Letter of Intent for Vendor Appointment

Issued by the company; the vendor signs the acknowledgement.

ORGANISATION | REF. NO. | DATE

ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Intent to award contract

RFP / TENDER REF. | SCOPE

CONTRACT VALUE (₹) | CONTRACT SIGNING BY | MOBILISATION ALLOWED?

Following evaluation, we intend to award the contract above to you, subject to signing the contract, submitting the performance guarantee and completing vendor onboarding. Please confirm acceptance within 7 days.

If the contract is not signed by the date above, this letter lapses without liability, except as stated for mobilisation costs.

SIGNATORY NAME | DESIGNATION | SEAL

Company

SIGNATURE

PRINTED NAME | DATE

Acknowledgement

- [ ] We accept this letter of intent and will submit the required documents and guarantee on time.

Vendor

SIGNATURE

PRINTED NAME

DATE