

## Form a) Letter for Submission of Technical Proposal

[To be Executed on the Letter Head of the Bidder]

[Location, Date]

To: The Procurement Officer  
Plot E1, SIPCOT Industrial Growth Centre,  
Oragadam, Mathur Post, Sriperumputhur Taluk,  
Kanchipuram - 602 105,  
Tamil Nadu, India.

Dear Sir,

We, the undersigned, offer our bid in response to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_. We are hereby submitting our Bid, which includes this Technical Bid and a Financial Bid sealed under a separate envelope. Our Bid is valid for a period of 120 days from the last date of Submission of Bids.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

We hereby declare that our Technical Bid contains Earnest Money Deposit in form of Demand Draft No. \_\_\_\_\_, dated \_\_\_\_\_, for Indian Rupees - \_\_\_\_\_ Only (to be filled in figures and words both), drawn on \_\_\_\_\_, in favour of "GLOBAL AUTOMOTIVE RESEARCH CENTRE" payable at Chennai, India.

The following information is submitted along with the Technical Bid:

	<b>Hard Copy</b>
<b>Tender Document floated by GARC</b>	Fully printed and duly signed and stamped at each page
<b>Form a) Letter for Submission of Technical Bid</b>	Duly filled, stamped and signed
<b>Form b) Letter of Undertaking</b>	Duly filled, stamped and signed
<b>Form c) Earnest Money Deposit</b>	Duly filled, stamped and signed
<b>Form d) Proforma for Performance Bank Guarantee</b>	Duly stamped and signed
<b>Form d0) Checklist</b>	Duly filled, stamped and signed
<b>Form d1) Deviations</b>	Duly filled, stamped and signed
<b>Form d2) Detailed Technical Specs</b>	Duly filled, stamped and signed
<b>Form d3) References</b>	Duly filled, stamped and signed
<b>Form d4) Service Support</b>	Duly filled, stamped and signed
<b>Form d5) Bidder's Organisation, Company Profile and Sub-contractors</b>	Duly filled, stamped and signed
<b>Form d6) Description of Approach, Methodology, Work and Training Plan</b>	Duly filled, stamped and signed
<b>Form e) Financial Bid</b>	Not showing any price, including list of spare parts with duly stamped and signed

We undertake that if our Bid is accepted, we will be committed to supply the equipment as per the scope of work as per the terms and conditions agreed mutually.

If negotiations are held during the period of validity of the Bid, we undertake that our Bid will be binding upon us and will be subject to the modifications resulting from Contract negotiations.

We understand GARC is not bound to accept any Proposal that it receives from us.

Yours sincerely,

Authorized Signature [*In full*]: \_\_\_\_\_

Authorized Signature [*In initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

*[Note1: Authorized person signing shall attach to this document a proof of authorisation for signing on behalf of the Bidder Company*

*Note2: To be signed in blue ink]*