



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0034
Description	Procurement of Automatic Document Feeder (ADF) Scanners
Date of Issue	December 29, 2020
Date of Submission of Quotations	January 04, 2021 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Asif Khan (AVP ITG)

S. No.	Item Specification / Description	Quantity Required
1	Procurement of Automatic Document Feeder (ADF) Scanners: Specifications: Speed: 30PPM, Paper Size: A4/Legal DPI :200/300 dpi USB: 2.1 or 3.1	06

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-
AM. Procurement - GSD
