



Schedule 2 : Work Request Form

To,
The Operations Manager,
Home Maintenance & Building Centre, National Housing Development Corporation Limited,
Thimphu : Bhutan

Subject : Letter of Intent to avail your services

This is to inform you that, it is my/our intention to award the work/service of following nature at your rate.

- a)
b)
c)
d)
e)
f)
g)

1. Name of Client :
2. Contact No.
3. CID No.
4. Building/House No. :
5. Quarter/ Apartment No. :
6. Location :

I/we hereby, applying for your services and declare that the information provided herein above are true & correct and if found false then you reserved the right to seize or cancel the application.

Date of Submission : (Signature of the Client)

Notes : This issuance of Letter of Intent (write always before execution of agreement & awarding of work) is for the information of the Service Provider & for pre-planning if willing to take-up the work. And the Client's intention to award the work if Service Provider accepts.

FOR OFFICAL USE ONLY

Request recorded at Sequential Number ..... in Inward Work Order/Request Register. Recorder's Sign and Date

Acknowledgement to Work Request

Work/services Request received from Client CID No.
Quarter No./Block & Flat No. at dated and recorded at Seq. No. ....

The request is likely to be attended at the earliest possible as per our norms.

Signature with Seal of Receiving Officer