

## ANNEXURE 2

To,

The Chief Commissioner  
Meghalaya State Public Services Delivery Commission  
Meghalaya, Shillong

Sub: Letter of Commitment

Dear Sir,

We, [Your Company Name], hereby express our full commitment to undertake and complete the Geotechnical Investigation for the Meghalaya State Public Services Delivery Commission as specified in the tender invitation vide **No. SPSDC/AOL/2023/108, dated 20<sup>th</sup> June, 2024.**

In response to your invitation to tender, we confirm the following commitments:

1. **Adherence to Specifications and Requirements:** We have thoroughly reviewed the project specifications and requirements detailed in the tender documents. We commit to complying with all technical and operational requirements to ensure the successful completion of the project.
2. **Timely Delivery:** We acknowledge the importance of timely project delivery. Our team has developed a comprehensive project plan that includes a detailed timeline, ensuring that all milestones and deadlines are met without compromising quality.
3. **Quality Assurance:** Quality is paramount in all our undertakings. We commit to implementing rigorous quality control measures throughout the project lifecycle to ensure that all deliverables meet or exceed the specified standards.
4. **Resource Allocation:** We have allocated the necessary resources, including skilled personnel, equipment, and materials, to effectively execute the project. Our team consists of experienced professionals who are well-versed in managing projects of similar scope and complexity.
5. **Compliance with Terms and Conditions:** We affirm our acceptance of all terms and conditions outlined in the tender documents. We will adhere to all contractual obligations, including payment terms, warranties, and after-sales support.
6. **Health, Safety, and Environmental Standards:** We are committed to maintaining the highest standards of health, safety, and environmental protection throughout the project. Our practices comply with relevant regulations and best industry practices.
7. **Collaboration and Communication:** We value open and transparent communication. Our team will work closely with [Name of the Organization] to ensure effective collaboration and address any concerns or issues promptly.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, PIN Code]

[Phone Number]

[Email Address]

Company Seal