

**“POWER OF ATTORNEY” (POA)**

(To be executed on non-judicial stamp paper of Rs.100/-)

**Ref.:**

**Date:** --,--, ----

I / We..... (Name/s of the competent authority of the company to issue POA) do hereby appoint and authorize Mr. / Ms..... (Name & designation of authorized person) who is presently employed with our company M/S..... (Name of the company & address) and whose signature is given below, is authorized on behalf of the company to do all or any of the act or things, to sign & upload the application documents against vendor enlistment Notice Inviting Application (NIA) **for ENLISTMENT OF VENDORS / CONTRACTORS FOR SUPPLY OF VARIOUS MATERIALS / EXECUTION OF WORKS CONTRACT TO NTPC’S PLANTS, OFFICES & PROJECTS THROUGHOUT INDIA/EMPANELMENT OF ADVERTISING AGENCIES** and to sign and execute other documents / agreements / participating in meeting / responding to queries / submission of information / documents and shall be binding on the company for all the rights and obligations in relation to and in pursuant to the NIA issued by M/s NTPC Ltd.

In short, he / she is fully authorized to do all, each and every act requisite for the said purpose concerning the company and the company hereby agrees to confirm and ratify all and every act or thing or any documents / agreements executed by our said attorney within the scope of the authority hereby conferred on him and the same shall be binding on the company.

(Signature and name of authorized signatory being given Power of Attorney)

**Signature:**

**Name:**

**Designation: Place:**

**Date:**

(Signature and name of the competent authority of the company to issue POA)

**Signature of Executants/s:**

**Name:**

**Designation:**

**Seal of firm / Company**

Witness-1

Witness-2

Name: .....

Name: .....

Address: .....

Address: .....

**Note:**

- i. This Document to be attested by certified bank or duly attested by a Notary Public or First Class Magistrate
- ii. Hard Copy of “Power of Attorney (POA)” duly signed and completed should be sent by post / courier to the concerned responsibility centre so as to reach preferably within 15 days from the date of submission of application. Without receipt of original LOU & POA, “certificate of enlistment”, even if found qualified, shall not be issued.