



Draup Business Solutions Pvt. Ltd.

ANNEXURE I

COVERING LETTER FOR PROPOSAL SUBMISSION

GAL/LMS/2025-26/01

Draup Business Solutions Private Limited

64, BSR Arcade, Koramangala Industrial

Layout, Jyothi Niwas College Road,

Bangalore, Karnataka - 560095, India

03/10/2025

To:

GMR AIRPORTS LIMITED

NEW UDAAN BHAWAN

OPPOSITE TERMINAL-3

IGI AIRPORT TERMINAL-3

New Delhi 110037

Sub: Bid for Supply/Service Scope

Ref: RFP No. [GAL/LMS/2025-26/01] date

[02.09.2025]

Dear Sir/ Madam,

We, the undersigned **Draup Business Solutions Private Limited** having read, examined and understood in detail the Bidding Document for [“Scope of Work”] in accordance with the scope defined in Bidding Document/RFP dated **02.09.2025** (“RFP”), hereby submit our Bid comprising of Technical Proposal(s) and Financial Proposal(s).

We give our unconditional acceptance to the Bidding Document including but not limited to all its instructions, terms and conditions, and formats attached thereto, issued by **GMR AIRPORTS LIMITED**, as amended and modified from time to time. In token of our acceptance to the Bidding Document, the same have been initialed by us with seal and enclosed to the Bid. We shall execute such requirements as per the provisions of the Bidding Document and provisions of such Bidding Document shall be binding on us.

1. Fulfilment of Eligibility

We undertake that we fulfil all the eligibility and qualification requirements as the Owner has outlined in the Bidding Document.

We hereby confirm that in accordance with Clause [*] in respect of eligibility and qualification requirement, we are submitting herewith all the requisite documents along with this Bid.

2. Bid Security

We have made a payment of Rs. **1,00,000.00** against the bid security through RTGS/NEFT on **19/09/2025**. We are attaching herewith the bank transaction receipt containing the UTR number **S64843340**.

3. No Deviation

We have submitted our Financial Proposal strictly as per terms and formats of the Bidding Document, without any deviations, conditions and without mentioning any assumptions or notes for the Financial Proposal in the said format.

4. Acceptance

We hereby unconditionally and irrevocably agree and accept that the decision made by Owner in respect of any matter regarding or arising out of the Bidding Document, shall be final, conclusive and binding on us. We hereby expressly waive any and all claims in respect of Bidding Process.

We confirm that there is no charge or conviction of Bidder for any criminal offence (including felonies and misdemeanors) or infractions/violations of Law, which carry the penalty of imprisonment or may materially affect the ability to fulfil the obligations with regard to fulfilling our obligations as per the Bidding Document.

5. Familiarity with Relevant Indian Laws and Regulations

We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this Bid and execute the Bidding Documents, in the event of our selection as Selected Bidder. We further undertake and agree that all such factors as mentioned in the Bidding Documents/RFP have been fully examined and considered while submitting the Bid.

6. Contact Person

Details of the contact person representing our Bidder (registered Company) supported by the power of attorney prescribed in Form 4 of the RFP are furnished as under:

Name: **Hemant Arora**

Designation: **Director of Finance**

Company: **Draup Business Solutions Private Limited**

Address: **64, BSR Arcade, Koramangala Industrial Layout, Jyothi**

Niwas College Road, Bangalore, Karnataka - 560095, India

Mobile: **+91 9999943488**

Phone: -

Fax: -

Email: **hemant.arora@draup.com**

7. We are submitting herewith the Technical Proposal in the prescribed format duly signed with seal, both in electronic and physical forms, (duly attested) as desired by you in the Bidding Document for your consideration.

8. We are also submitting herewith the Financial Proposal in electronic form in the prescribed format, duly signed with seal, as per the terms and conditions in the Bidding Document.

9. We hereby confirm that our Bid is consistent with all the requirements of submission as stated in the Bidding Document and comply with all the terms and conditions prescribed under the Bidding Document.

10. The information submitted in our Bid is complete and accurate, strictly as per the requirements stipulated in the Bidding Document and is correct and true to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

11. We confirm that all the terms and conditions of our Bid are valid for acceptance for a period of 180 days from the Bid Submission Deadline.

12. We confirm that we have not taken any material deviation so as to be deemed non-responsive with respect to the provisions stipulated in the RFP.

13. We confirm that no order(s)/ ruling(s) has been passed in the last one (1) year preceding the Bid Due Date by a competent Court of Law or an appropriate Commission or any Arbitral Tribunal against us for breach of any

contract awarded by any Governmental Authority or its undertaking or agency. In case of any such order/ ruling comes during the Bidding Process, we will inform to Owner, immediately, without causing any delay.

- 14.** We confirm that we are not temporarily or permanently suspended, debarred, declared ineligible, blacklisted and/or banned by Owner, Owner's group entity, Governmental Authority or its undertaking/ agency, regulatory agencies, or any other Person as on the date of submission of the Bid.
- 15.** We are registered as a [*] in accordance with applicable laws [Evidence of valid registration by the Competent Authority shall be attached if applicable]
- 16.** Words not defined herein shall have the meaning ascribed to them in the RFP.

Dated the **3rd** day of **October 2025 at Bangalore**

Thanking you,
Yours Sincerely,

DocuSigned by:

Hemant Arora

037F9303D63F425...

Hemant Arora

Director - Finance

Draup Business Solutions Private Limited

03/10/2025

FORM 1: BIDDER INFORMATION

| S. No. | Information Requirement | Document Submitted Details |
|--------|--|--|
| 1 | Company/Firm Profile | Draup_Company Profile.pdf |
| 2 | Year of Establishment/Registration | CERTIFICATE OF INCORPORATION.pdf |
| 3 | Address of its registered office/ place of business | CERTIFICATE OF INCORPORATION.pdf |
| 4 | Attested copy of Certificate of Registration/ Incorporation issued by the Registrar of Companies or Proprietorship/Partnership Deed. | CERTIFICATE OF INCORPORATION.pdf |
| 5 | Memorandum and Articles of Association or document constituting the company and regulating its affairs as applicable. | Memorandum of Association_Draup.pdf Articles of Association_Draup.pdf |
| 6 | List of board of directors or regulating/controlling body/Proprietor/Partners with address, PAN and CIN Nos and Telephone Number. | Board of Directors details_Draup.pdf |
| 7 | Trade License No. | Shop & Establishmet and Labour license Draup- Old Building(Trade License).pdf |
| 8 | Proof of address of communication and email address, phone and mobile no, telefax etc. | CERTIFICATE OF INCORPORATION.pdf |
| 9 | Key personal details and experience | Annexure 3 - Draup_Skills Architecture Approach Document.pdf |
| 10 | Experience in similar type of work. | Draup_GMR_Experience.pdf |
| 11 | ESI and EPF Registration. | ESI – Not Applicable PF certificate_Draup.pdf |
| 12 | MSME Certificate. | Not applicable |
| 13 | License issued under the Contract Labour (Regulation and | Not applicable |
| 14 | Group Medical Insurance Policy. | Draup - Policy copy 25-26.pdf |
| 15 | Annual Turnover for the last 3 years. | Annexure-4 Draup India_Audited FS_FY 21-22.pdf Annexure-4 Draup India_Audited FS_FY 22-23.pdf Annexure-4 Draup India_Audited FS_FY 23-24.pdf |

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|----|--|---------------------|
| 16 | Audited annual financial statements, Balance Sheet and P&L | Same as above |
| 17 | Certified copy of the Goods and Services Tax (GST) Registration Certificate. | GST Certificate.pdf |
| 19 | Certificate | - |
| 20 | Certified copy of Permanent Account Number (PAN) Card | Draup_PAN.pdf |
| 21 | Work completion/Experience Certificate. | Not applicable |