

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/06
Description	Supply and Installation of Electrical items and Wooden cabinets in Strong Room Karachi
Date of Issue	Oct 12, 2023
Date of Submission of Quotations	Oct 17, 2023
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrach-e-Faisal, Karachi
Contact Person & Telephone	Mansoor Ahmed, Account Assistant, Procurement

S. No.	Description	Unit	Qty.	Rate	Amount (PKR)
1.	Supply and installation of Ceiling Fans AC / DC type Pak / GFC / Royal or equivalent with Cabling Conduits, Power Sockets and Brackets wherever required.	Nos.	8		
2.	Providing and fabrication Cabinets 16" Deep as per site requirements and Vertical Partitions of 18" or less as per site requirements. Using 4030 Al Noor MDF Lamination or equivalent 3/4" thick Laminated Board Boxing with 3/4" thick Finished Leaves with PVC Lipping all around. All fittings i.e. Screws, Bolts, Piano Hinges, Catchers, Hydraulic Locks, Handles and all other accessories are part of the job complete in all respect.	sq. ft.	20		
3.	Providing and fixing of LED Lights 30 Watt Philips in existing Lamps	Nos.	30		
	Total Amount(PKR) inclusive of all taxes				

General Terms & Conditions:

1. All vendors must quote their rates/Cost in Breakup of Supply and Installation for better calculation and deduction of applicable taxes at the time of invoicing.
2. Tax registration number must be provided and written on the quotation.
3. Material of this order is subject to final inspection at the time of delivery.
4. HBFC reserve the right to cancel any or all the above items if material is not found in accordance with specification or if the delivery is delayed.
5. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
6. The rate / items cost will be final and no change what so ever will be accepted.
7. Government Taxes, Levies and charges will be charged at actual as per rules.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No subletting in any case / item / form will be allowed.
10. Transportation, fixing/assembling and labor will be responsibility of the supplier.


Manager Procurement-GSD



House Building Finance Company Limited

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