

Section XVII: Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

(PM/SBD/007)

The General Manager

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[Unit Address]

Subject: Authorization for attending bid opening on _____ (date) in the tender of _____ against tender enquiry _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below:

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signature of Bidder or Officer authorized to sign the bid documents on behalf of the bidder		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

Signatures of bidder
with date and seal

or

Officer authorized to
sign the bid documents
on behalf of the bidder