

Appendix-I

Format for Covering Letter

(On the Letter head of the firm)

EOI Reference Number: BIRAC/HR&A/007/2014/ENQ-004

Date:

To,
Sr. Manager, HR & Administration, BIRAC,
A-254, Veera Tower,
Bhisham Pitamah Marg,
New Delhi-110024

Sub: EOI for Empanelment of Advertising & Publicity Agency

Dear Sir/ Madam,

Having reviewed and fully understood all of the requirements of the Bid Document and information provided, the undersigned hereby bids for the assignment referred above. The validity of this EOI is confirmed for 90 days from the due date or the extended due date (if applicable).

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

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

.....
Authorised Signatory

Name:

Designation