

# **COVER LETTER**

[Your Name]

Authorized Signatory

ComMech

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The Director,

Research Centre Imarat,

Department of Defence Research & Development,

Ministry of Defence,

[Office Address]

Subject: Submission of Bid for Tender No. GEM/2025/B/6919236

Dear Sir/Madam,

We, ComMech, are pleased to submit our bid for the supply of Customised Carbon Frame Assembly as per the requirements outlined in the tender document. With over 3 years of experience in manufacturing and a commitment to quality and compliance, we are confident in our ability to meet the specifications and deliver the required products on time.

We appreciate the opportunity to participate in this tender and look forward to your favorable consideration.

Thank you.

Sincerely,

[Your Name]

Authorized Signatory

ComMech

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## **UNDERTAKING**

I, [Your Name], the Authorized Signatory of ComMech, hereby undertake that all the information provided in this bid is true and accurate to the best of my knowledge. I understand that any false information may lead to disqualification from the tender process and legal action as deemed necessary by the buyer.

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## **DECLARATION**

I, [Your Name], the Authorized Signatory of ComMech, declare that our firm is not blacklisted or debarred by any government or public sector undertaking in India. We comply with all applicable laws and regulations and are eligible to participate in this tender.

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## **ELIGIBILITY CONFIRMATION**

We confirm that ComMech meets all eligibility criteria as specified in the tender document, including but not limited to:

- Valid GSTIN: 79798797879799
- MSME Registration: reterfdgdf
- Experience of over 3 years in manufacturing
- Compliance with the MII and MSE Purchase Preference policies

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## **COMPLIANCE STATEMENT**

ComMech hereby confirms compliance with all terms and conditions specified in the tender document. We will provide the required documents, including the OEM Authorization Certificate and compliance of BoQ specifications, as part of our bid submission.

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## **EXPERIENCE DETAILS**

ComMech has over 3 years of experience in the manufacturing sector, specializing in products for the Ministry of Defence. Our expertise includes:

- Manufacturing of Customised Carbon Frame Assemblies
- Successful completion of projects for various government departments
- Commitment to quality and timely delivery

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## **ATTACHMENT LIST**

1. Copy of PAN Card
2. Copy of GSTIN
3. Copy of Cancelled Cheque
4. Copy of EFT Mandate duly certified by Bank
5. OEM Authorization Certificate
6. Compliance of BoQ specification document
7. Technical Data Sheet of the product offered
8. NDA (if applicable)

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