



HOUSE BUILDING FINANCE COMPANY LIMITED

## REQUEST FOR QUOTATION (Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0004
Description	Audit of Fund Accounts for the year Ended Dec 31, 2021
Date of Issue	February 14, 2022
Date of Submission of Quotations	February 17, 2022 before 11:00am
Project Location:	HBFC, Head Office, 3 <sup>rd</sup> Floor, Finance & Trade Centre, Shahrach-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. #	Item Specification / Description	Job	Remarks
01	<p>HBFC intends to carry out Audit of its Fund Account for the year ended December 31, 2021 as mentioned below herein.</p> <p>I. Pension Fund Account II. HBFC Employees Provident Fund III. HBFC Benevolent Fund IV. HBFC Social Welfare Fund V. HBFCL Provident Fund VI. HBFCL Gratuity Fund</p> <p><b>Scope of Work</b> Audit of the financial statement of HBFCL Fund Accounts as mentioned above for the year ended December 31, 2021 for the purpose of expression an opinion as to whether the financial statement give a true and fair view of the financial position of HBFC in accordance with generally accepted accounting principles, prescribed accounting policies and standards as applicable in Pakistan.</p>	01	

### General Terms & Conditions:

1. Sales and income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final approval at the time completion.
3. Payment will be through Cross Cheque/Pay Order after the receipt of the bill/invoice and delivery of the report.
4. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
5. Penal at the rate of 5% per month on actual cost will be imposed on delayed completion/delivery.
6. The rate/item cost will be final and no change whatsoever will be accepted.
7. Government tax (es), levi(s) and charge (s) will be charged at actual as per rules.
8. HBFC reserves the right to change/alter/remove any item or article or reduce/enhance quantity before the award of Work Order, without assigning any reason as per PPRA Rules.
9. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment.
11. No subletting in any case/item/form will be allowed.
12. The assignment must be completed on or before June 30, 2022.



**Asad Baber Khan**  
Manager Procurement - GSD

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House Building Finance Company Limited

Head Office: 3<sup>rd</sup> Floor, Finance & Trade Center, Shahrach-e-Faisal, Karachi-74400, Pakistan. Tel: 021-35641752

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