

Annexure-2

6.2 LETTER TEMPLATE FOR ACKNOWLEDGMENT OF PROCUREMENT GRIEVANCE(S)/ COMPLAINT(S)

[Letterhead of PGRSA- including contact information i.e. Office Address, e-mail id, telephone number]

Letter No.: *[As applicable]*

Date:

To

*[Complainant's Address,
E-mail id, Telephone Number
(As mentioned in the form at 6.1)]*

Subject: *[Specify project name, Reference/ Tender No. mentioned in the procurement document]- Acknowledgment of Procurement Grievance(s)/ Complaint(s).*

Sir/ Madam,

We acknowledge the receipt of your communication/ form dated____, including attachments.

[Option 1] Your submission does not constitute a procurement grievance(s)/ complaint(s) due to the following reason(s):

[e.g. status as "Interested party" (Refer Clause no. 2.2) not clearly identified, makes vague and general allegations, lacks supporting documentation etc.]

'Or'

[Option 2] We acknowledge the receipt of your procurement grievance(s)/ complaint(s) and will respond to you at the earliest possible time.

With Regards,

[PGRSA's signature]