

**Appendix-III**

Notarized

Power of Attorney

**INSTRUCTIONS:**

The Power of Attorney is to be executed on a non-judicial stamp paper of Rs.100/-. Each page of the Power of Attorney is to be signed and wherever the blanks are filled in initiated by the Principal (applicant executing the POA). The POA should be signed by the Attorney on the last page. It is mandatory that the Power of Attorney should be notarized by a Notary Public. Wherever required, the Applicant should submit for verification the extract of the documents such as a Board resolution/ Power of Attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

**FORMAT:**

S.no	Specifications	Details
1.	Nature of the Document:	Power of Attorney
2.	Date of Execution	
3.	Place of execution	
4.	Name of the Principal	
	Address	
5.	Name of the Attorney	
	Age:	
	Father/Husband Name	
	Address	

**PURPOSE AND SCOPE OF THE AUTHORITY;**

KNOW ALL MEN BY THESE PRESENTS THAT “the Principal” DO HEREBY NOMINATE APPOINT AND CONSTITUTE “the Attorney” who is presently employed with the Principal and holding the position of .....,and who has subscribed his/her signature hereunder in token of identification to be my lawful Attorney in my name and on my behalf to do any one or all of the following acts, deeds, matters, and things in connection with or incidental to submission of our bid for Biotechnology Industry Research Assistance Council (BIRAC), namely:

**Format of particulars- EOI for Empanelment of Advertising & Publicity Agency**



- i. To apply with proposals or revises thereof for purpose of responding to the invitation for empanelment by BIRAC.
- ii. To file necessary applications, indemnities, declarations, documents and papers, participate in Applicants' and other conferences or give any statement, letter, clarification or any other writing required or necessary for as per procedure.
- iii. To accept terms and conditions relating to the Facilities and sign such writings /letters / papers / documents in token of my acceptance of the terms and conditions therein contained
- iv. To generally deal with BIRAC in all matters in connection with or arising out of our bid for the said Assignment and/or upon award thereof to us and/or till receipt of work order from BIRAC.
- v. To act and perform in said fiduciary capacity consistent with the Principal's best interests including such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein by this POA which becomes effective upon execution.

AND it is agreed all lawful acts, deeds, matters, and things done by the Attorney pursuant to the powers hereinbefore mentioned is ratified by the Principal.

In Witness Whereof, I \_\_\_\_\_ holding the position of \_\_\_\_\_ in \_\_\_\_\_(name of the firm) have hereunto set and subscribed my hands at \_\_\_\_\_ on \_\_\_\_\_.

Signature of the Principal

Before the Witnesses:

- 1.
- 2.

I ACCEPT

Specimen signature of \_\_\_\_\_, the Attorney of the Bidder.