



HOUSE BUILDING FINANCE COMPANY LIMITED

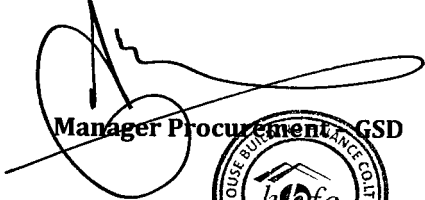
**REQUEST FOR QUOTATION**  
**(Supply of Goods)**

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/2021/RFQ/0023
<b>Description</b>	Procurement of 40 Units of Visitor's Chairs
<b>Date of Issue</b>	September 17, 2021
<b>Date of Submission of Quotations</b>	September 21, 2021
<b>Place of Delivery</b>	HBFC, Head Office
<b>Contact Person &amp; Telephone</b>	Mr. Asad Baber Khan - Manager Procurement

S. No.	Description	Required Qty.
1	<b>Visitor's Chairs</b> Black Color fabric, Low Back without Wheels As per sample available in HBFC Head Office	40 Units

**General Terms & Conditions:**

1. Delivery must be made within one (01) week after issuance of the Purchase Order to the successful supplier.
2. NTN registration number must be provided and written on the quotation.
3. HBFC reserve the right to cancel any or all the above cited chairs if 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. Penalty at the rate of 5% per month on actual cost will be imposed on delayed 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 Purchase Order 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
11. No subletting in any case / item / form will be allowed.
12. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
13. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.

  
Manager Procurement GSD  
