

**Attachments for Procedure CA/09**

**SL/CA 09/ 01 – LETTER APPOINTING THE ENGINEER**

**Subject: Appointment of the Engineer**

We hereby appoint you as the Engineer for the captioned contract in accordance with the Sub-Clause 3.1 of the Conditions of Contract.

Accordingly we hereby advise you to commence your services with immediate effect in accordance with the provisions of the Contract.

Please acknowledge and advise the date of receipt of this letter.

Thanking you.  
Yours faithfully,

cc:

1. Secretary, /Chairman, Procurement Committee
- 2.
- 3.
- 4.

Subject: Appointment of the Engineer

We hereby notify you that M/S \_\_\_\_\_ has been appointed as the Engineer for the captioned contract in accordance with the Sub-Clause 3.1 of the Conditions of Contract.

Also please note that M/S \_\_\_\_\_ has appointed \_\_\_\_\_ as their Authorized Person for this Contract.

Accordingly we hereby advise you to communicate with the Engineer and take instructions from him in accordance with the provisions of the Contract.

Engineer's contact details are as follows:

Address:

Telephone No.:

Fax No.:

Email Address:

Please acknowledge and advise the date of receipt of this letter.

Thanking you.

Yours faithfully,

cc:

- 1.
- 2.
- 3.
- 4.
- 5.

**SL/CA 09/03 – LETTER NOTIFYING THE INTENDED REPLACEMENT OF THE ENGINEER**

Subject: Notification of Intention to Replace the Engineer

We hereby notify you of our intention to replace the incumbent Engineer M/S \_\_\_\_\_ with M/S \_\_\_\_\_ as the Engineer for the captioned contract in accordance with the Sub-Clause 3.4 of the Conditions of Contract. Please find enclosed profile of the

together with his experience and other particulars for

your information

Intended Replacement Engineer's contact details are as follows:

Address:

Telephone No.:

Fax No.:

Email Address:

Please acknowledge the receipt of this letter.

Thanking you.

Yours faithfully,

cc:

1. Secretary, \_\_\_\_\_ /Chairman, Procurement Committee
- 2.
- 3.
- 4.

**SL/CA 09/ 03 – LETTER NOTIFYING THE APPOINTMENT OF REPLACEMENT ENGINEER**

**Subject: Appointment of the Replacement Engineer**

We hereby notify you of appointment of M/S \_\_\_\_\_ as the Engineer for the  
captioned contract replacing the incumbent Engineer M/S \_\_\_\_\_ with effect from  
\_\_\_\_\_, in accordance with the Sub-Clause 3.4 of the Conditions of Contract.

Please note that the incumbent Engineer M/S \_\_\_\_\_ will be ceased to function  
as the Engineer for this Contract with effect from the same date.

Also please note that M/S \_\_\_\_\_ has appointed \_\_\_\_\_,  
\_\_\_\_\_ as their Authorized Person for this Contract.

Replacement Engineer's contact details are as follows:

Address:

Telephone No.:

Fax No.:

Email Address:

Please acknowledge the receipt of this letter.

Thanking you.

Yours faithfully,

cc:

1. Secretary, /Chairman, Procurement Committee
- 2.
- 3.
- 4.