



HOUSE BUILDING FINANCE COMPANY LIMITED

**REQUEST FOR QUOTATION
(Works and Services)**

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0008
Description	Window Branding of HBFC Branches
Date of Issue	April 23, 2021
Date of Submission of Quotations	April 27, 2021
Project Location	HBFC Head Office, 3 rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Syeda Zauwia Riaz, Manager-Corporate Communication

S.No.	Branch Name	Glass Size	Door Size
01	Dadu Branch	-	-
02	Nawab Shah Branch	Right Glass Width: 110.6" Height: 78" Left Glass Width: 110.6" Height: 78"	Middle glass with Door opening Width: 110.6" Height: 88"
03	Jhang Branch	Length 9-11" Width: 14	Length: 6-11 Width-6"
04	Mardan Branch	Length 9 feet 04 Inch Width 10 feet 05 inch	-
05	Chitral Branch	Length: 8 Feet 4 Inches each Width: 12 Feet 8 Inches each	-
06	Rawalpindi Branch	-	-
07	Lahore Unit-B	17'-5" x 14-6"	5'x7'
08	Lahore Unit-C	26'-2" x 21'-5"	5'x 8'-3
09	Karachi-II	22'x8'	5'x8'

Please visit the sites before submission of quotation*Scope of Work**

Photography of one-day shoot (indoor and outdoor)-20 variations

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final approval at the time of completion.
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. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
6. The rate / item cost will be final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
8. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work Order, without assigning any reason as per PPRA Rules.
9. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment

**Manager Procurement - GSD**

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