No. :-………………………………… Date with Company Seal

ORIGINAL EQUIPMENT MANUFACTURER (OEM)

Manufacturing authorisation form (MAF)

*(On Letter Head of Manufacturer)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To |  |  |  |  |
| The Dean (SRIC)  Indian Institute of Technology Kharagpur  Sponsored Research and Industrial Consultancy  P.O.: Kharagpur, Dist: Medinipur (West)  Kharagpur - 721302 |  |  |  |  |
| Dear Sir, |  |  |  |  |
| We manufactures of original | equipment | at | (…………………………..address |  |

of factory……………………………) do hereby authorize M/s *(Name and address of Agent)* to submit a bid, negotiate and receive the order against your tender enquiry.

M/s. …………………………………….. is authorized to bid and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per clause ………………………… of the terms and conditions NIT for the goods and services offered by the above firm.

Yours Faithfully,

(Name)

(Name & Seal of Manufactures)

Note: -

**1. In cases of agents quoting in offshore procurements,** on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. **One manufacturer can authorize only one agent/dealer**

2. The letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The same should be included by the bidder in its techno-commercial unpriced bid.