

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0014
Description	Procurement of Offset Printing Paper
Date of Issue	August 02, 2021
Date of Submission of Quotations	August 04, 2021 before 11:00am
Place of Delivery	HBFC, Head Office, 3 rd Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Contact Person & Telephone	Mr. Ahmed Zada, Senior Assistant-GSD

S. #	Item Specification / Description	Quantity Required	Unit	Remarks
01	Offset Printing Paper A-4 Size 80 gram imported indonesia international packing each ream 500 sheets. Paper One brand or equivalent.	450 ream		
02	Offset Printing Paper F-4 Size 80gram imported indonesia international packing each ream 500 sheets. Paper One brand or equivalent	100 ream		

General Terms & Conditions:

- Sales and Income tax registration number must be provided and written on the quotation.
- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
- General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
- Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
- The rate / item cost will be final and no change what so ever will be accepted.
- Government tax (es), levi (es) and charge(s) will be charged at actual as per rules.
- HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order, without assigning any reason.
- Invoice should be submitted to General Services Department, Head Office, HBFC.
- No advance shall be paid. 100% payment will be made after successful completion of assignment
- No subletting in any case / item / form will be allowed.
- HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
- Above items shall to be delivered with a period of **10 working days** from the date of issuance



Sd-
Manager Procurement - GSD