

**ANNEXURE-II**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject:** Authorization for attending bid opening on ----- (date) in the tender of  
-----.

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 signature
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I

II

Signatures of bidder (s) with seal

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is 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 received.