

[Your Company Letterhead]

[Date]

To,

The Tender Committee,

NTPC Limited,

[Office Address]

[City, State, Zip Code]

Subject: Submission of Tender for [Tender Name/Description] - Tender No.

[Tender Number]

Dear Sir/Madam,

We, [Your Company Name], are pleased to submit our tender in response to the notice for [brief description of the tender] as per your invitation.

Enclosed, please find the following documents as required:

1. Tender Submission Form
2. Technical Bid
3. Financial Bid
4. [Any other required documents]

We confirm our compliance with all the terms and conditions outlined in the tender document.

We look forward to the opportunity to work with NTPC Limited and contribute to [brief statement about your capability or service related to the tender].

Thank you for considering our submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]