OFFICE OF THE PRINCIPAL

GOVT: GIRLS DEGREE COLLEGECHANDA DISTRICT MOHMAND,

TENDER NOTICE E-PAD SYSTEM

Govt: Girls Degree College Chanda District Mohmand, invites sealed bids under National Competitive Bidding for the procurement of **Computers and allied facilities for computer lab** under rule 6 (2) (b)' single stage two Envelop "procedure of KP-PPRA Rules 2014, from manufacturers or their Authorized Dealers or Importer register with the Income/Sales Tax, reflected on Active Taxpayer List (ATL) of FBR.

Bid Solicitation Documents containing detailed descriptions including evaluation criteria and other terms & conditions, can be obtained from the office of undersigned on working days, (Also Available on EPADS).

S.NO	Description /Detail	Amount PKR
1	Computer Lab/ IT Equipment	4.00 Million
Total Amount		4.00 Million

GENERAL TERMS & CONDITIONS FOR THE BIDDERS ARE AS FOLLOW:

1. Bidding will be held under Government of Khyber Pakthunkhwa Procurement Regulatory Authority (KPPRA) rules, 2014 by single phase, single envelop method.
2. The firm shall have valid National Tax Number (Active NTN).
3. The firm shall have valid Khyber Pakhtunkhwa Revenue Authority (KPRA) registration.
4. Tender Documents can be obtained from the KPPRA Official websit.
5. The sealed tender documents must reach the office of Principal Government Girls Degree College Chanda District Mohmand by 14th November2026 before 11:30 hours. Bidding will be opened on the same day at 12:00 hrs in the presence of representative of the firms who opt to attend.
6. Two percent (2%) bid security of the total bid cost must be accompanied with the tender documents in the shape of call deposit (CDR) from any scheduled Bank in the name of Principal Government Girls Degree College Chanda District Mohmand.
7. Rates must be quoted in Pak Rupees & must include all kind of levies / taxes and auxiliary charges (such as delivery charges at site or freight charges are to be included in the quoted price).
8. The order given in tender must remain same till 14 December, 2026.
9. Tender will be accepted only through post (by hand will not be accepted).
10. The quotation must carry the authorized signatures / stamps of the representatives of the supplier.
11. All kind of taxes / duties applicable by Government shall be charged as per the directives of the Government issued from time to time.
12. The procuring entity has the right to reject, any or all tenders under the KPPRA rules, 2014 by assigning any cogent reasons.

NOTE: * Errors / Omission are subject to rectification.

- **Fixing and installation of these items must be included in these rates.**

GOVERNMENTGIRLS DEGREE COLLEGE
CHANDA DISTRICT MOHMAND
Phone No: 0345-9314238/0317-5555255
Email:ggdcchanda@gmail.com

TENDER DOCUMENTS
FOR
THE PURCHASE OF COMPUTER LAB IT EQUIPMENT

Issued By:
PRINCIPAL
GOVERNMENT GIRLS DEGREE COLLEGE
CHANDA DISTRICT MOHMAND

LIST OF Computer Lab/IT Equipments/QUOTATION

S. No	Description/Item Name	Quantity	Unit	Price/Unit	Amount
1.	COREi 5, 9TH GEN, 8 GB RAM,256GB SSD, DESKTOP,KEYBOARD,MOUSE,22"LED, CABLES (WITH ONE YEAR WARRANTY)	**1**	**pcs**		
2.	CANON SCANNER LIDE300 (NEW)	**1**	**pcs**		
3.	CRIMPING TOOL (NETWORK ELECTRONIC TOOL)	**1**	**pcs**		
4.	PRINTER HP M12A USED (USED)	**1**	**pcs**		
5.	KODAK ALARIS E1040 (40 PPM ADF SCANNER) (WARRANTY WITH ONE YEAR)	**1**	**pcs**		
6.	ASUS EXPERTBOOK P1503CVA-158512BOD/CIRE 5 210H/8GB D5/512GB/15.6"FHD/RJ45/FPR/DOS/MISTY GREY (ONE YEAR LOCAL WARRANTY)	**1**	**pcs**		
7.	HP 15 FD0154WM CORE ULTRA 5 125H 8GB D5 512 GB 15.6"FHD T/S WIN 11 (SILVER) (ONE YEAR INT.WARRANTY)	**1**	**pcs**		
8.	ASUS EXPERTBOOK 83605CCA-U7165G0D/INTEL CORE ULTRA 7 255H /16GB D5/ 512GB/16.0" WUXGA/BKL KB/RJ45/ FPR /DOS/GENTLE GREY (ONE YEAR LOCAL WARRANTY)	**1**	**pcs**		
9.	HP OMNIBOOK X 14-KB0023DX] INTEL CORE ULTRA 7 355/ 16GB LPD5X/ 1TB SSD/14.0"2K X360 / BKL KB /WIN 11 (METEOR SLIVER) (ONE YEAR WARRANTY)	**1**	**pcs**		
10.	CAT6 CABLE COPPER	**1**	**pcs**		
11.	**TOTAL AMOUNT IN RUPEES.**				

Note: It will be responsibility of the successful bidder to configure and train the concerned staff. During warranty it will be responsibility of the successful bidder to replace faulty with genuine new parts at his own expense.

INSTRUCTION TO BIDDERS

A. Bidding will be held under Government of Khyber Pakhtunkhwa KPPRA Rules, 2014.
B. The firm shall have valid active sales/ Income Tax registration and enrolled with KPPRA.
C. Firm shall have proper office setup in Khyber Pakhtunkhwa.
D. The bidders must have experience in the relevant field and shall furnish a certificate and attested documents evidence of successful supply of various items to Government/Non Government recognized entities/organizations.
E. Client's lists should be provided in the bid.
F. The rates offered should be inclusive of all applicable taxes.
G. All the taxes will be deducted from the bill as per prescribed government rates.
H. The tender must be accompanied by earnest money in the form of call deposit/ Bank draft (Refundable) drawn in the favour of ***GGDC Chanda District, Mohmand.*** Tender without earnest money will not be entertained.

I. Earnest money in the form of call deposit/Bank draft will be encashed for verification purposes will be returned in the form of cheque at the time of return in the name of bidder.
J. The last date for submission of bids is 14th November, 2026.
K. The sealed bids should reach the office of **Principal Government Girls Degree College Chanda, Mohmand** by 11:30 am up to 14th November, 2026.
L. The competent authority reserve the right to accept or reject the tender or a part of a tender , before acceptance; however the bidders will be informed about the reasons of rejection if they submit proper application to the procuring entity.
M. All the pages of the bid documents must be signed and stamped by the bidder.
N. The procuring entity may offer for rebidding in case the proposal does not satisfy its requirements.
O. Suppliers will be responsible to meet mentioned specifications (sample). Any deviation from specifications (sample) will not be accepted and charged on the supplier risk & cost.
P. Judgement about the specifications (sample) by the procurement entity will be final and cannot be challenged at any stage.
Q. It will be responsibility of the supplier to supply best quality of item .In case of supply of any B class, B pair or non branded item (where brand is involved) procuring entity reserves all rights to reject the supply of the order.
R. Contract will be signed with the successful bidder, and its terms and conditions will govern the execution of the contract /bid specifications.
S. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vender/bidder).
T. Supply shall be mad**e** at mentioned point as per supply order on contractor cost & risk.
U. Goods/items will be examined at delivery point or later as per convenience of

procuring entity.

V. All payments will be made as per invoice.

W. Goods/ items should be of good quality and in proper warranty.

X. Goods / items damaged due to low quality material will be charge supplier risk & cost.

MEMORANDUM

TENDER FOR THE PURCHASE OFHOME ECONOMICS LABORATORIES EQUIPMENT GOVERNMENT GIRLS DEGREE COLLEGE CHANDA DISTRICT MOHMAND

I/We hereby quote for the supply of Laboratories Equipment at GGDC Chanda District Mohmand in accordance with the Memorandum and Conditions of Contract specified in this document.

#	Particulars	Description
1.	Date of issue of the tender	30 /10/2026
2.	Place of issue of tender	**Government Girls Degree College Chanda, District Mohmand.**
3.	Place of submission of tender	In the office of **the PRICIPAL GGDC Chanda, Mohmand District.**
4.	Last date and time of submission of tender	30/11/2026 at 11:30 AM.
5.	Date (time and place of opening of the tender)	14 /11/2026 up to 12:00 PM at Office of ***GGDC Chanda, Mohmand District.***
6.	Nature of Work	Supply of Laboratories Equipment as described in the tender form.
7	Amount of earnest money	02% of the total cost in the form of pay order or bank draft in favour of the ***Principal GGDC Chanda, Mohmand District*** from any scheduled bank must be submitted with the Tender Documents.
8	Date of commencement	To be specified in the supply order of the successful Bidder.
9	Time of completion of the work	Seven days after the issue of supply order.
10.	Mode of payment	100% after successful completion of supply of item and satisfactory report from the end user.
11	Tax deduction	As per Government Rules enforced.

1. **Bid Form and Price Schedules**

Date:_____
IFB No:_____

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ Percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening under relevant Clause of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or Gratuity

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____day of _____20_____.

_____ _____

Signature] [in the capacity of]

TENDER FORM (2026)

Government Girls Degree College Chanda,

District Mohmand.

Name of the Firm: _____

Address: _____

Phone No: _____ Cell # _____

NTN: _____ S.Tax Reg. No: _____

Email Address: _____ Fax No: _____

Call Deposit No: _____ Amount: _____ Date: _____

Bank: _____

PURCHASE OF LABORATORES EQUIPMENT			
S.No.	**Item Name**	**Specification**	**Rate Including All Govt. Taxes**
1.			**Rs._____per unit**

Note: All rates are inclusive of all taxes.

Signature of the Contractor: _____

CNIC No: _____

Dated: _____

GENERAL TERMS AND CONDITIONS

Ser. #	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable	Delivery Period	Total
1.						
2.						

1. Following are the details regarding request for quotation for hardware purchase.

Matrix to be filled by the bidder as per the instructions laid down here.

2. General Terms and Conditions

Following are the General Terms and Conditions.

n) The above details shall be submitted in a sealed envelope
o) The Supplier (s) must be registered with the Sales Tax authorities.
p) Warranty of Goods shall be provided
q) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
r) The request for quotation is non-transferable.
s) Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever will be considered.
t) The quote(s) must be accompanied with a bid security valuing 2% of the total quoted price.
u) NTN certificate shall be enclosed.
v) Each supplier can only submit one offer / quote.
w) The quotation must carry the authorized signatures of the representative of the suppler.
x) GGDC Chanda Mohmand District has the right to accept or reject any or all offers without assigning any reason thereof.

Thanki

PRINCIPAL,

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

A. LANGUAGE

All communications and documentations related to procurements shall be in English.

B. BID SECURITY DEPOSIT

The quote(s) must be accompanied with a bid security valuing 2 % of the total quoted price.

C. PLACE AND TIME OF DELIVERY

The Supplier/Vendor/bidder shall supply all items within seven days.

D. VARIATIONS / REPEAT ORDERS

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPP Rules 2014.

E. INSPECTION of Goods on Delivery

The goods shall be inspected by the inspecting team of the Procuring entity for quality/quantity etc at the agreed location/warehouse of the Procuring entity before the goods are provided/supplied at their final destination.

Inspection of goods shall be conducted without prejudice to the buyer's right to lodge quantity and quality claims. In case the goods are not found in conformity with the contracted quality/specifications, procuring entity shall have the right to lodge claims within 30 days from the date of inspection of the goods.

In case of dispute by the supplier, joint re-inspection of the supplied material shall be carried out, at the cost of the supplier, in presence of him or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

F. PACKAGING

Material/works/service should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.

Each pack or container should clearly indicate the following information:

- Purchase Order Number and date.
- Name of Product/Deliverable.
- Quantity
- Gross and net weights
- Name of Manufacturers/service providers

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed.

Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.

Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English. If required by Procuring entity, technical experts should be sent by the manufacturer for application of the item at site.

G. PERFORMANCE BANK GUARANTEE (OPTIONAL)

Successful bidders shall furnish a Performance Bank Guarantee of 10% if demanded, of value of Purchase Order/Tender price/Contract on the proforma prescribed provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance

If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

FORFEITURE OF PERFORMANCE BANK GUARANTEE

The Performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract / Purchase Order.

H. PAYMENT CLAUSE Payment shall be made on production of the following documents: -

a. The Supplier/Vendor submits manually signed invoice in triplicate certifying that merchandise supplied is in accordance with the contract. The invoice must show the Purchase Order No.____, Material Receiving Report No.____, and Acceptance Note No.____, with date, price/rate of each item.

b. Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.

c. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).

d. Valid Income Tax Exemption Certificate (otherwise Income Tax at current applicable rates shall be deducted from the invoice). (Where applicable)

e. National Tax Number.

f. Sales Tax Registration Number.

g. Certificate in original issued by any one of the Independent Inception (where applicable).

h. Bank Account Number and Branch.

i. Recovery of all applicable taxes at source should be made as per rules

j. Certificate from procuring entity stating Goods as per standard / professional requirement (format given below)

K. OBLIGATIONS AND OPTIONS IN CASE OF NON-FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations.

The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant.

The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practices.

The supplier shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices. The supplier shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or sub-contractor to perform any part of the services without prior consent of the service providers

The supplier agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives a written permission from the Client to do so.

Procuring entity may take any of the following actions if after the placement of the Purchase Order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement:-

Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement;

Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, Procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or

Recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/ Contract.

L. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPP Rules 2014.

If a bidder is not satisfied with the decision of the Committee he may take recourse to the KPK PPRA.

The mere fact of lodging a complaint shall not warrant suspension of procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by PPRA whose decision will be final and biding on both the parties.

M. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.

N. SUB-LETTING CONTRACT

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled to cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

O. BRIBES COMMISSION ETC.

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer, servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor

to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.

P. TERMINATION End of Services

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and full and final payment has been made.

Termination by the Client

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

Termination by the Supplier

The supplier may suspend the Agreement by a written notice of thirty (30) days only if the supplier does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty (30) days of notice of suspension, the Supplier/Vendor may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

Q. FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPP Rules 2014.

R. CONTRACT AMENDMENT

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

S. NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client

To: The Supplier ----------

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

T. QUALIFICATION CRITERIA

Following is the qualification criteria. Procuring Entity may add more (in case required) strictly in accordance with the PPRA rules.

1. Bidders should be registered entities with the Government (contractor with PEC; Company with SECP or any other authority). However bidders are not required to be locally registered with the procuring entity
2. Carrying a National Tax Number (NTN) , or a FBR Tax Exemption Certificate;
3. Sales tax certificate (where required)
4. Financial health (Financial Audit Report, Bank Statement in the past 3 fiscal years);
5. Should demonstrate similar experience for at least **03 years**
6. Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi-government organizations (procuring entity) under the administrative control of the federal / provincial governments.

BANK GUARANTEE FORM IN RESPECT OF BID SECURITY (to be furnished on non-judicial stamp paper of appropriate value)

Procuring Officer
Procuring entity and its address

1. M/s _____ through their agent _____ (hereinafter called the supplier) are submitting their offer against your tender enquiry No. _____ for _____ due on _____ and have requested us to issue a bank guarantee for _____ in your favor as bid security to ensure their compliance with conditions of the tender.

2. The Guarantor waiving all objections and defenses and under the aforesaid contract, hereby unconditionally, irrevocably and independently guarantees to pay to procuring entity without delay upon procuring entity's first written demand any amount claimed by procuring entity up to the sum named herein, on procuring entity written declaration that the bidder has refused or failed to fulfill any of the terms of the tender / bid or committed any breach of the tender / bid.

3. Notices in writing of any such breach, of which the Buyer shall be the sole Judge, as aforesaid, on the part of the bidder shall be given by the Buyer to the Guarantor and on each first demand, payment shall be made by the Guarantor of all sums then due under this guarantee unconditionally and without any reference to the bidder or any other person and without any objection.

4. This guarantee is valid up to three months from date of opening of tender. In case the tenderers / bidders _____ are awarded a contract for supply of goods / works / services as per tender enquiry / letter / RFP quoted above, the guarantee will remain valid up to the date of furnishing of an acceptable performance bond on Procuring entity's format.

5. Claim if any must reach us in writing on or before the expiry date after which we will no longer be liable to make payment to you

6. Our liability hereunder is limited to

NAME OF THE BANK

_____

WITH ADDRESS
AUTHORISED OFFICER OF THE BANK

PURCHASE ORDER / CONTRACT AGREEMENT

The purchase order is the simplest form of contract for procurement between the procuring entity and the supplier. It is used to form a contract by accepting the successful bidder's quotation, where no contract award notice or detailed contract document is required. The purchase order defines the equipments to be supplied, the price to be paid for the goods, works or services and the delivery period required.

2 The purchase order shall carry the following information:

- the name of the supplier;
- the date of issue of the Purchase Order;
- the delivery address;
- the name of the procuring entity purchasing the items;
- the Requisition Number;
- the Purchase Order Number;
- the quantity of each item required;
- any part or pattern number for each item;
- a brief description of each item;
- the unit cost or rate for each item; and
- the delivery period and whether the delivery is to be made in lots.