



House Building Finance Company Limited

REQUEST FOR QUOTATION (Work and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0021
Description	Installation of Floor Standing Unit Air-conditioner
Date of Issue	May 14, 2020
Date of Submission of Quotations	May 18, 2020 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif

S. No.	Item Specification / Description	Job	Remarks
1	Installation of Floor Standing Unit Air-conditioner	01	

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Payment will be made through Crossed Cheque/Pay Order after the receipt of the bill/invoice and completion of above assignment.
3. Tax will be paid on applicable services only as per relevant authority's requirements.
4. Penalty @ 5% per month on actual cost will be imposed on delay completion/delivery.
5. The rate/items cost will be final and no change whatsoever will be accepted.
6. Government tax (es) levi (es) and charge (es) will be charged at actual as per rules.
7. HBFC reserves the right to change/alter/remove any item or article or reduce/enhance quantity before the award of Work Order, as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, Karachi.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment
10. No subletting in any case/item/form will be allowed.

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Manager Procurement - GSD