The Associate Vice President IT Department, Head Office, Nainital

Dear Sir,

**<u>RE:</u>** Seeking three days extension for pre bid meeting of ALM solution scheduled today We would like to inform you that after Vaccination of First dose of Covid-19 on 23.4.2021 to all the official working in Risk Management department the staff feels feverish due to which reply of the pre bid queries received from ALM solution vendors are not prepared.

We request you to kindly give us extension for three days and schedule the meeting on 29.04.2021, so that we may prepare the proper reply of pre bid queries received from ALM solution vendors.

Regards,

B.K. Joshi

(Vice President)

To,