

REQUEST FOR QUOTATION
(Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/20/11/2020
Description	Printing and Supply Naya Pakistan, Naya Ghar Scheme Flyers
Date of Issue	November 20, 2020
Date of Submission of Quotations	November 24, 2020
Place of Work / Delivery	To All HBFC Branches Countrywide
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. No.	Item Specification / Description	Quantity / Job
01	<p><u>Printing and Supply of Naya Pakistan, Naya Ghar</u></p> <p><u>Specifications:</u></p> <p>Size: 9" x 7"</p> <p>Paper: 128gsm Matt Paper</p> <p>Printing: 4+4 Color Printing</p> <p>Packaging: Courier worthy packing</p>	26000

General Terms & Conditions:

- Sales/Income tax registration number must be provided and written on the quotation.
- Work of this order is subject to final inspection at the time of completion.
- 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.
- 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 completion / 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 Work Order, without assigning any reason 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.

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Manager Procurement - GSD