



HOUSE BUILDING FINANCE COMPANY LIMITED

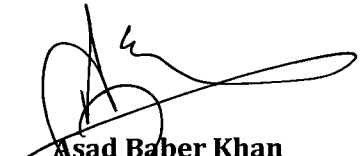
REQUEST FOR QUOTATION (Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0016
Description	Procurement and Printing of Office File Cover
Date of Issue	June 7, 2022
Date of Submission of Quotations	June 9, 2022 before 11:00am
Place of Delivery	HBFC Head Office, 3 rd Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S.#	Item Specification/Description	Required Quantity	Unit
01	File Cover: (11x14) Box Board Card 700gsm Imported, Board with Eye lid & two nos. of Special Clip. Two color printing with tap binding on back side.	2000 Nos.	File Covers

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 inspection at the time of completion.
3. HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the specification or if the completion 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 authority's requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government tax(es), levi (es) and charge(s) 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 before the award of Work Order, without assigning any reason.
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. The items / services shall have to be delivered / completed within a period of 10 working days from the date of issuance of this Work Order.


Asad Baber Khan
Manager Procurement - GSD

