



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0003
Description	Supply of File Cover
Date of Issue	October 29, 2019
Date of Submission of Quotations	November 01, 2019 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif / Mr. Ahmed Zada, GSD Department

S. No.	Item Specification / Description	Quantity Required	Unit	Remarks
1	File Cover Size (11x14) Box Board Card 700gsm imported Board with two Nos. Special Clips two color printing with tape binding on back side (as per sample)	1500	Unit	Samples must be provided with quotation.
2	File Cover Size (11x14) Box Board Card 700gsm imported Board with Eye lid 2 two color printing with tape binding on backside (as per sample)	1500	Unit	Samples must be provided with quotation.

Important:- Suppliers are strongly advised to check ready sample before quotation rates

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
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 authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government Taxes, Levies and charges 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.
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. Certificate of genuine / originality will be provided by the supplier, where necessary.
15. The items / equipment shall have to be delivered within a period of 15 days from the date of issuance of Purchase Order.

-Sd-

Manager Procurement - GSD