



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Supply of Goods)

|                                  |  |
|----------------------------------|--|
| RFQ Reference No.                | HBFC/HOK/GSD/RFQ/0021  |
| Description                      | Printing and Supply of Rexine Strips for office Files                                  |
| Date of Issue                    | May 13,2020  |
| Date of Submission of Quotations | May 14,2020 before 11:00am   |
| Place of Delivery                | Head Office: 3 <sup>rd</sup> Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi. |
| Contact Person & Telephone       | Mr. Muhammad Asif  |

| S. No. | Item Specification / Description  | Quantity Required | Unit | Remarks |
|--------|---|-------------------|------|---------|
| 1      | Rexine Strips Binder with printed HBFC logo (Color Black) (29 x3'inch size) | 700               |      | -       |

#### **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 according to 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.
13. Certificate of genuine / originality will be provided by the supplier, where necessary.
14. The items / equipment shall have to be delivered within a period of **07 working days** from the date of issuance of Purchase Order.
15. Transport, Cartage and labor will be responsibility of supplier.

-Sd-  
Manager Procurement - GSD