

## **Authorization & Declaration form**

1. I/We hereby nominate ..... (**Name**), ..... (**Designation/Position**) to submit request for registration on IREPS on our behalf. I/We authorize IREPS administrator to create IREPS user account in his/her name as a primary user.
2. I/We understand that the primary user so created will act as authorized signatory on our behalf and will be able to submit online bids (digitally signed or otherwise), accept counter offers online, upload digitally signed documents against tenders /auctions, acknowledge receipt of digital documents delivered to us online, update our bank account details or other attributes related to our firm like address/ phone number etc., and perform other related activities on IREPS portal on our behalf.
3. I/We also understand that the primary user can create other secondary user accounts under the IREPS account of our firm/organization, and these secondary users will also act as authorized signatories on our behalf, and will be able to perform all activities listed in para 2 above.
4. I/We also understand that the primary user can make any secondary user the primary user in his place, and this user can then perform all such activities which the primary users are allowed to perform.
5. We will be fully responsible and legally liable for all acts of commission or omission carried out by any of our primary / secondary users on IREPS portal.
6. It will be our responsibility to keep the list and details of the authorized signatories updated at all times, and to ensure deletion of the user account of any authorized signatory (Primary / Secondary user) immediately if he/she leaves our Firm/ Organization, or if his/ her authorization for performing activities on IREPS Portal has been withdrawn by us. In case of our failure to do so, our Firm/ Organization etc. shall be responsible for all liabilities, legal/ financial/ contractual etc. arising out of any activity performed by any such user.

**Signature** :  
**Name** :  
**Designation / Position** :  
**Seal of the Firm** :  
**Dated** :

(To be signed by authorized director in case of company, authorized partner in case of partnership firm, proprietor in case of proprietorship firm, owner in case of Individual, authorized member in case of joint venture and authorized official in cases of Govt. department /PSU.