

RFQ Reference No.	HBFC/HOK/GSD/2020/RFQ
Description	Procurement of Laptop and Color Printer
Date of Issue	February 07, 2020
Date of Submission of Quotations	February 10, 2020 before 11:00am
Place of Delivery	HBFC Head Office
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. No.	Description	Required Qty.
1	<p>Laptop: Globally renowned Business / Work Category Laptop as categorized by the manufacturer.</p> <p>Specifications: Intel Core i7 Processor (8th Gen.) 16GB RAM 512GB SSD 13.3" Display or better Ethernet and Wifi, Bluetooth 3 Cell 50 Whr Long Life Battery Windows 10 Pro 64 USB Port, HDMI/VGA Original Branded Bag (Executive Class) Wireless Keyboard Wireless Mouse USB Mini Port Adapter Branded 01 Year Comprehensive Warranty (Parts, Labor, and on-site Support)</p>	01 Unit
2	<p>Laser Jet Color Printer With ADF Scanner and Auto Duplex Capability HP or equivalent</p>	01 Unit

General Terms & Conditions:

- Sales and Income tax registration number must be provided and written on the quotation.
- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
- General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
- Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
- The rate / item cost will be final and no change what so ever will be accepted.
- 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 Purchase Order, without assigning any reason.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.



REQUEST FOR QUOTATION **(Supply of Goods)**

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. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
14. The items / equipment shall have to be delivered within a period of three (01) day from the date of issuance of Purchase Order.
16. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.

Sd-
Manager Procurement – GSD