

# Specimen Proforma for Short Term Tender

The Secretary  
Punjab State Red Cross Branch  
Sector – 16-A, Madhya Marg, Chandigarh

**Subject: SUBMISSION OF BID FOR SHORT TERM TENDER**

Sir

In response to your Short term tender notice published in the newspaper dated Dec 3, 2022 and the details mentioned at the official website of the Punjab State Red Cross Branch, Chandigarh [www.punjabredcross.com](http://www.punjabredcross.com). I/we hereby offer our bid with following details: -

1. Name of the Firm : .....
2. Address : .....
3. Correspondence Address with  
PIN code: .....
4. Mobile Number: .....
5. E-mail: .....
6. Experience in the field of  
work mentioned in the tender: .....
7. Any other point: .....

## Declaration

I/We have gone through all the contents of the tender uploaded on the official website of Punjab State Red Cross Branch, Chandigarh [www.punjabredcross.com](http://www.punjabredcross.com) and agree to do the needful accordingly.

I/We offer our rates as under:-

Sr No.	Name of the Item/Work	Size	Rate Per Unit.	GST	Any Other	Remarks if any

Name: .....

Sign and Seal.....

Date: .....