

Appendix 03 – COVERING & AUTHORISATION LETTER

(To be submitted on bidder's company letter head)

Assistant Vice President - Procurement

BOB Financial Solutions Limited,
2nd Floor, Baroda House
Behind Deewan Centre
S.V. Road
Jogeshwari (West)
Mumbai – 400102

Dear Sir,

Sub: Our proposal for RFP <reference No.>

With reference to the above RFP, having examined and understood the instructions including all annexure, terms and conditions forming part of the RFP, we hereby enclose our offer for **“RFP- Request for proposal for “Empanelment of BTL Creative Agencies for Marketing Services”** as required in your above referred RFP.

We agree to all the terms and conditions mentioned in the RFP. We also submit required information along with documentary evidence in following format:

Parameter	Response – Specify wherever relevant
Name of the Bidding Company and nature of Business	
Holding company or Parent Company (if any)	
Company address	
Details of Ownership	
Name of the Parent Company (if any)	
Year of commencement of business	
Company website URL	
Names of all the Directors	1.
(Bidder can add more records, if required)	2.
	3.
Particulars of the Authorized Signatory of the Bidder with contact details:- <ul style="list-style-type: none">➤ Name➤ Designation➤ Address	

<ul style="list-style-type: none"> ➤ Phone Number (Landline) ➤ Mobile Number ➤ Fax Number ➤ Email address 	
<p>Particulars of the Authorized Representative of the Bidder who will be present at the time of opening of bids with contact details:-</p> <ul style="list-style-type: none"> ➤ Name ➤ Designation ➤ Phone Number (Landline) ➤ Mobile Number ➤ Email address 	

Dated this _____ day of _____, 20

Signature: _____

Seal of Company

(Signature and seal of company to be put on all the pages of covering letter)

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for 6 months (180 days) from the date of the offer.

We also understand that the Company is not bound to accept the offer either in part or in full and that the Company has the right to reject the offer in full or in part without assigning any reasons whatsoever.

Yours faithfully,

(Name & Designation of the Authorized Signatory)

Signature _____

Seal of the Bidding Company

Date: