

Placing the Order

Business  
Correspondence  
B. Tech Wtys

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**Exhibit 8.9**

Dear Sir

Thank you very much for your quotation of G/3603 dated 15 November, 2009.

The terms and conditions indicated therein are acceptable to us. Please send the H.T. and L.T. cable end boxes also and include the extra charges in your bill.

A crossed cheque drawn on the UCO Bank for Rs 11,780 is enclosed as desired.

Yours faithfully

B.N. Sen

Maintenance Officer

Enclosure. Cheque No. T/F 467821 dated 22 November 2009.

**INVITING TENDERS**

While quotations are generally sought from a few selected sellers, notices regarding tenders are advertised in newspapers, magazines, etc. inviting prospective sellers of services and goods to quote their rates for doing a job or supplying goods specified in the notice. When a tender is accepted, the successful tenderer has to sign a contract to do what he has promised.

A tender is generally invited for a job whose execution is spread over a period of time, or needs adequate prior preparation. It may be the construction of a road, building, bridge or bulk supply of goods or rendering of service.

Most organisations have devised standard forms for inviting and submitting tenders. An example of each of these forms used by the Central Public Works Department of the Government of India is given below.

**Notice Inviting Tenders**

1. Tenders are hereby invited for .....  
Estimated cost Rs. ....
2. Contract documents consisting of the detailed plans, complete specifications, schedule of quantities of the various classes of work to be done, and the set of 'conditions of contract' to be complied with by the person whose tender may be accepted, which will also be found printed in the form of tenders, can be seen at the Divisional/Sub-Divisional Office, between the hours of 11 a.m. and 4 p.m. everyday, except on Sundays and public holidays.
3. Tenders which should always be placed in sealed covers, with the name of the work written on the envelopes, will be received by the Divisional/Sub-Divisional Officer, Division/Sub-Division up to ..... on the..... 19, and will be opened by him in his Office on the same day at.....

4. Tenders are to be on P.W.D. Form No. .... which can be obtained from the office of the Divisional/Sub-Divisional Officer concerned on payment of a sum of Rs..... in cash. The time allowed for the carrying out of the work will be found mentioned therein.

The contractors should quote in figures as well as in words the rates for amounts tendered by them. The amount for each item should be worked out and the requisite totals given.

When a contractor signs a tender in an Indian language, the percentage above or below in the case of Public Works Department Form No. 7, and the total amount tendered in the case of Public Works Department Forms Nos. 8 and 12, should also be written in the same language. In the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.

No tender form will be issued on the date fixed for the opening of tenders.

5. Earnest money, amounting to Rs..... in currency notes, must accompany each tender, and each tender is to be in a sealed cover, superscribed "Tender for....." and addressed to the Divisional/Sub-Divisional Officer..... Division/Sub-Division.
8. The contractor, whose tender is accepted, will be required to furnish security for the due fulfilment of his contract consisting of a lump sum payment of Rs ..... deduction of ten per cent, from the monthly payments to be made on account of work done.

The earnest money will be treated as part of the security, and the balance necessary to make up the full amount specified will be deposited with the Divisional/Sub-Divisional Officer within the period specified in clause 1/2 of the 'conditions of contract' printed in the form of tender.

7. The acceptance of a tender will rest with the..... Engineer, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all of the tenders received, without the assignment of a reason.
8. Tenders, which do not fulfil all or any of the above conditions or are incomplete in any respect, are liable to summary rejection.
9. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

### Tender for Works

I/We hereby tender for the execution for the President of India of the work specified in the undertaken memorandum within the time specified in such memorandum at the rates specified therein, and in accordance in all respects with the specifications, designs, drawings, and instructions in writing referred to in Rule 1 hereof and in clause 11 of the annexed conditions and with such materials as are provided for, by, and in all other respects in accordance with such conditions so far as applicable.

### Memorandum

(a) General description	...	...	Rs
(b) Estimated cost	...	...	Rs

- (c) Earnest money ... .. Rs
- (d) Security deposit (Including earnest money) ... .. Rs
- (e) Percentage, if any, to be deducted from bills Rs (Rupees) per cent
- (f) Time allowed for the work from date of written order to commence Months

Item No.	Item of work	Unit	Per	Rate tendered	
				In figures Rs	In words

Should this tender be accepted I/we hereby agree to abide by and fulfil all the terms and provisions of the said conditions of contract annexed here to so far as applicable, or in default thereof to forfeit and pay to the President of India or his successors in office the sums or money mentioned in the said conditions.

The sum of Rs ..... is herewith forwarded in currency notes as earnest money (a) the full value of which is to be absolutely forfeited to the President or his successors in office, without prejudice to any other rights or remedies of the said President or his successors in office, should I/we fail to commence the work specified in the above memorandum, or should I/we not deposit the full amount of security deposit specified in the above memorandum, in accordance with clause 1 (A) of the said conditions of contract otherwise the said sum of Rs ..... shall be retained by the government on account of such security deposit as aforesaid; or (b) the full value of which shall be retained by the government on account of security deposit specified in clause 1 (B) of the said conditions of contract.

Dated the            day of            19  
 Witness  
 Address  
 Occupation

The above tender is hereby accepted by me on behalf of the President of India.

Dated the            day of            19

A few more examples of notices for tenders that appear in newspapers are given below.

## Example 1

**BHARAT LEATHER CORPORATION LTD.**

(A Govt. of India Undertaking)

Laurles' Hotel Compounds

Agra-282601

**TENDER NOTICE**

SEALED tenders in quadruplicate are invited from the manufacturers/reputed suppliers by the undersigned for the following materials:

Sl.No.	Tender No.	Material	Quantity
1.	BLC/PUR/1(76)	Duplicating Machine	1
2.	BLC/PUR/2(76)	Stencil (5 Qs. Packing)	12 qr.
3.	BLC/PUR/3(76)	Duplicating Paper	
		Foolscap	6 reams
		Quarto	12 reams
5.	BLC/PUR/5(76)	Typewriter Carbons	
		Foolscap size	12 packets
		Double Foolscap size	1 packet
8.	BLC/PUR/6(76)	Duplicating Ink	6 tubes
7.	BLC/PUR/7(76)	Pencil Carbon	3 packets
8.	BLC/PUR/8(76)	White Paper (Foolscap size)	6 reams
		Thin White Paper (Foolscap size)	6 reams
9.	BLC/PUR/9(76)	Short-hand Pencils	6 dozen
10.	BLC/PUR/10(76)	Short-hand Writing Pad	6 dozen
11.	BLC/PUR/11(76)	Ordinary HB Pencils	6 dozen
12.	BLC/PUR/12(76)	Red/Blue Pencils	2 dozen
13.	BLC/PUR/13(76)	Fountain Pen Ink (Blue-Black) bottles	2 dozen
14.	BLC/PUR/14(76)	File Punch (Double)	10 dozen
15.	BLC/PUR/15(76)	Staples (24/6)	2 dozen packets
18.	BLC/PUR/16(76)	Stapling Machine	6 pieces
17.	BLC/PUR/17(76)	Paper Clips	5 dozen packets
18.	BLC/PUR/18(76)	Round-headed Plated Pins	3 dozen packets
19.	BLC/PUR/19(76)	Typewriter Erasers	3 dozen
20.	BLC/PUR/20(76)	Pen/Pencil Erasers	3 dozen
21.	BLC/PUR/21(76)	Paper Weights	3 dozen
22.	BLC/PUR/22(76)	Waste-paper Baskets	1 dozen
23.	BLC/PUR/23(76)	Flat Files	12 dozen
24.	BLC/PUR/24(76)	Commander-type Files	3 dozen
25.	BLC/PUR/25(76)	Accounts Files	2 dozen

28.	BLC/PUR/26(76)	Signature Folders	2 dozen
27.	BLC/PUR/27(76)	Jotter Pen Refills (Blue)	2 dozen
28.	BLC/PUR/28(76)	Pin Cushions	1 dozen
29.	BLC/PUR/29(76)	Three-in-one Oil	12 bottles
30.	BLC/PUR/30(76)	Dot Pen Refills (Blue)	6 dozen

All tenders must reach the undersigned on or before 15 November, 2009 Tender number must be noted on the cover.

For Bharat Leather Corporation Ltd.  
Manager (Personnel)

## Example II

### NOTICE INVITING TENDER

SEALED tenders on work order basis or through rate system are invited from the approved contractors and Labour and Construction Co-operative Societies by the undersigned up to 3.00 p.m. on 25-11-2001 for the works detailed below:

1. The prescribed tender forms may be obtained from the office of the undersigned on payment of Rs 2/- each.
2. The tenders must be accompanied by the earnest money in the form of cash or deposit-at-call receipts from Government Treasury, State Bank of India or any scheduled bank.
3. The tenders not accompanied by the earnest money will not be entertained.
4. The specifications/any other condition/plan can be seen in the office of the undersigned on any working day.

Sl. No.	Name of Building	Approximate quantity	Estimated cost Rs	Earnest money Rs
1	Constructing residence field hostel type I for Executive Engineer at Ambala	2 Nos.	90,000/-	1,800/-
2.	Constructing residence field hostel type II, double storey for S.D.Os at Ambala	8 Nos.	3,04,000/-	6,080/-
3.	Constructing residence field hostel type III at Ambala	20 Nos.	3,60,000/-	7,200/-
4.	Constructing residence field hostel type IV at Ambala	19 Nos.	1,05,000/-	2,100/-
5.	Constructing S.D.O's office at Ambala	1 No.	28,000/-	560/-
6.	Constructing S.D.O's office at Ambala	6 Nos.	36,000/-	720/-

M.P. Vachher  
Executive Engineer

Sutlej Yamuna Link Division No. II  
Kothi No. 56, Model Town, Ambala City

**Example III****TENDER NOTICE**

**ELECTRICITY CIVIL CONSTRUCTION DIVISION  
HYDEL SUB-STATION, MAJHOLA  
MORADABAD**

TENDER NOTICE NO. 24-ECDM/2000-2001

SEALED and separate % rate tenders are invited by the undersigned by 28.4.2009 up to 3.00 p.m. and shall be opened on the same day by 3.30 p.m.

Tender documents and other details may be had from the office of the undersigned on any working day up to 2.00 p.m. on 24.4.2009 Rs 5.00 shall be charged extra for the tenders which are sent by post. Right to accept or reject any or all tenders in full or part is reserved.

Sl.No.	Name of work	Earnest money	Cost of tender	Time allowed
1.	Constn. of 8 Nos. Type II Qrs. (II floor) at Hydel Colony Locoshed, Moradabad.	2000/-	15/-	Six months
2.	Providing Road and Drains at Hydel Colony Locoshed, Moradabad.	400/-	5/-	Two months
3.	Earth work in filling in 2 Nos. Tubular shed at 220 kV S/S Majhola, Moradabad.	200/-	5/-	One month
4.	Supply of 1.5 Lac I Class Bricks at 220 KV S/S Majhola, Moradabad.	440/-	5/-	One month

N.P. Malik  
Executive Engineer

### Communication Core

An important constituent of business correspondence is inviting and submitting quotations/tenders, and placing orders. The purpose of inviting quotations and tenders is to secure the best and cheapest goods, materials and services from reliable sources. In writing them great care should be taken to specify the requirements in terms of quality, quantity, design, shape, size, location (if necessary), time-frame and mode of payment. Similarly, while accepting the quotations or placing the orders, all these details should be repeated so that there is no ambiguity in their execution/implementation. There are many organisations and government departments which have devised standard forms for the purpose. If you belong to such an organisation, use the prescribed forms because these would be comprehensive enough to draw your attention to all the required details.