

Authorization Letter Format

(To be presented by the authorized person at the time of opening of Eligibility Criteria Bid/Technical Proposal/ Commercial Bid (Indicative) on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company)

Ref No:

Date:

The General Manager,
Kerala Gramin Bank,
Information Technology Wing,
Head Office, KGB Towers,
A K Road, UP Hill, PB No – 10,
Malappuram, Kerala – 676505.

Dear Sir,

SUB : RFP for selection of vendor for Supply, Installation and Maintenance of Passbook Printers, Laser Printers, Dot Matrix Printers and Scanners.

Ref: Your RFP: KGB/ITW/RFP - 03/2021 dated 24-06-2021.

This has reference to your above RFP.

Mr./Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name & Designation of Authorizing Authority

NOTE: This Authorization letter is to be carried in person at the time of Bid Opening
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