaded.
 - b. We are unable to meet the required delivery.
 - c. Subject item is beyond our manufacturing range.
 - d. Required raw material is not available.
- iii) Reason other than above (Please specify) _____

Thanking you,

Very truly yours,

(Authorised Signatory)

Supplier's Name and Address
With Tel.No./Fax No./E-Mail

(IMPORTANT NOTE FOR SUPPLIERS)

1. You must send this acknowledgement within 3 days from receipt of the Enquiry, categorically confirming i), ii) or iii) above.
2. If you do not respond, we shall be constrained not to send future enquiries / delete your name from our supplier list.