

COVER LETTER

[Your Name]

[Your Designation]

ComMech LLP

[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,

Hyderabad.

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

Dear Sir/Madam,

We, ComMech LLP, are pleased to submit our bid for the tender mentioned above. We are a small-scale manufacturer with over three years of experience in providing high-quality products and services, specifically in the area of security solutions. Our commitment to excellence and compliance with all necessary regulations ensures that we can meet the requirements outlined in the tender documents.

We look forward to the opportunity to work with your esteemed organization and contribute to your projects.

Thank you for considering our bid.

Sincerely,

[Your Name]

Authorized Signatory

ComMech LLP

UNDERTAKING

I, [Your Name], the Authorized Signatory of ComMech LLP, 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.

DECLARATION

I, [Your Name], the Authorized Signatory of ComMech LLP, declare that our firm is not blacklisted or debarred from participating in any government tenders. We comply with all applicable laws and regulations, including those related to the procurement process.

ELIGIBILITY CONFIRMATION

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

- Valid GSTIN: 79798797879799
- MSME Registration: reterfdgdf
- Experience: Over 3 years in manufacturing and security services
- Compliance with local content requirements as per the Make in India policy.

COMPLIANCE STATEMENT

We, ComMech LLP, hereby confirm our compliance with all the terms and conditions specified in the tender documents. We will adhere to the delivery timelines, quality standards, and any other requirements as outlined in the bid.

EXPERIENCE DETAILS

ComMech LLP has over 3 years of experience in the manufacturing sector, specifically in providing security solutions. Our key projects include:

1. [Project Name/Description] - [Year]
2. [Project Name/Description] - [Year]
3. [Project Name/Description] - [Year]

We have successfully delivered projects that align with the requirements of the Ministry of Defence and have received positive feedback from our clients.

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. Technical Compliance Document
6. OEM Authorization Certificate
7. Compliance of BoQ Specification Document
8. MII Declaration Certificate
9. Bid Declaration Form (if applicable)
10. Non-Disclosure Agreement (NDA) (if applicable)
