Q.1) Type the following Tender Notice in proper form observing the

following instructions?

a) Heading of the Company should be in the Centre of the line and in

Block Capital Letters.

b) The address of the addressee in "Indent Style”.

c) Paragraphs should be "Block Style"

d) "Complementary close"’ should be at Right Hand Side.

SHETKARI SAKHAR KARKHANA ........ Pulgaon Road, ........Deogaon, Dist. Amravati ........E-Mail : shetkari karkhana@gmail.com Website : www.shetkarikarkhana.com ........Ref. No. : SSSK-21/16 Date : 10th November, 2016 ........To, ........ The Secretary, ........Hindustan Chemicals Pvt. Ltd., ........ 15 M. G. Road, Fort, ........ Mumbai. ........ Subject : Supply of Office Equipment ........ Reference : Your letter No. 121/54 dated 1st November, 2016 ........ Respected Sir, ........ Sealed tender superscribing tender No. tender closing and opening date on the cover are invited from reputed and registered parties for the supply of the following equipment. ........

|  |  |  |
| --- | --- | --- |
| Sr. No. | Description | Tender Fees |
| 1. | C. I. grooved heavy duty under freed. | 8,500 |
| 2. | Reserve cutter modification | 3,000 |
| 3. | Double Scroll screw conveyer | 4,000 |

........ The interested parties should submit tenders separately for each equipment. ........ TERMS AND CONDITIONS........ 1. Tenders will be issued from tomorrow to each working day of the month and will be accepted up to 5.00 p.m. on the 12th of next month. ........ 2. Tender will have to become "C" Class member of our Karkhana by remitting entrance fees of Rs. 5 only........ 3. The right to reject any or all of the tenders or part of the tender by the authorities. ........ 4. Karkhana will not be responsible for any printing mistake of Postal delay if any. ........ 5. Tender will be issued only at our Karkhana site on payment of Tender Fees and Earnest Money as shown above in working hours. ........ 6. Tender will be opened for the best of receipt if possible in presence of Tenders. ........ 7. The scop of supply will include design supply, erection with necessary alteration with existing equipment where requires, commission of satisfactory performance of the individual equipment. ........ 8. Tender should furnish the Xerox copy of the registration under Shop Act and Sales Tax dealership Certificate and Xerox copy of experience certificate at the time of purchasing tender. ........ 9. The specification of sugar quantity and details and conditions are mentioned in tender form and it is strictly binding on the tenderer. ........ Yours faithfully, ........ Manager........ Encl : Nil