



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/0001
Description	Supply of Uniforms & Liveries
Date of Issue	October 24, 2019
Date of Submission of Quotations	October 28, 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. Sami Lodhi, GSD Department

S. No.	Item Specification / Description	Quantity Required	Unit	Remarks
1	TROUSER Viscose suiting 'A' Quality or better. Navy Blue color with (Fuse Belt) completed with stitching / tailoring. (As per sample)	39	Pants	Samples must be provided with quotation.
2	SHIRT Blended fabric wash n wear 65% Cotton x 35% Polyester 'A' Quality or better. Embroidered HBFC logo on front pocket. Sky Blue Color. Spread collars. All Shirts are full sleeves. (As per sample)	39	Shirts	Samples must be provided with quotation.
3	Shalwar Kameez Suit Blended polyester fabric. Sky blue color. 01 Side Pocket and 01 Front Pocket with embroidered HBFC logo in-front. (As per sample)	24	Suits	Samples must be provided with quotation.
4	Shoes (Service/Bata or equivalent)	21	Pair	Brand Article No. must be provided.
5	Socks (100% Cotton)	21	Pair	Samples must be provided with quotation.

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.

House Building Finance Company Limited

Head Office: 3rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi-74400, Pakistan. Tel: 021-35641752

www.hbfc.com.pk

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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 20 working days from the date of issuance of Purchase Order.

-Sd-
Manager Procurement - GSD