

Authorization Letter Format

(On organization's letter head)

Place:

Date:

To

The General Manager,
Punjab & Sind Bank
Risk Management Department,
21, Rajendra Place,
New Delhi-110 125

Dear Sir,

SUB: Authorization Letter for attending the Pre-bid meeting and Bid Opening.

REF: YOUR RFP NO: **PSB/EIRMS/RFP/2017-18/01**

Dated:06-04-2017

This has reference to our above RFP for providing Implementation services for Integrated Risk Management Solution. Mr. / Ms. _____ is hereby authorized to attend the Pre-bid meeting & Bid opening of the subject RFP _____ on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Mr./Ms.

Signature of Authorizing Authority Signature of Attesting Authority

Name and designation of Authorizing Authority