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**APPENDIX 03 - Authorization Letter Format for Bid Opening**  
**(To be brought at the time of opening of Bids)**

To,

Date: DD-MM-YYYY

BOB Financial Solutions Limited  
1502,1503 & 1504 DLH Park, Goregaon,  
Mumbai – 400064

**Dear Sir,**SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP #: \_\_\_\_\_ dated \_\_\_\_\_

This has reference to your above RFP for

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of  
the above RFP No.: RFP #: \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_ on behalf of our  
organization.

The specimen signature is attested below:

Name:

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(Specimen Signature of Representative)

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Signature of Authorizing Authority

Name of Authorizing Authority

Designation:

Company Seal: