



HOUSE BUILDING FINANCE COMPANY LIMITED

**REQUEST FOR
QUOTATION
(Works and Services)**

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0004
Description	Actuarial Valuation Report for the year ended Dec 31, 2020
Date of Issue	March 29, 2021
Date of Submission of Quotations	April 02, 2021
Project Location	HBFC Head Office, 3 rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif – Senior Assistant

S.#	Item Specification / Description	Job
1.	The HBFC requires Actuarial Valuation Report-2020 of following fund accounts:- HBFC Gratuity Fund HBFC Provident Fund	01

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final approval at the time of completion.
3. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
4. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
5. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
6. The rate / item cost will be final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
8. 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.
9. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment
11. No subletting in any case / item / form will be allowed.



Manager Procurement - GSD