

## FORMAT FOR LETTER OF RESPONSE

Respondents Ref.No.

Date:

Dy FA & CAO-I  
PFA Office,  
Chittaranjan Locomotive Works,  
Indian Railways,  
P.O. Chittaranjan, (Distt.) Burdwan,  
West – Bengal – 713 331

Dear Sir,

Subject: RESPONSE TO – EOI FOR PARTICIPATION \_\_\_\_\_

1.	We, the undersigned, offer the following information in response to the Expression of interest sought by you vide your Notification No. _____ dated _____				
2.	We are duly authorized to represent and act on behalf of _____ (hereinafter the “respondent”)				
3.	We have examined and have no reservations to the EOI Document including Addenda No(s) _____.				
4.	We shall assist IR and/or its authorized representatives to obtain further clarification from us, if needed.				
4.1	CLW and/or its authorized representatives may contact the following nodal persons for further information on any aspects of the Response:				
	<b>S.No.</b>	<b>Contact Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
	1.				
	2.				
5.	This application is made in the full understanding that:				
5.1	CLW reserves the right to reject or accept any or all applications, cancel the EOI and subsequent bidding process without any obligation to inform the respondent about the grounds of same.				
5.2	Firm should acquaint themselves with the scope of work and other terms and conditions as detailed in the CLW SOR for the subject item.				

6.	In response to the EOI, we hereby submit the following details annexed to this application.
6.1	Details of past experience of GST Consultancy or similar item.
6.2	Details of customer(s) and supplies made in the field of item under EOI.
6.3	Any other details required to be submitted in compliance to item under EOI.
6.4	Details of ICAI certification
7.	Our response is valid till (date in figures and words): _____

Yours sincerely,

(Sign)

NAME

In the Capacity of

Duly authorized to sign the

Response for and on behalf of

Date