**INTER OFFICE MEMO**

1. **PAYABLE FOR Mail merge tool**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Party** | contractParty | | |
| **Brief Description** | briefDescription | | |
| **Annexure** | annexure | | |
| **Order value (INR)** | orderValue | | |
| **Cost Center** | costCenter | **Sub Cost Center** | subCostCenter |

1. **SCOPE OF WORK**

scopeOfWork

1. **COMPARATIVE COST ANALYSIS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr No** | **Description** | L1Name | L2Name | L3Name |
| 1 | description | L1Price | L2Price | L3Price |
| **Total (01 No)** | | L1Total | L2Total | L3Total |
| **Rank** | | L1 | **L2** | L3 |

1. **RECOMMENDATION AND RATIONALE:**

recommendationAndRationale

|  |  |  |
| --- | --- | --- |
| **Initiated d By**  initiatedBy | **Reviewed By**  reviewedBy | **Approved by**  approvedBy |
| **Roleinitiated** | **Rolereview** | **Roleapprove** |