



House Building Finance Company Limited

REQUEST FOR QUOTATION (Work and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0027
Description	Acquiring of Photocopier on Rent
Date of Issue	July 14,2020
Date of Submission of Quotations	July 16,2020 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	Quantity/Job	Remarks
1	Acquiring of Photocopier on rent	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 delivery of the above service on monthly basis.
3. HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the requirement.
4. Tax will be paid on applicable services only as per relevant authorities requirements.
5. Penalty @ 5% per month on actual cost will be imposed on delay completion/delivery.
6. The rate/items cost will be final and no change whatsoever will be accepted.
7. Government tax (es) levi (es) and charge (es) 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, as per PPRA Rules.
9. Invoice should be submitted to General Services Department, Head Office, Karachi.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment
11. No subletting in any case/item/form will be allowed.
12. Services must be rendered within a period of 04 days from the date of issuance of Work Order.

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Manager Procurement - GSD