

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/05
<b>Description</b>	Corporate Secretarial Services required for Company Secretariat.
<b>Date of Issue</b>	October 03, 2023
<b>Date of Submission of Quotations</b>	October 04, 2023
<b>Place of Delivery</b>	3rd floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan.
<b>Contact Person &amp; Telephone</b>	Mr. Musavir Ahmed-Manager Company Secretariat, 0321-1262160

<b>S. No.</b>	<b>Item Specification / Description</b>
1.	Preparation of Statutory returns and filing with SECP.
2.	To obtain certified copies of the Statutory returns filed with the SECP.
3.	To present HBFC before SECP in respect of notices served to HBFC.
4.	Day-to-day corporate services regarding completion of SCEP requirements.
5.	Professional opinion in all other secretarial and corporate affairs.
6.	Other corporate advisory services to the Management of HBFC.

**General Terms & Conditions:**

1. Sales and Income tax registration number must be provided and written on the quotation.
2. 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.
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. The rate cost will be final and no change what so ever will be accepted.
6. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
7. HBFC reserves the right to change / alter / remove any service/assignment before the award of Work Order, without assigning any reason.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. Payment will be made on quarterly basis.

  
**Manager Procurement - GSD**  
