

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

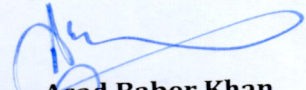
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|-----------------------------------------|---------------------------------------------------------------|
| RFQ Reference No. | HBFC/HOK/GSD/RFQ/0022 |
| Description | Additional/ Extra Works in HBFC Office Building, Islamabad |
| Date of Issue | Aug 19,2022 |
| Date of Submission of Quotations | Aug 25, 202 |
| Place of Delivery | Plot No. 14, Sector G-8/1, Mauve Area HBFC Building Islamabad |
| Contact Person & Telephone | Mr. Munir Ahmed, PMD |

| S.# | Description | Unit | Quantity |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|
| 01 | Dismantling of Main Entrance Floor Granite Marbles & Shifting of debris out of Zone Area | Sq.ft | 180 |
| 02 | Levelling of Floor, Providing & Fixing of Granite Marble. Complete in all respect as per Site requirement | Sq.ft | 180 |
| 03 | Providing & Filling of Tiles Grouting at Washrooms (Gents & Ladies). Complete in all respect as per Site requirement | Job | 01 |
| 04 | Rising & Making of Existing Electric Main Hole Chamber up to 9" UP with Inside & Outside Plaster and using Padlo Water Proofing Agent Top to Bottom. Complete in all respects as per Site requirement. | Job | 01 |

General Terms & Conditions:

14. Sales and Income tax registration number must be provided and written on the quotation.
15. Work of this order is subject to final inspection at the time of completion.
16. 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.
17. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
18. General Sales Tax will be paid on applicable items only as per relevant authority's requirements.
19. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
20. The rate / item cost will be final and no change what so ever will be accepted.
21. Government tax (es), levi (es) and charge(s) will be charged at actual as per rules.
22. 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.
23. Invoice should be submitted to General Services Department, Head Office, HBFC.
24. No advance shall be paid. 100% payment will be made after successful completion of assignment
25. No subletting in any case / item / form will be allowed.
26. The items / services shall have to be delivered / completed within a period of 10 working days from the date of issuance of this Work Order.




Asad Baber Khan
Manager Procurement - GSD

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