

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

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/Annual Report
<b>Description</b>	Printing and Supply of Annual Report 2019
<b>Date of Issue</b>	September 16, 2020
<b>Date of Submission of Quotations</b>	September 18, 2020
<b>Place of Work / Delivery</b>	HBFC, Head Office
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Asif, GSD Department

<b>S. No.</b>	<b>Item Specification / Description</b>	<b>Quantity / Job</b>
01	<p><b><u>Printing and Supply of Annual Report 2019</u></b></p> <p><u>Specifications:</u>  Pages: 118  Color: 5 Color Printing  Size: 8.25*11.75 inches  Title: 310 gram art card with one side matt lamination + Spot UV  Paper: 128 gram matt  Binding: Hot Glue + Pin  Packaging: 5 Books in 1 Packet</p>	300

**General Terms & Conditions:**

- Sales/Income tax registration number must be provided and written on the quotation.
- Work of this order is subject to final inspection at the time of completion.
- 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.
- 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 completion / 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.
- 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 as per PPRA rules.
- Invoice should be submitted to General Services Department, Head Office, HBFC.
- No advance shall be paid. 100% payment will be made after successful completion of assignment
- No subletting in any case / item / form will be allowed.
- Dummy Annual Reports must be provided for final proof read within two (02) working days after the issuance of Work Order.
- Annual Report shall have to be delivered within a period of ten (10) working days from the date of final proof read.

-Sd-  
**Manager Procurement - GSD**