To

The Public Information Officer

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information with respect to Tender Works concluded and Awarded by your public authority and/or Executed and/or being executed and/or pending execution:

**Particulars of Information sought:**

[1] Certified copy of the list of all works finalised and work contracts awarded by your public authority during the period from ……………. To ………..……

[2] certified copy of all Letters of Acceptance of tender offers for all works for which tenders were finalized and work contracts awarded by your public authority during the period from ................... to …….............

[3] Certified copy of the list of Contract Agreements indicating description of works, entered by your public authority with contractors in respect of works contracts awarded during the period from ..................to ................

[4] In case Letter of Acceptance of Tender offer issued by your public authority, but Contract Agreement is not executed, please supply reason on record for not executing Contract Agreement with the Contractor.

I am affixing Rs.10/- Court Fee Stamp on this application towards RTI application fee **OR** I am attaching IPO for Rs.10/- payable to the Accounts Officer, …………. payable at ……….. towards RTI Application Fee. [ Check Application Format and mode of payment of RTI Application Fee from [Centre/State RTI Rules](http://www.rtiindia.org/guide/centrestate-rti-rules-and-fees-3/) applicable to the public authority ]

Please send the information to my below address by Registered post.

Yours faithfully,

Signature
Name ………………
Address ……………
Date:

To

The Public Information Officer

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me certified copies of the information in respect of the tender detailed below:

**Details of Tender**

Tender Number :
Department :
Date :
Description of work:
Acceptance Letter No…………. Date …….
Contract Agreement No. …….. date…… (if available)

**Particulars of Information sought:**

[1] Certified copy of the “sanctioned estimate”.

[2] certified copy of the 'Schedule of Work'.

[3] Certified copy of “Contract Agreement”.

[4] Certified copy of the “Tender Committee Proceedings”.

[5] Certified copy of the application submitted by the Contractor seeking extension of time limit for completion of the above work.

[6] Certified copy of the letter granting extension of time limit for completion of above work.

[7] Certified copy of the latest on-account bill/Running Account Bill passed and paid to the Contractor.”

[8] Amount of penalty imposed and recovered from the bills of the Contractor for non-completion of above work within original completion period.

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Name ………………
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