

REQUEST FOR QUOTATION
(Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/PMD2
Description	Misc. Renovation and Maintenance Works in North Region Branches (Rawalpindi, Mardan and Chitral)
Date of Issue	November 04, 2020
Date of Submission of Quotations	November 09, 2020
Place of Work / Delivery	Rawalpindi, Mardan and Chitral Branches
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

Rawalpindi Branch

S. No.	Description	Unit	Qty
1	LED lights 13 watt and Holders replacement (where required)	No.	233
2	Locks replacement (Main Entrance and Washroom Door)	Lump sum	2
3	Frost Paper	sft	90
4	3' high platform using Pre -fabricated Slabs for File Cabinets placement	sft	135
5	Glass fitting and Lights installation (including holders replacement)	Sft	24

Mardan Branch

S. No.	Description	Unit	Qty
1	LED lights 18 watt and Holders replacement (where required)	No.	14
2	W/C supply and installation	No.	1
3	Frost Paper	sft	100
4	Masonry Works	sft	54
5	Notice Board 4'x 3'	No	1
6	Supply and Installation of Marble Tiles for access ladder steps	Sft	80

Chitral Branch

S. No.	Description	Unit	Qty
1	Supply and installation of 2'x 2'Tiles Shabbir/ Master	Sft	380
2	Supply and installation of 4"skirting	Rft	60
3	Cleaning of front glass	Lumpsum	1
4	Notice Board 4'x 3'	No	1

General Terms & Conditions:

1. Sales/Income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final inspection at the time of completion.
3. 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.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.

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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 completion / delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. 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 Work Order, without assigning any reason as per PPRA rules.
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.

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Manager Procurement - GSD