

APPENDIX-I

Format for Covering Letter

(On the Letter head of the firm)

EOI Reference Number: GBP/8.2.11/2019-20/ 4219 dated 23.09.2019

Date:

To,

The CEO
Guwahati Biotech Park
Technology Complex
IIT Guwahati
Assam-781039

Sub: EOI for Empanelment of Designing and Printing Agencies

Dear Sir,

Having reviewed and fully understood all of the requirements of the EOI Document and information provided, the undersigned hereby EOIs for the assignment referred above. The validity of this EOI is confirmed for 120 days from the due date or the extended due date (if applicable).

EOI containing the details as per the requirements is enclosed herein for your evaluation.

It is hereby declared that _____ (name of firm/entity/agency/supplier) was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt. or other agency.

_____ (name of firm/entity/agency/supplier) also declare that there is under no contractual restrictions or legal disqualifications or other obligations which will prohibit from entering into this empanelment and each and every one of the statement and particulars herein contained are correct.

.....
Authorised Signatory with seal
Name:
Designation:
Place:
Date: