



HOUSE BUILDING FINANCE COMPANY LIMITED

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

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/0003
<b>Description</b>	Audit of Fund Accounts for the Year Ended Dec. 31 2020
<b>Date of Issue</b>	March 02, 2021
<b>Date of Submission of Quotations</b>	March 08, 2021
<b>Project Location</b>	HBFC Head Office, 3 <sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Asif – Senior Assistant

S.#	Item Specification / Description	Job
1.	<p>HBFC intends to carry out Audit of its Fund Account for the year ended December 31, 2020 as mentioned below herein:</p> <ul style="list-style-type: none"><li>i. Pension Fund Account,</li><li>ii. HBFC Employees Provident Fund,</li><li>iii. HBFC Benevolent Fund,</li><li>iv. HBFC Social Welfare Fund,</li><li>v. HBFC Provident Fund,</li><li>vi. HBFC Gratuity</li></ul> <p>Purpose of the audit is to express an opinion whether the financial statements give a true and fair view of the financial position of HBFC in accordance with generally accepted accounting principles, prescribed accounting policies and standards as applicable in Pakistan.</p>	01

**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
11. No subletting in any case / item / form will be allowed.
12. The assignment must be completed on or before June 30, 2021.

**Manager Procurement - GSD**

