

(Format of Covering Letter)

From :

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Date :

To

**THE MANAGING DIRECTOR,**  
 GSIDC Limited,  
 1<sup>st</sup> Floor, Spaces Building  
 Patto- Panaji  
Goa.

Sir,

Sub : ***“Minor works of Bus Stand & Multipurpose hall at Valpoi”.***

Ref.: ***Short Notice Inviting Quotation No. GSIDC/Engg/Works/360/NIQ-50/2017-2018/3353 dated 11<sup>th</sup> September 2017***

In response to Short Notice Inviting Quotation No. GSIDC/Engg/Works/360/NIQ-50/2017-2018/3353 dated 11<sup>th</sup> September 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 the taxes as applicable in the rates quoted for various items specified in the Bill of Quantities except for Goods & service tax (GST) and Works Contract Tax which will be paid separately as per the rate applicable during execution of work.

Demand Draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ amounting to **Rs. 20,350.00** (Rupees Twenty Thousand Three Hundred Fifty 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 : \_\_\_\_\_