

Format for Covering Letter

(On the Letter head of the firm)

EOI Reference Number of NALCO: **Ref no: NALCO/CC/EOIAD1201/2016**

Date:

To,

Deputy General Manager (PR&CC)

NALCO Bhawan, Plot no: P/1

Nayapalli, Bhubaneswar - 751013

Phone: 0674 - 2300680

Sub: EOI for Empanelment of Advertising Agency

Dear Sir,

With reference to NALCO's advertisement seeking Expression of Interest (Eoi), we hereby intimate that we have reviewed and fully understood all the requirements of the Bid Document and information provided, and submit our bids for the assignment referred above. Bid containing the details as per the requirements is enclosed herein for your evaluation.

It is hereby declared that (name of ad agency) was not declared ineligible for corrupt & fraudulent practices by any Govt. or other agency.

(name of ad agency) also declare that there is under no contractual restrictions or legal disqualifications or other obligations which will prohibit from entering into this bid/tender and each and every one of the statement and particulars herein contained are correct.

.....
Authorised Signatory Name
Designation

(Official Seal)