

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/2020/RFQ/T-shirts
Description	Supply of T-shirts
Date of Issue	February 21, 2020
Date of Submission of Quotations	February 24, 2020 before 11:00am
Place of Delivery	HBFC Head Office
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. No.	Description	Required Qty.
1	Supply of HBFC T-shirts Polo style, white color with computerized embroidered HBFC logos (Front and Back)	150 units

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.
- HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order 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.
- HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
- The items / equipment shall have to be delivered within a period of one (01) day from the date of issuance of Purchase Order.
- HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.

Sd-
Manager Procurement – GSD