



COVERING LETTER FORMAT

[ON BIDDER’S LETTER HEAD]

(The covering letter is to be submitted by the Bidder)

Date:

To

The Chief Financial Officer

Odisha Power Generation Corporation Limited, 7th Floor, Fortune Towers,

Bhubaneswar, Odisha.

Sub: Proposal for Placement of Mega Insurance Policy for Ib Thermal Power Station of OPGC (UNITS 1,2, 3 & 4) Phase I and Phase II (2x210 MW and 2x660 MW)

Dear Sir;

Attached is one (1) original copy + one (1) photocopies copies + one (1) electronic copy of our Techno Commercial Proposal (together with all attachments thereto duly completed, the ‘Techno Commercial Bid’) in response to Request for Proposal (RFP). Price Bid, one original and one copy, is being submitted in separate envelope.

We hereby confirm the followings:

DECLARATION AND AUTHORISATIONS

- 1 The Techno Commercial Bid is being submitted by (Bidder - Organization name) in accordance with the conditions stipulated in the RFP dated and following amendments there to, issued by the Owner receipt of which is hereby acknowledged.
 Number _____ Number ____ Number _____ Number _____
 Dated _____ Dated _____ Dated_Dated _____
- 2 (Bidder – Organization name) have examined in detail, have understood, and abide by all terms and conditions stipulated in the RFP issued by the Owner.
- 3 (Bidder – Organization name) confirms that it has submitted only one Bid.
- 4 The information contained in the proposal is complete and accurate in all material respects. (Bidder - Organization name), undertakes to notify the Owner promptly upon Bidder becoming aware of any material fact which tends to render Bidder’s proposal misleading or inaccurate. (Bidder – Organization name), acknowledges and agrees that any material misrepresentation made in connection with Bidder’s proposal might result in its invalidation and Bidder’s disqualification from the bidding process.
- 5 (Bidder – Organization name) undertakes that it shall perform work without compromising on the Owner’s interests and shall avoid any such conflict of interest in its dealings while performing Work for the Owner as per the provisions of the Contract in case the (Bidder–Organization name) enters into the Contract with the Owner at a later date.
- 6 (Bidder – Organization name) designates Mr./Ms ----- (mention name,



Appendix B

designation, contact address, phone no. etc. enclosed at Annexure – 1)) as Bidder’s representative and in the absence of Mr./Ms-----as above, designated Mr./Ms----- (mention name, designation, contact address, phone no. etc. enclosed at Annexure – 1), who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into Bid commitment etc. on behalf of the Bidder, in respect of the Project.

- 7 (Bidder – Organization name) confirms that the premium quoted in the Price Bid is final and that there is no revision allowed at a later date. (Bidder – Organization name) also confirms that the Owner will neither be liable to pay any differential premium nor there would be any adverse effect on the settlement of claim of the Owner in case the (Bidder – Organization name) violates any of the IRDA regulations.
- 8 (Bidder – Organization name) shall indemnify the Owner against any fines and penalties imposed by IRDA due to violation of any rules and regulations in the Bid submitted by the Bidder and the same cannot be passed on to the Owner in any manner whatsoever
- 9 We confirm that we have our Branch Office at Bhubaneswar with -----nos of staffs having following address:-----
- 10 (Bidder–Organization name) confirms that the Techno Commercial Bid and the Price Bid submitted is valid up to -----
- 11 The copy of the facultative reinsurance letter attached herewith

For and on behalf of	:-----
(Signature of the Authorised Signatory)	:-----
Name of the Person	: -----
Designation	