

## Format of Letter of Bid (LOB)

## LETTER HEAD OF BIDDER

To,  
**The Dy. General Manager (MM),**  
 MM Department, CMPDI, Gondwana Place,  
 Kanke Road, Ranchi – 834 008. (Jharkhand).

**Subject: Letter of Bid**

**Reference: Tender No. [CMPDI/MM/GT/17-18/4054/AK/Isotherm SNT/ET](#)**

Dear Sirs,

1. Having examined the Bid Documents including Addenda/Corrigenda, if any (insert numbers), we, the undersigned----- (NAME)..... , Partner/Legal Attorney/ Proprietor/Accredited Representative of M/s ..... offer to supply and deliver (description of Goods and Services) vide our offer No.....dated .....in conformity with the said Bid Documents in respect of **Tender ID:** .....
2. We confirm to accept all terms and conditions contained in the tender document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted along with the tender are genuine, authentic, true and valid.
8. We confirm that if any information or document submitted is found to be false / incorrect, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues including EMD / Security Deposit and Banning of our firm and all partners of the firm as per provisions of law.

Yours faithfully,

(Signature)

1. Name of Authorised Signatory:
2. Designation of Signatory:
3. Name of the Bidder:
4. Address:
5. e-Mail Address:
6. Mobile/Telephone Number:
7. FAX Number:
8. Place:
9. Date:

**Note:**

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the Power of Attorney to bind the Bidder. It should be submitted by the Bidder with its bid along with Power of Attorney.
2. In case the person who has signed LOB is not bidding himself and has authorized another person to bid online on his behalf, then additional authorization on non-judicial stamp paper of appropriate value duly notarized, as per the format attached in the next page, by the person signing the LOB in favour of person bidding online, is required to be uploaded.

**Format for Authorization to DSC holder bidding online by the person who has signed  
Letter of Bid.**

NON JUDICIAL STAMP PAPER

I/We do hereby authorize M/s/Mr/ ..... Address  
..... for online bidding on behalf of me / us for the e-tenders invited by  
Central Mine Planning & Design Institute Limited, Ranchi on <http://coalindiatenders.nic.in>.

**Name, Signature & Seal of the  
DSC Holder Authorized for  
online bidding.**

**Name, Signature & Seal of the  
person who has signed Letter of  
Bid And is Authorizing the DSC  
Holder for online bidding.**

**Signature & Seal of the PUBLIC NOTARY**