

Bigyan Sanjyal

Kamalpokhari

Wednesday, 23 November 2024

Hiring Manager

Neoteric Nepal Pvt. Ltd.

4/288 Neo Complex, Lalitpur

Dear sir/madam,

I am writing to apply for the post of Web Developer at Neoteric Nepal Pvt. Ltd as advertised at “The Rising Nepal”, on 23rd December 2024. With an academic background in Computer Engineering and hands-on experience in web development. I am excited about the prospects of contributing to your organization’s innovative projects.

This strong foundation in programming language, web technologies and software development principles were achieved during my graduation for BE Computer Engineering. Recently, I developed a personal blog website regarding my project work for which I used frontend and backend to present a responsive and user-friendly platform which refines my skills.

What really excites me about Neoteric Nepal is the company’s commitment to driving technological advancement and its innovative solutions. I am confident that my technical skills, dedication towards learning, and enthusiasm for web development will align well with the objective of your team.

Please find my resume enclosed with this letter for your review which provides more detailed information about me. I am available for an interview and can be reached at bigyansanjyal56@gmail.com.

Thank you for considering my application. I look forward to opportunity to discuss how can I contribute to Neoteric Nepal Pvt. Ltd.

Yours Sincerely

Er. Bigyan Sanjyal

Neoteric Nepal Pvt. Ltd.

4/288 Neo Complex, Lalitpur

Contact: 091540650

Email: neotericnepal@com.np

Ref. No. 202482

Wednesday, 24 Nov 2024

Mr. Prashant Sanjyal

Sanjyal Electronics

Kamaladi, Kathmandu, 44600

Subject: Request For Electronic Goods

Dear Sanjyal,

As you know our company has brought many goods and services from your company for many years.

Being a procurement manager of our company, I hereby write a request to your esteemed office that a detailed Quotation for the supply of electrical and electronic goods are required for our office operation.

Below is the list of items we require:

Items	Quantity
LED Bulb (15W)	50 units
Ceiling Fans	10 units
Extension Cards	20 units
Voltage Stabilizers	5 units

Acer Nitro 7	1 unit
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We shall be grateful if the Quotation is based on the following information:

- Unit Price of each of them
- Total cost with applicable taxes
- Delivery duration
- Payment's terms and conditions
- Any warranty and after-sales support details

We will appreciate it if your quotation is received by December 5, 2024, to enable us to move forward with the procurement process in time.

Please do not hesitate to contact me at bigyansanyal56@gmail.com if any further clarifications are needed.

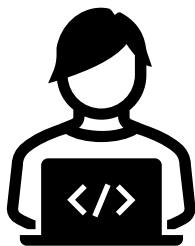
Thank you for your cooperation. We will be expecting your response and looking forward to a long-term business relationship with you.

With honest regards

Bigyan Sanjyal

Procurement Manager

Email: bigyansanjyal56@gmail.com



SANJYAL ELECTRONICS

Kamalpokhari, Imadol, Lalitpur
Telephone No. 091540650

Ref No. 05/081-82

Wednesday, 6 Dec 2024

The Procurement Manager
Neoteric Nepal Pvt. Ltd
4/288 Neo Complex, Lalitpur
Tel: 09150600

Subject: Our Quotation

Dear Mr. Sanjyal,

We write this letter in response to your dated 26th November 2024⁰¹ asking for some electrical and electronic goods. Please note the following quotation:

The quotation about electrical and electronic goods:

S.N	Items	Brand	Model	Price/piece (Rs.)
1.	LED	Ultra	LE-24	300 -
2.	Ceiling Fans	Nitro	NR-27	1500 -
3.	Extension Cards	Macro	MS-30	1000 -
4.	Voltage Stabilizers	Lenovo	VS-32	5000 -
5.	Laptop	Acer	I7	100000 -

The above quotation is applicable only for two weeks from the date of issue. Moreover, the prices of some of the goods are subject to change even before the deadline. We wish to receive your orders very soon as we are very hopeful that you will find our quotation satisfactory.



BHASHKAR IT AND ELECTRONICS

Kamalpokhari, 44700, Lalitpur
Tel. No: 081-659914
Email: sanjyalbigyan@gmail.com

Ref. No: 05/081-082

Thursday, 28, November, 202

The Sales Manager
Sanjyal Suppliers Pvt. Ltd.
Kamaladi, 44800, Kathmandu
Email: sanjyal_suppliers@gmail.com

Subject: Complaint regarding defective items

Dear Mr. Sanjyal,

I am writing to draw your attention to an anomaly in recent supply order (order no: IVC-650) dated 28 November, 2024 that has been delivered to our premises this morning. Upon inspecting the consignment, I found that certain items seem to be defective.

The details about the defective entities are given below:

1. LED bulbs: 13 items (fused)
2. Ceiling Fans: 2 items (rotating coil is damaged)
3. Expansion slots: 10 items (crashed)

This is quite disappointing that we rely on your suppliers to maintain the quality and efficiency of our operation. The defective items have caused inconvenience and may lead to delays.

I kindly request to execute the following action to rectify this issue:

1. Replacement of defective items as the earliest.
2. Refund if the replacement is not possible for the defective products.
3. Any extra steps to ensure such issue do not recur in future

I have enclosed some evidences foy your references. I am confident that you value customer satisfaction and your fame. Feel free to contact me at 9769927110 to discuss further. I look forward to your prompt response. Thank You.

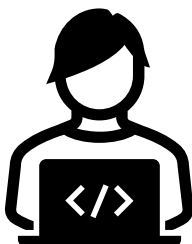
With honest regards,

Bigyan Sanjyal

Bigyan Sanjyal

Sales Manager

Email: bigyansanjyal56@gmail.com



SANJYAL ELECTRONICS

Kamalpokhari, Imadol, Lalitpur

Telephone No. 091540650

Ref No. 05/081-82

Wednesday, 6 Dec 2024

The Procurement Manager
Neoteric Nepal Pvt. Ltd
4/288 Neo Complex, Lalitpur
Tel: 09150600

Subject: Apology and resolution for your concerns

Dear Mr. Bhashkar,

I would like to extend my sincere apologies for any inconvenience you have experienced due to the defective products. As one of our most valued clients, your satisfaction is of the utmost importance to us, and we deeply regret any shortcomings in our service.

We want to assure you that this was an unintentional error and not reflective of the high standards we strive to maintain. To make amends, we have taken the following steps to resolve this issue.

1. Offering full or partial refund for inconvenience caused.
2. Providing a replacement for the faulty product.
3. Rescheduling service appointments at the client's convenience.
4. Offering a discount on future purchases and services.
5. Allowing the client to customize the solution that works best for them.

We ask that you now let us know if there is anything more that we can do in this regard to satisfy you.

We look forward to serving you again in future with even higher standards. For any further queries, please do not hesitate to contact me directly at 809-156-0640.

With Honest regards

Er. Prashant Sanjyal

Sales Manager

MEMO

From: Chairperson, Student Welfare Council

To: All First-Semester students

Date: Sunday, 01, Dec 2024

Subject: Study Visit Program

We are here to announce an amazing opportunity of a Study Visit Program that has been specially designed for first-semester students. Through this program, you will get an opportunity to gain practical knowledge of your field to develop your interpersonal skills.

Program Details:

- ❖ Date: Friday, 06, Dec 2024 – Monday, 09, Dec 2024
- ❖ Venue: Tuki Resort, Barahi, Pokhara
- ❖ Departure time: 7:30 AM
- ❖ Return time: 2:30
- ❖ Meeting Point: Ground of NCIT
- ❖ Fee: Rs. 5000]-

Objectives of Visit:

- To enhance social interactions and collaborative learning.
- Encouraging active involvement in Co-curricular academic activities.

Mandatory Rules and Guidelines:

- Students must register in the Student Welfare Office by *Thursday, 05, Dec 2024*.
- Fill in the consent form, signed by parent/guardian (if applicable).
- All participants are required to be at the meeting point 15 minutes prior to departure.
- Wear smart casual dress.
- ID cards for students should be brought.
- Notebooks and pens for taking notes.

We strongly recommend that you make the most of this opportunity. For more information, please contact the Student Welfare Office, or email us at student.welfare@ncit.edu.np

We look forward to your enthusiastic participation.

Bigyan Arjyal

Chairperson

Student Welfare Council

