

REQUEST FOR QUOTATION
(Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/08
Description	Actuarial Services For Employee's Retirement Benefits
Date of Issue	Nov 13, 2023
Date of Submission of Quotations	Nov 15, 2023
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi
Contact Person & Telephone	Nadeem Kamal, Manager Pay and Pension

S. No.	Scope of Work	Job
01	<p>Actuarial Services: The HBFC require Actuarial Valuation Report of the following Retirement for the Year ended December 2023</p> <ul style="list-style-type: none"> • Pension Fund • Post-retirement • Compensated Absence Policy • HBFC Gratuity 	Lump Sum

General Terms & Conditions:

1. 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 reserve the right to cancel any or all the above items if work is not found in accordance with 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 completion of the work.
5. General 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/completion.
7. The rate / items 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. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No subletting in any case / item / form will be allowed.
11. Transportation, fixing/assembling and labor will be responsibility of the supplier.
12. HBFC reserves the right to issue Work order Itemized Lowest or Overall Lowest basis if deemed necessary.


 JO Procurement-GSD
