



POF 1262-A  
(INDIGENOUS  
SUPPLIES)

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To M/s

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Dear Sirs,

Reference : TENDER ENQUIRY NO. 0132/LP/CMC/56/P-A

DATED 23-JAN-26

You are requested to submit quotations for the item(s) noted in the Schedule to the Tender. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **11:00 hours** on **09-MAR-26** at Bid Centre adjacent to Rabita Hall, POF Wah Cantt. Quotation must be submitted electronically on [www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk) as well as in hard form (duly sealed in envelope) before 30 minutes of opening time. The tender received late will not be entertained. You may witness the opening of the tender if you so desire. If a representative is deputed, he should bring a letter of authority from you.

Tender Enquiry No: 0132/LP/CMC/56/P-A  
Tender to be opened on: 09-MAR-26  
Address as follows:-

([www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk)) BID CENTER  
ADJACENT TO RABITA HALL  
POFs, WAH CANTT.

**2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS**

- 2.1 **For Materials**, the prices should be filled in column 5 and delivery date in column 7 of the schedule to this Tender Enquiry. As per **PPRA Rule 36(b)**, **Single Stage two envelope method** will be utilized for "Open competitive bidding." Moreover, technical & commercial evaluation of Bids will be carried out strictly as per PPRA rules and contract(s) will be awarded to the most advantageous bidder(s).
- 2.2 **For Plant and Machinery**, you are required to quote in two parts:-  
**Part I "Technical Offer"**: It should exclusively give technical details and literatures/brochures of the offered plant, machinery and equipment; validity date; delivery schedule; and signed undertaking given on the schedule to this Tender Enquiry. It must not indicate price, costs etc.

Cont....P-2

**Part II "Commercial Offer":** It should indicate the commercial terms e.g. price, terms of payment, mode of payment, mode of supply.

- 2.3 The quotation must remain valid for, at least 90 days from the date of opening of commercial tenders, extendable if so desired.
- 2.4 The quotation should hold good for any reduced or enhanced quantities without notice.
- 2.5 In the event of non-acceptance of offer, intimation may be given to the Tenderers on their request.
- 2.6 Conditional offers or alternative offers are likely to be ignored.
- 2.7 Quotations should be based on:-

F.O.R. station of dispatch basis, i.e. delivered free on rail, inclusive of packing and forwarding charges. The stores will be booked under Military Credit Note, to be provided by the purchaser.

and/or

Free delivery at POF's stores at **WAH CANTT**  
In this case Octroi duty, will be payable by the supplier.

- 2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting references to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offers without these clarifications and inclusive of Taxes and Duties may be ignored.
- 2.9 Taxes and duties levied on or after Tender opening date or on or after the date offer was signed and dispatched will be allowed to include in the offered rates.
- 2.10 "Suppliers will furnish a certificate, issued by Excise & Taxation deptt., that he has cleared all Professional Tax payable by him" offers received without this certificate will be rejected.
- 2.11 Suppliers will render necessary information regarding hazardous effects on environment, of the material/products supplied by them, in their quotations and shipping/dispatch documents.
- 2.12 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement of the T.E such offer shall be ignored.

### **3. INSPECTION**

- 3.1 Supplies shall be subject to the inspection and acceptance by the competent inspection authority nominated by the Purchaser, who will arrange it at his own cost. Inspection facilities such as tools, test equipment, instruments etc will, however, be provided by the Suppliers in accordance with the relevant specifications.
- 3.2 Where considered necessary by the Purchaser, stores may be obtained on Warranty/Guarantee subject to inspection on receipt. Rejected stores will be removed and replaced with the acceptable stores by the Supplier at his own expense, within a specified time.

**4. TENDER FEE**

The tender must be accompanied by a copy of non-refundable fee by means of a crossed postal order/pay order for Rs. 500/- in favour of: **Director-Admin-POFs, Wah Cantt.** The tender fee instrument in original must be provided on day/date of tender opening in the Bid Center.

**4.1 TENDER SAMPLE**

Where required, offer must accompany tender sample., strictly according to the description and specification given in Tender Enquiry. Offer not accompanied by tender sample will NOT be entertained excepting the established and reputable firms who have either previously satisfactorily supplied the same or similar stores or have submitted an acceptable sample thereof against previous T.E.

**5. BID Security**

5.1 A copy of Bid Security should accompany the tender in shape of deposit at call receipt/Pay Order/Banker Cheque from scheduled bank drawn in favour of :-

**GM-Sourcing Direct Materials, POFs WAH CANTT.**

5.2 Bid security instrument in original must be provided on the day/date of tender opening in the Bid Center as under:

- a. Registered/indexed firms including foreign firms - 2% of quoted value subject to the maximum ceiling of Rs. 0.5 Mn.
- b. Registered/un-indexed firms including foreign firms - 3% of quoted value subject to the maximum ceiling of Rs. 0.75 Mn.
- c. Unregistered Firms including foreign firms - 5% of quoted value subject to the maximum ceiling of Rs. 1.00 Mn.
- d. Govt organization/production units/state owned enterprises/welfare projects of Svcs HQ - Rs 0.50 M. can be waived off on request by DG(C)
- e. Bid money will be returned to unsuccessful (less first three lowest quotee firms) bidders on opening of commercial offers
- f. Bid money will be returned to successful bidders on submission of performance bond/unconditional B.G.
- g. Quotation accompanied with less bid money will be accepted on provisional basis for 10 x days after opening of bids. However the firms are bound to provide/furnish the balance bid money within 10 x days after opening of bid otherwise such quotations will be ignored or rejected
- h. Offers received without Bid Security will not be entertained.
- i. Bid money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.

**6. ACCEPTANCE OF OFFERS**

6.1 POF may reject all bids or proposals at any time prior to the acceptance of bid(s) or proposal, but is not required to justify grounds for its rejection. POF shall incur no liability towards supplier or contractor who have submitted bids or proposals.

**6.2 PERFORMANCE BOND**

- (a) The successful bidders shall provide performance bond which shall not exceed 10% of contract value, in the form of Deposit At Call Receipt from a scheduled Bank; or, an un-conditional Bank Guarantee on a prescribed format. The performance Bond will be in favour of C.M.A.(POF) Wah Cantt. It will be returned on satisfactory completion of contract.
- (b) If the Supplier fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and the Purchaser shall be entitled to make other arrangements for purchase of the stores at the risk and expense of the Supplier.

6.3 Performance Bond from State owned organizations may be waived off at the discretion of the Purchaser.

**6.4 FAILURE TO SUPPLY THE STORES**

All deliveries must be completed by the specified date. In case of failure to deliver the stores within the scheduled time should have arisen from "Force Majeure", which the purchaser may admit as reasonable ground for further time, he will allow such additional time as he may consider to have been required by the circumstances of the case. Otherwise, he will be entitled, at his discretion, to cancel the contract; and/or claim liquidated damages upto 2% but not less than 1% of the contract price of the items and their quantities for each and every month or part of a month, beyond the specified delivery date, during which these may not be delivered, subject to a maximum of 10% of the total contract value of the particular stores which remained unsupplied either in part or in full: or, to purchase from elsewhere, the unsupplied stores at the risk and cost of the supplier.

**6.5 PAYMENT**

Payment will be made by the CMA(POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

(a) Payment of duties/Taxes including professional tax (where applicable) must be supported by proof of having paid these to concerned Govt. Taxation Deptt.

**7. SECURITY OF INFORMATION**

The tenderer and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other than the manufacturer or to any press or agent not authorised in writing by POFs to receive it.

Please return the Schedule to the Tender duly signed by the specified date, along with the specifications, drawings etc. if any, enclosed herewith - even if you are unable to quote.

**WARNING** In case the firm abstain from making offers or fail to return/acknowledge the tender form by the specified date on three consecutive occasions, no further tender enquiry may be issued to them and their names would liable to removed from the approved list.

Yours faithfully

**BUSHRA ALI**  
**MANAGER PURCHASE - I**  
for PAKISTAN ORDNANCE FACTORIES

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0132/LP/CMC/56/P-A23-JAN-26**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	
1	HACKSAW BLADE H.S.S ALL HARD TYPE FOR POWER USE 14"X1"X10 TPI (350X25X1.25MM X 10TPI) BS-1919, 1983 TABLE-2	NO	20				
2	HACKSAW BLADE H.S.S ALL HARD TYPE FOR POWER USE 16" X 1-1/4" X 10 TPI (400 X 32 X 1.60MM X 10 TPI) BS-1919, 1983 TABLE-2	NO	80				
3	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1/8" BS-122/PT-1 (1953), TABLE 27	NO	20				
4	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 7/32" BS-122/PT-1 (1953), TABLE 27	NO	35				
5	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1/4" BS-122/PT-1 (1953), TABLE 27	NO	35				
6	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 5/16" BS-122/PT-1 (1953), TABLE 27	NO	40				
7	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 3/8" BS-122/PT-1 (1953), TABLE 27	NO	60				
8	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 7/16" BS-122/PT-1 (1953), TABLE 27	NO	35				
9	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1/2" BS-122/PT-1 (1953), TABLE 27	NO	50				
10	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 9/16" BS-122/PT-1 (1953), TABLE 27	NO	40				
11	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 5/8" BS-122/PT-1 (1953), TABLE 27	NO	40				
12	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 3/4" BS-122/PT-1 (1953), TABLE 27	NO	45				
13	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 13/16" BS-122/PT-1 (1953), TABLE 27	NO	17				
14	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 7/8" BS-122/PT-1 (1953), TABLE 27	NO	15				
15	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1" BS-122/PT-1 (1953), TABLE 27	NO	20				
16	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1-1/4" BS-122/PT-1 (1953), TABLE 27	NO	10				
17	ENDMILL CUTTER HSS PARALLEL SHANK (RIGHT HAND) DIA 1-1/2" BS-122/PT-1 (1953), TABLE 27	NO	10				
18	CIRCULAR SPLIT DIES HSS PLAIN ADJUSTABLE R/H CUTTING 5/16" BSW O/D 1" B&H STOCK NO 02-0445 (1989-91) OR EQU.	NO	40				
19	CIRCULAR SPLIT DIES HSS PLAIN ADJUSTABLE R/H CUTTING 3/8" BSW, O/D 1-5/16" B&H STOCK NO 02-0449 (1989-91) OR IS EQU.	NO	10				
20	DOUBLE ENDED COMBINED DRILL AND COUNTER SINK (CENTRE DRILL) HSS TYPE 'A' DIA OF BODY 5.00MM-DIA OF PILOT 2.00MM BS-328/PT-2 (1972), TABLE-1	NO	100				
21	DOUBLE ENDED COMBINED DRILL AND COUNTER SINK (CENTRE DRILL) HSS TYPE 'A' DIA OF BODY 6.30MM-DIA OF PILOT 2.50MM BS-328/PT-2 (1972), TABLE-1	NO	341				

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(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	
22	DOUBLE ENDED COMBINED DRILL AND COUNTER SINK (CENTRE DRILL) HSS TYPE 'A' DIA OF BODY 8.00MM-DIA OF PILOT 3.15MM BS-328/PT-2 (1972), TABLE-1	NO	40				
23	DOUBLE ENDED COMBINED DRILL AND COUNTER SINK (CENTRE DRILL) HSS TYPE 'A' DIA OF BODY 12.50MM-DIA OF PILOT 5.00MM BS-328/PT-2 (1972), TABLE-1	NO	50				
24	DOUBLE ENDED COMBINED DRILL AND COUNTER SINK (CENTRE DRILL) HSS TYPE 'A' DIA OF BODY 3.15MM-DIA OF PILOT 1.25MM BS-328/PT-2 (1972), TABLE-1	NO	25				
25	TWIST DRILL HSS MORSE TAPER SHANK (STANDARD SHANK) RIGHT HAND DIA 9/16" BS-328/PT- I 1986 TABLE 9 (B)	NO	7				
26	TWIST DRILL HSS TAPER SHANK 20.00 MM M.T.S. BS-328-1986-PT- I TABLE-9	NO	35				
27	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 1/16" BS-328/PT- I, 1986 TABLE-2 (B)	NO	35				
28	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 9/64" BS-328/PT- I, 1986 TABLE-2(B) IMPERIAL SERIES	NO	17				
29	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 5/32" BS-328/PT- I, 1986 TABLE-2 (B) IMPERIAL SERIES	NO	45				
30	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 1.00 MM BS-328/1993 PT- I TABLE-1	NO	500				
31	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 1.25 MM BS-328/1986 PT- I TABLE-3,	NO	550				
32	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 1.60 MM BS-328/1986 PT- I TABLE-3	NO	250				
33	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA : 2.25MM. BS-328/1986-PT- I TABLE-3	NO	25				
34	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 2.50 MM BS-328/1986 PT- I TABLE-3	NO	190				
35	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 2.60 MM BS-328/1986 PT- I TABLE-3	NO	160				
36	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA : 2.80MM. BS-328/1986 PT- I TABLE-3	NO	290				
37	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 2.85 MM BS-328/1986-PT- I TABLE-3	NO	350				

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(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	
38	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 3.00 MM BS-328/1986 PT- I TABLE-3	NO	150				
39	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA : 3.15MM. BS-328/1986-PT- I TABLE-3	NO	15				
40	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 4.40 MM BS-328/1986 PT- I TABLE-3	NO	320				
41	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 5.00 MM BS-328/1986-PT- I TABLE-3	NO	350				
42	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 5.30 MM BS-328/1986-PT- I TABLE-3	NO	160				
43	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 5.80 MM BS-328/1986-PT- I TABLE-3	NO	15				
44	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 6.50 MM BS-328/1993 PT- I TABLE-1	NO	120				
45	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 8.00 MM BS-328/1986 PT- I TABLE-3	NO	6				
46	TWIST DRILL HSS PARALLEL SHANK JOBBER SERIES (NORMAL HELIX) RIGHT HAND DIA 15.00 MM BS-328/1986-PT- I TABLE-3	NO	8				
47	BSW HAND TAPS H.S.S. SCREW CUTTING GROUND THREAD SET COMPRISING BOTTOMING SECOND TAPER 1/4" X 20 BSW BS-949/1979, PT-II, TABLE-26	SET	10				
48	BSW HAND TAPS H.S.S. SCREW CUTTING GROUND THREAD SET COMPRISING BOTTOMING SECOND TAPER 5/16" X 18 BSW BS-949/1979, PT-II, TABLE-26	SET	10				
49	BSW HAND TAPS H.S.S. SCREW CUTTING GROUND THREAD SET COMPRISING BOTTOMING SECOND TAPER 3/8" X 16 BSW BS-949/1979, PT-II, TABLE-26	SET	20				
50	TAPS HAND H.S.S. THREAD CUTTING, ( SET OF 2 PIECES ) 7/16" BS 949/1979 PT-2 DIN 374 BSW TABLE-4	SET	6				
51	TAPS HAND H.S.S. THREAD CUTTING 3/4" BS 949/1979 PT-2 DIN 374 BSW TABLE-4	SET	5				
52	HAND TAPS GROUND THREAD H.S.S. STRAIGHT SHANK AND SQUARE RH FOR METRIC I.S.O. THREAD SET OF 3 PIECES M 6 X 1.00 PITCH DIN-352	SET	20				
53	HAND TAPS GROUND THREAD H.S.S. STRAIGHT SHANK AND SQUARE RH FOR METRIC I.S.O. THREAD SET OF 3 PIECES M 10 X 1.5 PITCH DIN-352	SET	17				
54	12% COBALT H.S.S GROUND DRY RIGHT ANGLE PARTING OFF TOOL NO.27 3/4"X1"X8" LONG (19X25X200) MM LONG BS - 1296-PT-3 1978-TABLE - 9 (SIZE AS PER USER DEMAND)	NO	12				

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(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	
55	12% COBALT HSS GROUND DRY HEAVY DUTY TURNING TOOL NO.26 LH 25X16X200 MM BS-1296-PT-3 1978-TABLE-8	NO	20				
56	METAL CUTTING BAND SAW BLADES CARBON STEEL FLEXIBLE BACK ROLL OF 100 FOOT WIDTH =13MM ,THICKNESS=0.65 MM 10 TPI , REG RAKER B&H # 22-9153 (89-91)	ROLL	10				

<b>Total Rs =</b>	
<b>+ GST =</b>	
<b>Total value Rs =</b>	

(2) For Plant & Machinery:  
Specification:-

**(3) Special Conditions**

- i). Only single competitive rate must be quoted against each TE item. The quotation must hold good for 90 days from the date of commercial opening (extendable if so desire)
- ii). Date and stamp of the postal order must be visible.
- iii). PTC issued by Punjab Province must be provided.
- iv). Status of your firm with POF (registered/un-registered) should be mentioned in your offer. Registered firms are required to provide copy of valid registration letter with POF.
- v) a. Only registered suppliers (with Sales Tax & Income Tax Deptt.) who are on Active Taxpayers List (ATL) of FBR are eligible to supply good/services to Government departments.
- b. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.
- vi). Technical Literature (in English Language/version) along with chemical composition of offered items must be provided at the time of competitive bid submission.
- vii). Final inspection / acceptance of store will be made on successful functional trials along with Chemical and mechanical testing as per procedure in vogue.
- viii). Contracted/Supplied Store must be as per tendered specification.
- ix). Un-registered firms provide 01x year bank statement.
- x). MSDS against contracted item(s) is required to be provided by the supplier.
- xi). Firms registered with Securities & Exchange Commission of Pakistan (SECP) will be preferred. However, such firms are required to provide/ attach the registration certificate/evidence their of with the quotation for evaluation.
- xii). The store should be of reputed OEM/Branded Company.
- xiii). If the excess quantity of store is delivered which exceeds the allowed tolerance of + 5 % of the contracted quantity, the same may be considered free of cost (non-returnable)
- xiv). Provision of Quality Test Certificate of an accredited lab with established trace abilities, if demanded/required.
- xv). Tender Enquiry and special conditions must be carefully studied and complied. Offers/ bids in contravention to conditions / special condition stipulated in the TE are liable to be rejected.
- xvi). Inspection Authority: Director-QA or his Authorized Rep
- xvii). Technical/Commercial quotations Generated through E-bidding module duly signed/stamped on firm's letter head must be attached with both Technical Part and Commercial Part of TE separately (in Soft & hard form)

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(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	

xviii) Bidders/suppliers must mention the "Expected Shelf Life" & "Country of Origin" of material/ manufactured components and same will be considered during Technical Evaluation as well.

xix. Delivery Period of store will be 03x months maximum after placement of contract.

**Undertaking**

Should our offer be accepted, we hereby undertake to supply the stores/render the services contracted on the basis of General Conditions of Contract embodied in Form POF 1281, and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract, and POF will have the right to purchase the stores/services elsewhere at our risk and cost.

Place \_\_\_\_\_  
 Date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature of the Tenderer** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Income Tax G.I.R. No** \_\_\_\_\_  
**Official Stamp** \_\_\_\_\_