



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0005
Description	Procurement of Automatic Document Feeder (ADF) Scanners
Date of Issue	March 30, 2021
Date of Submission of Quotations	April 05,2021 before 11:00am
Place of Delivery	Locations given as under:- <ul style="list-style-type: none">• 01 unit to be delivered at HBFC,HOK 3rd Floor FTC, Building Shahrah-e-Faisal Karachi.• 01 unit to be delivered at HBFC, Regional Office North Plot No.81,Street No.54, SectorG-9/4, I&T Centre Islamabad.• 01 unit to be delivered at HBFC, Regional Office, Central 1 Lake Road, Chauburji,Lahore.
Contact Person & Telephone	Mr. Muhammad Asif- Senior Assistant

S. No.	Item Specification / Description	Quantity Required
1	Scanner Type: Flatbed/ADF (Automatic Document Scanner) Scan Resolution: Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed) Color Scanning: Yes Scan Speed: 20ppm Scan Size: 216x297 mm Duty Cycle: 1500 Pages/day Duplex ADF Scan: yes Media Size: Paper (banner,inkjet,photo,plain) envelopes, labels, cards (greeting, index) (JIS) Connectivity: Hi-Speed USB 2.0 Compatible OS: Latest windows, Linux and Mac	03

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. HBFC reserve the right to cancel any or all the above items if material is not found in accordance with the specification or if the delivery is delayed.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
5. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government Taxes, Levies and charges will be charged at actual as per rules.
9. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity according to PPRA Rules.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.
11. No advance shall be paid. 100% payment will be made after successful completion of assignment
12. No subletting in any case / item / form will be allowed.
13. Certificate of genuine / originality will be provided by the supplier, where necessary.
14. The items / equipment shall have to be delivered within a period of **15 working days** from the date of issuance of Purchase Order.
15. Transport, Cartage and labor will be responsibility of supplier.



Manager Procurement - GSD