

(ON COMPANY LETTER HEAD PAD  
WITH COMPLETE ADDRESS AND VALID PHONE NUMBER)

To,  
Area Sales Manager,  
North Eastern Coalfields,  
Coal India Limited,  
P.O. Margherita, Assam -786181

**SALE INTIMATION / ACCEPTANCE LETTER**

Dear Sir,

We are providing hereunder the booking details as under. Please issue Delivery Order for the same

- 1) Spot eAuction reference No. /date :
- 2) Grade of Coal :
- 3) Quantity :
- 4) Destination Station :
- State :
- 5) Mode of lifting :
- 6) Colliery :
- 7) GSTN Number :
- 8) PAN Number :
- 9) RTGS transfer receipt No. (copy to be enclosed) :
- 10) List of enclosures : (i) Authorisation letter  
: (ii) Identity proof of authorised personnel  
: (iii) Self attested copy of GSTN certificate.  
: (iv) Self attested copy of PAN card.  
: (v) Self attested copy of MSTC/Mjunction  
Bidder ID card / status of validity.  
: (vi) Copy of Bank Mandate / crossed  
multicity cheque

**“We hereby declare that we are satisfied with the quality of coal being offered against the above stated e-Auction.”**

Yours faithfully,

(authorized signatory)  
With company seal