

(Format of Covering Letter)

From :

-----,  
 -----,  
 -----.

Date :

To

**THE MANAGING DIRECTOR,**  
 GSIDC Limited,  
 7<sup>th</sup> Floor, Dr. Atmaram Borkar Road,  
Panaji – Goa.

Sir,

Sub : **“RESTORATION OF OLD GOVERNMENT SECRETARIAT BUILDING AT PANAJI, GOA - INTO A WORLD CLASS MUSEUM & CENTRE OF ART & CULTURE AT PANAJI : POST CONSTRUCTION ANTI TERMITE TREATMENT WORK”.**

Ref.: **Short Notice Inviting Quotation No. GSIDC/Engg/Works/374/NIQ-43/2017 - 2018/2488 dated 25<sup>th</sup> July 2017.**

In response to Short Notice Inviting Quotation No. GSIDC/Engg/Works/374/NIQ-43/2017-2018/2488 dated 25<sup>th</sup> July 2017 for the aforementioned work. I / We hereby submit my / our offer by indicating rates for the item listed in the Schedule of Quotation enclosed at **ANNEXURE-I**. My / Our rates are inclusive of all taxes applicable.

Demand Draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ amounting to Rs.9000.00 (Rupees Nine Thousand only) drawn on \_\_\_\_\_ Bank in favour of GSIDC Limited payable at Panaji, Goa is enclosed herewith as Earnest Money Deposit.

I / We hereby state that I/We fully abide by the conditions put forth in the said Short Notice Inviting Quotation.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Full name of the Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Fax : \_\_\_\_\_