



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Supply of Goods)

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/014
<b>Description</b>	Procurement of Misc. Office Equipment
<b>Date of Issue</b>	June 01, 2022
<b>Date of Submission of Quotations</b>	May 02, 2022
<b>Place of Delivery</b>	HBFC Head Office

<b>S. No.</b>	<b>Item Specification / Description</b>	<b>Quantity Required</b>
01	Telephone Set (as per sample)	12
02	Pedestal Fan - Royal Fan or equivalent	15
03	Cordless phone (as per sample)	01
04	Electric Bug Zapper (as per sample)	04

#### **General Terms & Conditions:**

1. Transport, Cartage and required Labor will be the responsibility of 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.

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**Manager Procurement - GSD**