



HOUSE BUILDING FINANCE COMPANY LIMITED

**REQUEST FOR QUOTATION**  
**(Works and Services)**

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/0018
<b>Description</b>	Renovation Work HBFC Branch Offices, Vehari, Sahiwal and Gujranwala
<b>Date of Issue</b>	July 22, 2022
<b>Date of Submission of Quotations</b>	July 26, 2022 before 11:00am
<b>Place of Delivery</b>	HBFC Head Office, 3 <sup>rd</sup> Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
<b>Contact Person &amp; Telephone</b>	Mr. Asad Baber Khan, GSD Department

**B.O. Vehari**

S.#	Description	Unit	Measured Quantity
01	Supply & installation of Skirting	Rft	25
02	Plaster of Tiles	Nos.	402
03	Envicrete/Bannu Mukhtar or equivalent	Sft	34
04	Full Height Cabinets	Sft	10
05	Meter to DB Connection	Rft	40
06	Socket for Generator Connection with Power Cable	Rft	15
07	PDU	Nos.	01
08	Face Plate	Nos.	10
09	Signboard Connection	Nos.	01
10	5G Plate	Nos.	04
11	Ramp	Nos.	01

**B.O. Sahiwal**

S.#	Description	Unit	Measured Quantity
01	Paint	Sft	760
02	Frost Paper on Glass	Sft	14
03	Wiring for (Three Phase) Split Unit or Floor Mounted Type from Distribution Board to respective Switches	Nos.	01
04	PDU	Nos.	01
05	Face Plate	Nos.	24
06	Sign Board Connection	Nos.	01
07	Charge Over	Nos.	01

**B.O. Gujranwala**

S.#	Description	Unit	Measured Quantity
01	Raising Floor	Sft	60
02	Supply & Installation of Porcelain Tiles	Sft	10
03	Supply & Installation of Skirting	Rft	58
04	Paint	Sft	206
05	False Ceiling	Sft	60
06	Full Height Cabinets	Sft	36
07	15 Amp 5 Pin Universal Switch Socket	Nos.	02
08	PDU	Nos.	01
09	Face Plate	Nos.	12
10	Exhaust Fan	Nos.	03
11	Sign Board Connection	Nos.	01



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12	6G Plate		08
13	4G Plate		03
14	Change Over		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 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, General Services Department - GSD  
