

**Annexure C**

From:

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\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

The Assistant Vice President,  
Property Services Department  
UTI Infrastructure Technology And Services Limited  
Ground Floor, UTI Towers, Bandra Kurla Complex, Bandra (E),  
**Mumbai 400051**

Sir/ Madam,

**Sub: Request Letter for exemption from payment of Tender Deposit**  
**Ref: Invitation of bids for leasing of premises owned by M/s. Engineers**  
**India Limited at 16<sup>th</sup> Flr, Chatterjee International Centre, J.N. Rd. Kolkata**

1. We are a Central Government Department / Central Government Organization / Public Sector Unit / PSU Bank / Public Sector Agency / \_\_\_\_\_ (any other, please specify).
2. We request you to kindly permit us to bid without the Tender Deposit due to the following reasons:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
3. We, M/s. \_\_\_\_\_ declare, confirm and undertake to honour the terms and conditions in the Expression of Interest and the Financial Bid to be submitted, if we are short-listed.
4. I declare and confirm that I am duly authorized by my organization viz., M/s. \_\_\_\_\_ to sign on behalf of the organization and all the terms and conditions of Expression of Interest as well as Financial Bid will be binding on my organization / Company.

Thanking you,  
Yours faithfully,

\_\_\_\_\_  
(Signature)  
Name :  
Designation: