



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION
(Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0005
Description	Acquiring of Photocopier Services on Rental Basis
Date of Issue	November 12, 2019
Date of Submission of Quotations	November 14, 2019 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Syed Wisal Haider

S. No.	Item Specification / Description	Quantity / Job	Remarks
01	Acquiring of in-house photocopier services on rental basis	01	

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the requirement.
3. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above service on monthly basis.
4. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
5. The rate / item cost will be final and no change what so ever will be accepted.
6. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
7. 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.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment
10. No subletting in any case / item / form will be allowed.
11. Service must be rendered within a period of 04 days from the date of issuance of Work Order.

-Sd-

Manager Procurement - GSD