



पत्रावली सं./File No.

तारीख/Date:

Noting Sheet

Subject:

Indent Details:

- Indenter:		- Department:	
- Project Name/No.:		- Budget Head:	
- Purchase Mode:		- Item Category:	

Processing:

1. Enquiry sent on:

2. Offer received on:

Tender documents submitted by the bidders are placed in the file as follows:

S/N		Bidder's Name >>	
1	Documents with page no.	Manufacture's Authorization	
2		Proprietary	
3		EMD	
4		Local Content	
5		Country of origin	
6		Bording Country Declaration	
7		Rate reasonability	

The file may be forwarded to the indenter for recommendation of purchase committee please.