Annexure -1

Covering Letter (to be submitted along with the Proposal/bid)

Bid No: 91102774

From

M/s……..

……

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To,
The Head of Procurement
GIZ Office, First Floor
B-5/1, Safdarjung Enclave
New Delhi – 110 029

Subject: - Offer in response to Bid No.91102774

Dear Sir/ Madam,

I/We the undersigned (*Distributor/ Manufacturer/ retailer)* hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

(Signature of Bidder)

Name of the Contact Person	
Mobile Number	
Email Id	
Land line Number, if any	