

RFQ Reference No.	HBFC/HOK/GSD/RFQ/00011
Description	Designing & Composing of Annual Report-2020
Date of Issue	June 30, 2021
Date of Submission of Quotations	July 2, 2021
Place of Delivery	3rd floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan
Contact Person & Telephone	Ms. Uroosa Baig

S. No.	Item Specification / Description
1.	<p><u>Designing & Composing of Annual Report-2020</u></p> <p><u>Scope of Work</u></p> <ol style="list-style-type: none"> 1. Provide at least two themes for HBFC Annual Report-2020 2. Compose Annual Report as per approved content and theme 3. Deliver Print Ready File in DVD/CD

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 after completion of above entire assignment, justified assumption and basis.
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.

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Manager Procurement - GSD

