

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

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/20RFQ/001
<b>Description</b>	New Year Souvenirs
<b>Date of Issue</b>	February 02, 2021
<b>Date of Submission of Quotations</b>	February 04, 2021
<b>Place of Work / Delivery</b>	HBFC Head Office, Karachi
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Asif, GSD Department

S. No.	Item Specification / Description	Quantity / Job
01	HBFC Logo Printed Diary - 2021 As per specimen and design	150 nos.
02	HBFC Logo Printed Calendar - 2021 As per specimen and design	150 nos.
03	HBFC Logo Printed Mug As per specimen and design	150 nos.
04	HBFC Logo printed Box (for above 03 items) As per specimen and design	150 nos.

**General Terms & Conditions:**

- Sales/Income tax registration number must be provided and written on the quotation.
- Work of this order is subject to final inspection at the time of completion.
- HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the specification or if the completion 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 completion / 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 Work Order, without assigning any reason as per PPRA rules.
- 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.

  
  
**Manager Procurement - GSD**