

TENDER NOTICE

REF: 1310/P/INT.AUDIT/2011-12

DATED 29-08-2011

SUB: **TENDER FOR INTERNAL AUDIT FOR 2011-12**

DUE ON 20-09-2011

We would request you to kindly let us have your offer for conducting Internal Audit in respect of HMT Machine Tools Limited, Pinjore for the financial year 2011-12, as per 'Guidelines for Internal Audit', issued by our Head Office, which can be obtained from our office Room No.317, 2nd Floor, Accounts Department.

Terms & Conditions:

1. The offer should be properly sealed with wax / taps alongwith all joints in an envelop, mentioning on envelop "Tender for Internal Audit – 2011-12 and Due date of opening" alongwith your address on the left side bottom of the envelop.
2. Offers should be deposited either personally in the tender box kept near the reception or may be sent by registered post / courier service on the following address:

CENTRAL REGISTRY,

HMT MACHINE TOOLS LTD.

PINJORE-134101, DISTT.PANCHKULA(HARYANA)

3. The offer must reach by the due date positively upto 1.30.PM. The tenders will be opened at 2.30.PM on due date in Accounts Department Room No.317 (2nd Floor) by the Tender Opening Committee in the presence of tenderers or their authorized representatives who wish to be present at the time of tender opening.
4. HMT reserves the right to accept or reject any offer without assessing any reason.

For HMT Machine Tools Limited,

AUTHORISED SIGNATORY