

(Format of Covering Letter)

From :

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Date :

To

**THE MANAGING DIRECTOR,**  
GSIDC Limited,  
7th Floor, EDC House,  
Dr. Atmaram Borkar Road,  
Panaji – Goa.

Sir,

Sub : **Appointment of Social Media Management Agency for GSIDC**

Ref. : **Notice Inviting Quotation No.GSIDC/SM/NIQ- /2018-2019/** **dated**  
**March 2019 .**

In response to Notice Inviting Quotation No.GSIDC/SM/NIQ- /2018-2019/  
dated March 2019 for the “**Appointment of Social Media Management Agency  
for GSIDC**”, 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 levies excluding GST.

Demand Draft bearing No.\_\_\_\_\_ dated \_\_\_\_\_ amounting to  
Rs.21,000/- (Rupees twenty one 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  
Notice Inviting Quotation.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

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

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

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

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

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