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Acceptance letter for tender award

What is tender award. How to write acceptance letter for tender award. Acceptance letter for tender award sample. What is tender acceptance. How do you write an acceptance letter for a tender. Tender award letter example.

Through a tender document, a business organization invites applications from interested service providers viz. suppliers, contractors, etc., who are willing to take up a project on behalf of that business organization. In consideration of the service provided by such service providers, they receive payment as per the price quoted in their tender application. Once the interested service providers apply for the tender with their best quotes, pricing and other details, the business organization selects one of the tender applicants for their project. Then they intimate the selected applicant about the acceptance of their tender application and award the contract to that selected party. You may use the following samples to prepare the tender acceptance letter. (Construction Tender Acceptance Letter) Date: Sub.: Your tender accepted for Tender no. ruha dated Congratulations! Your tender has been accepted for the tender document bearing number dated floated by our organization. The tender is accepted at the price quoted/tendered by you for a sum of amount of (Amount in figures) (Amount in words), which is% below/above the estimated cost of (Amount in figures) (Amount in words). As required under the clause no. of the terms and conditions of the tender document, you are requested to submit the performance guarantee of (Amount in figures) (Amount in words) within days of the receipt of this letter at your end. You! The performance guarantee shall be valid for a period of years. Kindly use the format of performance guarantee as given in the tender document. On receipt of the performance guarantee from you, we will initiate necessary process for signing of the contract between us and thereafter we will issue the letter to you for commencement of work. A draft copy of the contract is enclosed herewith for your perusal. Site of work will be handed over to you after issue of commencement of work letter. Let us try to abide by the timeline prescribed under the tender document for completion of the work. We wish you all the best for a successful performance and completion of the project. For and on behalf of (Name of the Organization), (General Tender Acceptance Letter) Ref: Dated: (Name of the Organization) Sub.: Tender acceptance for Tender bearing no. Ref: Project - (Name of the Project, Location name) We are glad to inform you that your tender has been accepted for Tender no. dated The price quoted by you in the said tender document is approved, hence, the total tendered price is (Amount in figures) (Amount in words). You are requested to provide performance guarantee as required to be furnished under the clause of the terms of the said tender document at the earliest in order to enable us to provide you the commencement certificate to start the work. A copy of the draft contract to be executed between us is enclosed herewith for your perusal. I will be coordinating with you for the contract execution process. Please note that this letter of acceptance, along with the copy of the letter of acceptance to be acknowledged by you and the tender document along with its schedules/annexures, form a part of the contract and be binding on both parties. Another original copy of this letter of acceptance is also enclosed herewith. Please acknowledge the receipt of the letter and return it back to us in order to confirm your acceptance. For (Name of the Organization), A bid acceptance letter is a source of communication between a company and a vendor, an independent contractor, or a freelance worker.

SOPHIE SPENCER

1a Some Lane, Sometown XX17 1XX | sophie.spencer@gmail.com

18th November 2020

Adam Strell
ABC Company
24 Doe Street, Sometown XX19 1XX

Dear Mr Strell,

When I came across your opening for a sales assistant at ABC Company, I was beyond thrilled. I would value the opportunity to contribute the same award-winning customer service as I have at my current role at XYZ Corp.

I have seen that ABC Company will soon be relocating to a larger site, following three consecutive years of increasing trade. My most recent experience involved a similar situation. As a retail assistant at XYZ Corp I assisted with a move to a new 200 square metre site, helping to successfully adapt visual merchandising for the larger space. To further assist the move I helped train 5 new incoming staff to manage the increase in footfall.

After the move to the larger premises my own sales figures improved by 50% per month, contributing to an overall sales increase of £700,000 per annum. I'd love to be able to help achieve the same success for a vibrant local business such as ABC Company.

Thanks so much for taking the time to consider my application. Please do give me a call at your convenience, so we can discuss the role further. I'd love the opportunity to develop my skills at a business that's a Merseyside success story.

Yours sincerely,
Sophie Spencer

dated floated by our organization. The tender is accepted at the price quoted/tendered by you for a sum of amount of (Amount in figures) (Amount in words), which is% below/above the estimated cost of (Amount in figures) (Amount in words). As required under the clause no. of the terms and conditions of the tender document, you are requested to submit the performance guarantee of (Amount in figures) (Amount in words) within days of the receipt of this letter at your end. The performance guarantee shall be valid for a period of years. Kindly use the format of performance guarantee as given in the tender document. On receipt of the performance guarantee from you, we will initiate necessary process for signing of the contract between us and thereafter we will issue the letter to you for commencement of work.

TENDER / CONDITIONS ACCEPTANCE LETTER **(To be given on Rs 10/- Stamp Paper duly Notarized)**

Date:

To,

The Chief Engineer,
Project Chetak,
C/O 56 APO

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. : **CE (P) CTK/32/2015-16**

NAME OF WORK:- DESIGN AND CONSTRUCTION OF 82.40 MTR SPAN/20.60 x 4) PMT BRIDGE WITH RCC DECKING OVER STEEL BEAM BOTTOM GIRDER SUPER STRUCTURE ON SATLUJ RIVER AT HUSSAINWALA BARRAGE BY REPLACING 1 X EXISTING BAILEY BRIDGE AT INITIAL PORTION OF HUSSAINWALA BARRAGE UNDER PROJECT CHETAK IN PUNJAB STATE

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender / Work' from the web site(s) namely:- <https://eprocure.gov.in/eprocure/app>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 141 (including all documents like annexure, schedule(s), etc.), which form part of the Contract Agreement and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in totality/entirely.

suppliers, contractors, etc., who are willing to take up a project on behalf of that business organization. In consideration of the service provided by such service providers, they receive payment as per the price quoted in their tender application. Once the interested service providers apply for the tender with their best quotes, pricing and other details, the business organization selects one of the tender applicants for their project. Then they intimate the selected applicant about the acceptance of their tender application and award the contract to that selected party. You may use the following samples to prepare the tender acceptance letter. (Construction Tender Acceptance Letter) Date: Sub.: Your tender accepted for Tender no. dated Congratulations! Your tender has been accepted for the tender document bearing number dated floated by our organization. The tender is accepted at the price quoted/tendered by you for a sum of amount of (Amount in figures) (Amount in words), which is% below/above the estimated cost of (Amount in figures) (Amount in words). As required under the clause no. of the terms and conditions of the tender document, you are requested to submit the performance guarantee of (Amount in figures) (Amount in words) within days of the receipt of this letter at your end. The performance guarantee shall be valid for a period of years. Kindly use the format of performance guarantee as given in the tender document. On receipt of the performance guarantee from you, we will initiate necessary process for signing of the contract between us and thereafter we will issue the letter to you for commencement of work. A draft copy of the contract is enclosed herewith for your perusal. Site of work will be handed over to you after issue of commencement of work letter. Let us try to abide by the timeline prescribed under the tender document for completion of the work. We wish you all the best for a successful performance and completion of the project. For and on behalf of (Name of the Organization), (General Tender Acceptance Letter) Ref: Dated: (Name of the Organization) Sub.: Tender acceptance for Tender bearing no.

Ref No: _____
Date: _____

To,
(Name of the Contractor)
(Address, Tel. No.)

Sub.: Your tender accepted for Tender no. _____ dated _____.

Dear Sir/Madam,

Congratulations! Your tender has been accepted for the tender document bearing number _____ dated _____ floated by our organization. The tender is accepted at the price quoted/tendered by you for a sum of amount of (_____ amount in figures) (_____ amount in words), which is _____ % below/above the estimated cost of (_____ amount in figures) (_____ amount in words).

As required under the clause no. _____ of the terms and conditions of the tender document, you are requested to submit the performance guarantee of (_____ amount in figures) (_____ amount in words) within _____ days of the receipt of this letter at your end. The performance guarantee shall be valid for a period of _____ years. Kindly use the format of performance guarantee as given in the tender document.

On receipt of the performance guarantee from you, we will initiate necessary process for signing of the contract between us and thereafter we will issue the letter to you for commencement of work. A draft copy of the contract is enclosed herewith for your perusal. Site of work will be handed over to you after issue of commencement of work letter.

Let us try to strictly abide by the timeline prescribed under the tender document for completion of the work.

We wish you all the best for a successful performance and completion of the project.

Thanking you!

Yours faithfully,
For and on behalf of (name of the organization),

signature
(Name of the Officer)
(Designation)

Tender award letter example.

Through a tender document, a business organization invites applications from interested service providers viz. suppliers, contractors, etc., who are willing to take up a project on behalf of that business organization. In consideration of the service provided by such service providers, they receive payment as per the price quoted in their tender application. Once the interested service providers apply for the tender with their best quotes, pricing and other details, the business organization selects one of the tender applicants for their project. Then they intimate the selected applicant about the acceptance of their tender application and award the contract to that selected party. You may use the following samples to prepare the tender acceptance letter. (Construction Tender Acceptance Letter) Date: _____ Sub.: Your tender accepted for Tender no. _____ dated _____. Congratulations! Your tender has been accepted for the tender document bearing number _____ dated _____ floated by our organization. The tender is accepted at the price quoted/tendered by you for a sum of amount of (Amount in figures) (Amount in words), which is _____ % below/above the estimated cost of (Amount in figures) (Amount in words). As required under the clause no. _____ of the terms and conditions of the tender document, you are requested to submit the performance guarantee of (Amount in figures) (Amount in words) within _____ days of the receipt of this letter at your end. The performance guarantee shall be valid for a period of _____ years. Kindly use the format of performance guarantee as given in the tender document. On receipt of the performance guarantee from you, we will initiate necessary process for signing of the contract between us and thereafter we will issue the letter to you for commencement of work. A draft copy of the contract is enclosed herewith for your perusal. Site of work will be handed over to you after issue of commencement of work letter. Let us try to abide by the timeline prescribed under the tender document for completion of the work. We wish you all the best for a successful performance and completion of the project. For and on behalf of (Name of the Organization), (General Tender Acceptance Letter) Ref: _____ Dated: _____ (Name of the Organization) Sub.: Tender acceptance for Tender bearing no. _____ Ref: Project - (Name of the Project, Location name) We are glad to inform you that your tender has been accepted for Tender no. _____ dated _____. The price quoted by you in the said tender document is approved, hence, the total tendered price is (Amount in figures) (Amount in words). You are requested to provide performance guarantee as required to be furnished under the clause _____ of the terms of the said tender document at the earliest in order to enable us to provide you the commencement certificate to start the work. A copy of the draft contract to be executed between us is enclosed herewith for your perusal. I will be coordinating with you for the contract execution process. Please note that this letter of acceptance, along with the copy of the letter of acceptance to be acknowledged by you and the tender document along with its schedules/annexures, form a part of the contract and be binding on both parties. Another original copy of this letter of acceptance is also enclosed herewith.



In consideration of the service provided by such service providers, they receive payment as per the price quoted in their tender application. Once the interested service providers apply for the tender with their best quotes, pricing and other details, the business organization selects one of the tender applicants for their project. Then they intimate the selected applicant about the acceptance of their tender application and award the contract to that selected party. You may use the following samples to prepare the tender acceptance letter. (Construction Tender Acceptance Letter) Date: _____ Sub.: Your tender accepted for Tender no. _____ dated _____. Congratulations! Your tender has been accepted for the tender document bearing number _____ dated _____ floated by our organization. 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I will be coordinating with you for the contract execution process. Please note that this letter of acceptance, along with the copy of the letter of acceptance to be acknowledged by you and the tender document along with its schedules/annexures, form a part of the contract and be binding on both parties. Another original copy of this letter of acceptance is also enclosed herewith. Please acknowledge the receipt of the letter and return it back to us in order to confirm your acceptance. For (Name of the Organization), A bid acceptance letter is a source of communication between a company and a vendor, an independent contractor, or a freelance worker. The letter figures out the services or products the freelancer or vendor is able to deliver and the cost of those services or products delivered by them. The letter also includes a particular time frame or a date for completion. Before drafting bid letters, the company's requirements should be understood completely. The chances of successful bids are increased when a proposal is tailored to the specific request. It is essential for the bidder to meet the deadlines and handle all aspects of the given assignment. If there is no deadline in the proposal request, then the bidder should set a specific delivery date. A bid acceptance letter contains the firm name, the delivery date, the product or service requested, the due date of the bid proposal, the formal statement of a request for the bid, and the method of submission. An important part of the bid letter is marketing which is referred to as a bid proposal. In the bid acceptance letter, everything starts on the left. The name and address of the receiver are written down, and the date is written after leaving some space, and after that, the name and address of the sender are written. Our website offers a ready-made format for the bid acceptance letter. It is used to request bids on any upcoming projects from different contractors. Acceptance of a bid letter can be used to do the jobs. Sample Letter File: 46 KB This is concerning your proposal submitted on (date). We are pleased to inform you that, after careful consideration, we have accepted your bid. Please coordinate with our team this week to discuss the next steps and finalize the contract details. We look forward to a successful collaboration and the timely completion of the project. Thank you for your dedication and effort. We are writing to share some great news with you. Your bid for the XYZ project stood out among the rest, and we are excited to inform you of its acceptance. Your attention to detail and clear understanding of our requirements have impressed our team. Let's get the project started as soon as possible. Please reach out to our project manager to discuss the next steps. We look forward to a profitable collaboration with you. This letter serves to confirm that your bid for our project has been accepted. We appreciate the effort you put into detailing your proposal. Please review the attached contract, and let's schedule a meeting with the next week to finalize further details. I look forward to your response. We are writing this letter after reviewing all the bids for our XYZ Project. It is a pleasure to inform you that your bid has been accepted. We look forward to achieving great results through our collaboration. Let's set up a time next week to discuss our next steps. We look forward to our partnership. When a candidate or a business is ready to accept the tender offer, it has to write a confirmation letter of acceptance of the tender award. Generally, this letter is written in response to the tender offer letter in which the company asks the candidate to make a bid and prepare a proposal for the project they want the recipient to work on. It is important to note that the person who has been sent the notification or request to accept the tender award or offer is under no obligation to accept it. However, when he learns that the offer is attractive, he can accept it and the acceptance should also be brought into writing by writing the confirmation of acceptance letter. People often write the acceptance letter when they want the recipient to know about their willingness to bid for a project. This letter is always written in response to the information letter that a business writes in which a formal request is made to the potential bidder to bid for the project. Specific time duration is given to the potential bidder in which he has to decide whether to accept the offer or not. If a timely decision is not made, the offer expires. In the business world, written communication in any form has a lot of significance. So, whenever an offer is made or whenever an offer is accepted, written communication in the form of email or a letter is essential. When people bring their decision in writing, they take that decision seriously because they know how important it is for their reputation and credibility to meet the commitment. So, when you accept to be a bidder, make sure you confirm your decision by writing a letter. Read the tips given below and see how you can professionally accept an offer: It has been told earlier that you don't need to accept the offer. Even if you want to accept it and inform about your decision, make sure that you have pondered over it a lot and you know what it takes to accept the offer and confirm. The project owner has decided to work with you and sent you a tender reward when he has many other applications lined up. So, you should be thankful to him and start the letter by showing gratitude to him. The purpose of the letter is to inform the project manager about your willingness to work on the project he has initiated. Tell the reader in clear words that you have accepted the tender award wholeheartedly. Remember to not use "if" and "but" while accepting the offer. You must have read the tender reward carefully before deciding to accept it. So, you can negotiate if you don't like a few terms of the tender reward. Remember that negotiation is not necessary. Do only if it is required. After you have accepted the offer, you should tell the reader when and how you will be available to start working on the project. In addition to it, you can also make a bid in the letter to speed up the process. Of course, you are not accepting the tender reward without having any information about it. So, you must discuss the project and inform the manager that you and your team are geared towards making it successful. Discuss how you found that project to be feasible for the community and what difference you will try to bring to the industry by executing that project. The purpose of the certificate should be to inspire the reader with your ideas and passion so that he never regrets choosing you to make a bid. At the end of the letter, once again appreciate the organization that has sent the tender reward for choosing you as a bidder. Date: To: Name of the contractor, Address, Subject: tender award acceptance confirmation Dear Contractor, We are glad to let you know that your tender has been accepted on 14th November 20XX. It has been accepted as per the policy of the company. According to the terms and conditions of working with our company, you must submit the performance guarantee of (mention the amount). This guarantee will be valid for one year. The necessary process of initiating the project work will be started right after receiving the performance guarantee from your side. If you want to know more about this confirmation letter, feel free to contact us Sincerely, Name of the sender Sender's designation in the company Signatures

FORM OF TENDER

[address]
[contact numbers] [Date]

Mr [name]
[Job Title]
The Company Limited
[address]

Dear Mr [name]

[Tender reference number and Title]

We would like to offer to supply the above Goods or Services at the firm and fixed prices shown in the enclosed pricing schedule.

Our tender remains open for acceptance for a period of ninety calendar days following the tender closing date. It is confirmed that the [] Terms and Conditions are acceptable.

This Tender fully complies with your Specification.

[Attention is drawn to some innovative proposals at the back of this submission].

Should you need anything further, it can be supplied by the undersigned at the above address.

Yours sincerely

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Please coordinate with our team this week to discuss the next steps and finalize the contract details. We look forward to a successful collaboration and the timely completion of the project. Thank you for your dedication and effort. We are writing to share some great news with you. Your bid for the XYZ project stood out among the rest, and we are excited to inform you of its acceptance. Your attention to detail and clear understanding of our requirements have impressed our team. Let's get the project started as soon as possible. Please get in touch with ABC, our team coordinator, to kick-start the project. We look forward to your high-quality work. Congratulations! We are thrilled to let you know that your bid for the XYZ project has been accepted. Your innovative approach and comprehensive breakdown were exactly what we were looking for. Please reach out to our project manager to discuss the next steps. We look forward to a profitable collaboration with you. This letter serves to confirm that your bid for our project has been accepted. We appreciate the effort you put into detailing your proposal. Please review the attached contract, and let's schedule a meeting by the next week to finalize further details. I look forward to your response. We are writing this letter after reviewing all the bids for our XYZ Project. It is a pleasure to inform you that your bid has been accepted. We look forward to achieving great results through our collaboration. Let's set up a time next week to discuss our next steps. We look forward to our partnership. When a candidate or a business is ready to accept the tender offer, it has to write a confirmation letter of acceptance of the tender award. Generally, this letter is written in response to the tender offer letter in which the company asks the candidate to make a bid and prepare a proposal for the project they want the recipient to work on. 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Discuss how you found that project to be feasible for the community and what difference you will try to bring to the industry by executing that project. The purpose of the certificate should be to inspire the reader with your ideas and passion so that he never regrets choosing you to make a bid. At the end of the letter, once again appreciate the organization that has sent the tender reward for choosing you as a bidder. Date: To: Name of the contractor, Address, Subject: tender award acceptance confirmation Dear Contractor, We are glad to let you know that your tender has been accepted on 14th November 20XX. It has been accepted as per the policy of the company. According to the terms and conditions of working with our company, you must submit the performance guarantee of (mention the amount). This guarantee will be valid for one year. The necessary process of initiating the project work will be started right after receiving the performance guarantee from your side. If you want to know more about this confirmation letter, feel free to contact us Sincerely, Name of the sender Sender's designation in the company Signatures