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| **No.** [FILE\_NO] |  | [DATE:DD-MM-YYYY] |

|  |
| --- |
| <<FIRM\_NAME>>**,** |
| <<FIRM\_ADDRESS>> |

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| --- | --- |
| **Sub:** | [DESCRIPTION] |
| **Ref:** | This office's LOA No. [LOA\_NO] dated [LOA\_DATE]. |

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This administration has awarded you the subject work vide LOA under reference. It is regretted to state that till date you haven’t submitted the requisite Bank Guarantee and Indemnity bond as per LOA conditions.

As per GCC, you must submit the Performance Guarantee amounting to Rs. 62,048/-, within 21 days from the date of issue of LOA. You have not submitted said PG till date. Please note that a penal interest of 12% per annum shall be charged for the delay beyond 21 (twenty-one) days, i.e. from 22nd day after the date of issue of LOA for the late submission of PG and if you fail to submit PG even after 60 days, the contract is liable to be terminated as per GCC.

As per LOA you are advised to submit an Indemnity Bond on Rs.500/- stamp paper to Indemnify Central Railway administration against all liabilities whatsoever to pay compensation under Workman Compensation Act as amended from time to time in any respect of any accident/ injury to any labour employed by them under this contract.

You are therefore advised to submit the requisite PG and Indemnity Bond at the earliest.

DEE (TRS) KALYAN

For Sr. DEE/TRS/KYN

Electric Loco Shed/KYN/CR