

**Letter of Authorization for purchasing the RFP**  
*(To be provided on official company letter head)*

To  
Joint Director (Systems),  
Directorate of Income Tax(Systems)  
Ground Floor, ARA Center,  
Jhandewalan Extension,  
New Delhi - 110055

**Dear Sir,**

**Sub:** Authorization Letter for purchasing the tender documents

**Ref:** Your Tender Ref No. **ADG(S)-4/Taxnet/2021-22** dated **6th January 2023**

This has reference to your above RFP for selection of managed services provider (MSP) for managing WAN, LAN, Video Conferencing and FMS of the Income Tax Department.

Mr./Ms. \_\_\_\_\_ is hereby authorized to purchase the tender documents of the RFP No. **ADG(S)-4/Taxnet/2021-22** dated \_\_\_\_\_ 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:

Contact Number and Email Address:

Name of Company:

Company Seal:

(Attach visiting card of Representative and Board Resolution for Authorizing Authority)