

From

Date :

Town: _____ District: _____ Pin _____

Ph: STD Code _____ No. _____ Fax: _____

e-mail: _____

To

The Divisional Head
CompuGen
'Saikrupa'
13 (7), Mahalingapuram Main Road
Nungambakkam, Chennai - 600 034
Ph: 044-43081039, 28171062, 28171836
Mob: 9840848468

Dear Sir,

Sub: Letter of Intent to (i) buy the textbooks and (ii) avail Teacher Training & Support Services

Ref: Proposals from CompuGen for the same

We have read and understood the details of the CompuGen Proposal for textbooks for students of our School. We are pleased to issue this Letter of Intent (LoI) to buy the textbooks as per details below. The following is the tentative minimum number of students from our School for whom textbooks will be required in the following academic year.

LKG	UKG	Nursery Total (A)	Computer Science								Sub Total (B)	Gross Total (A+B)	
			Std 1	Std 2	Std 3	Std 4	Std 5	Std 6	Std 7	Std 8			Std 9
A X Rs. 217.40 =			B X Rs. 139.80 =										

(Note: The breakup of the costs of Rs. 217.40 for Nursery Tutor and Rs. 139.80 for CompuGen Std. 1-10 is given overleaf)

The final numbers of textbooks ordered shall not be less than the above numbers, classwise. We understand that there will be no refund on any such shortfall in numbers.

Number of teachers who will be availing CompuGen's Teacher Orientation Training Support Services:

Nursery Classes	Computer Science (Std. 1 - 10)	Total

In this regard, please find enclosed a token advance of Rs.1000/- (Rupees One Thousand only) in the form of a Crossed Cheque no. _____ dated _____ favouring "Allahabad Bank, T.Nagar – ACCT: CompuGen", drawn on _____ Bank, _____ Branch.

Looking forward to a mutually beneficial long-term relationship,

Sincerely Yours,

Signature : _____

PRINCIPAL / CORRESPONDENT

Name : _____

Date : _____

School Seal :

*** Explanation of the breakup of the costs of Nursery classes and Computer Science (1 - 10)**

CompuGen offers textbooks for students. CompuGen also offers Teacher Training & Support Services to schools. CompuGen offers a rebate of Rs. 5,000 for every 500 textbooks or part thereof for classes 1-10, a rebate of Rs. 5,000 for every 100 textbooks or part thereof for LKG & UKG when a School also avails the respective Teacher Training Support services.

Cost of textbooks is as per schedule given below:

Description	for Nursery classes (A)	Computer Science for class 1 to 10 (B)
Advance Payment	@ Rs.75/- per book i.e., $A \times 75 + B \times 50$ (after receiving the format for paying the first installment less Rs. 1000/- paid above along with LoI)	@ Rs.50/- per book
Balance Payment	@ Rs.142.40 per book i.e., $A \times 142.40 + B \times 89.80$ (less rebate computed as explained above)	@ Rs.89.80 per book

The payment for Teacher Training & Support Services shall be computed at Rs. 4,450/- per Teacher plus Service Tax on this amount computed at 12.36% to be made at the time of delivery of the textbooks. In view of the rebate mentioned in para 1, this payment schedule includes training of one teacher per every 100 students of Nursery classes (or part thereof) and one teacher per every 500 students of Classes 1 - 10 (or part thereof). Any additional number of Teachers to be trained shall be paid for at the above rates indicated in para 1.