

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

To  
Deputy General Manager  
HRM Department  
Bank of Maharashtra  
Lokmangal  
1501, Shivaji Nagar,  
Pune  
Maharashtra - 411005

Date DD-MM-YYYY

**Dear Sir,**

SUB: Authorization Letter for attending the Bid Opening

**REF:** YOUR RFP NO: 4/2015 dated 18/03/2015

This has reference to your above RFP for implementation of integrated HRMS in your Bank.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of the above RFP No.: 4/2015 dated 18/03/2015 on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

Name:

\_\_\_\_\_  
(Specimen Signature of Representative)

\_\_\_\_\_  
Signature of Authorizing Authority

Name of Authorizing Authority  
Designation:  
Company Seal: