



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0023
Description	Procurement of General Store Items
Date of Issue	September 22, 2022
Date of Submission of Quotations	September 26, 2022
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Ahmed Zada, Senior Assistant

S.#	Item Specification / Description	Quantity Required
01	Toilet Roll (Rose Petal or Equivalent)	500 Nos.
02	Kitchen Towel Roll (Rose Petal or Equivalent)	90 Nos.
03	Hand Towel as per sample (200 Sheets pack) (Rose Petal or Equivalent)	200 Nos.
04	Tissue Box (Rose Petal 1Supreme or Equivalent)	144 Nos.
05	Water Glass (as per sample)	120 Nos.
06	Pencil Cell "AA" (Toshiba - Heavy Duty or Equivalent)	120 Nos.
07	Pencil Cell "AAA" (Toshiba - Heavy Duty or Equivalent)	120 Nos.
08	Notice Board Green (Size 03ft. x 05 ft.)	01 No.

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. HBFC reserve the right to cancel any or all the above items if material is not found in accordance with the specification or if the delivery is delayed.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
5. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government Taxes, Levies and charges will be charged at actual as per rules.
9. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity according to PPRA Rules.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.
11. No advance shall be paid. 100% payment will be made after successful completion of assignment
12. No subletting in any case / item / form will be allowed.
13. Transport, Cartage and labor will be responsibility of supplier.

Asad Baber Khan
Manager Procurement, GSD

