

Step-1: REQUEST LETTER FROM THE BIDDER TO THE DEPARTMENT/DIVISION

1.1 Bidder's request letter;

1.1.1 It should be prepared on company's letter head,

1.1.2 It should be duly signed and sealed by authorized signatory of the company for the tender and

1.1.3 It should be addressed to appropriate authority of the department/organization.

1.2 Proforma of Bidder's Request Letter is enclosed with this document as Annexure – A.

1.3 Supporting Documents along with bidder's request letter for verification of bank account details;

1.3.1 **Bidder must ensure that Bank Account mentioned by him is active and operational.**

1.3.2 Following supporting documents should be attached by the bidder along with the request letter.

- a) A photocopy of Identity Proofs issued to the bidder [PAN Card/Aadhaar Card/Passport etc.] (any one)**
- b) A photocopy of cheque OR passbook of bank account**

1.3.3 Bidder must ensure that following details are clearly visible on photocopy of Cheque/Passbook

- i. Name of Bank Account Holder**
- ii. Bank Account Number**
- iii. IFSC Code**
- iv. Bank Name**
- v. Branch Name**

(Annexure A) – To be submitted by bidder on his letter head with stamp and signature of authorised signatories

Date:

To,

<Designation of Tender Calling Officer>

<Address of department 1>

<Address of department 2>

<Address of department 3>

<Address of department 4>

Sub: EMD refund not received in our bank account

Ref: your System eTender no <mention system e-Tender Number here>

Sir,

We have participated in above mentioned eTender(s). We would like to bring to your kind attention that during online Bid Preparation; we have wrongly mentioned our account details due to which we could not receive EMD refund through online mode.

We had given following bank account details which, we acknowledge, are not entirely correct.

Sr. No.	Tender Number	Company ID	Bidder's Company Name	EMD Amount	Bank Name	Name of Bank Account Holder	Bank Account Number	IFSC Code
1								
2								

We hereby, through this letter, are submitting Correct Bank Account details, as given in the table below;

Sr. No.	Tender Number	Company ID	Bidder's Company Name	EMD Amount	Bank Name	Name of Bank Account Holder	Correct Bank Account Number	Correct IFSC Code
1								
2								

This time, we have taken utmost precaution and ensured that bank account details submitted through this letter are accurate.

We request you to communicate necessary instructions to ICICI Bank Ltd and Sify Technologies Ltd-NexTenders (I) Pvt Ltd for making required corrections in bank account details and facilitate subsequent releasing of the EMD amount to our aforementioned bank account.

We have enclosed herewith supporting documents for your ready reference and necessary action at your end.

Thanking You,

Yours faithfully,

< Name of the authorised signatories >

<With stamp and sign >