

## REQUEST FOR QUOTATION (Supply of Goods)

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/02
<b>Description</b>	Manufacturing and Supply of Staff Uniforms
<b>Date of Issue</b>	July 12, 2023
<b>Date of Submission of Quotations</b>	July 18, 2023
<b>Place of Delivery</b>	Head Office: 3 <sup>rd</sup> Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.

S. No.	Item Specification / Description	Qty Required
1	<b><u>PANT</u></b> Viscose suiting 'A' Quality or better. Navy Blue color with (Fuse Belt), two side pockets and one back pocket. Completed with stitching / tailoring. (As per sample available in HBFC)	To be decided at the time of Work Order
2	<b><u>SHIRT</u></b> Blended fabric wash n wear 65% Cotton x 35% Polyester 'A' Quality or better. Machine Embroidered HBFC logo on front pocket. Sky Blue Color. Spread French collars with high quality fusing. All Shirts are full sleeves. (As per sample available in HBFC)	To be decided at the time of Work Order
3	<b><u>Shalwar Kameez Suit</u></b> Blended fabric wash n wear 65% Cotton x 35% Polyester 'A' Quality or better. Sky blue color. 01 Side Pocket and 01 Front Pocket with Machine Embroidered HBFC logo in-front.	To be decided at the time of Work Order
4	<b><u>Shoes (Service/Bata or equivalent)</u></b> As per sample available in HBFC	22 Pairs
5	<b><u>Socks (Cotton)</u></b>	22 Pairs

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

- Total No. of Staff is 22. Total of 44 Uniforms (either Pant Shirt or Shalwar Kameez i.e., 02 pair each) are required as per above cited specifications.
- Bidders must note that this quantity can also be increased or reduced at the time of award of Work Order to the successful bidder.
- All bidders will quote for Pant Shirt and Shalwar Kameez on unit basis. Total quantity will be decided at the time of Work Order
- Supplier must be tax registered and NTN must be written on the quotation.
- Material of this order is subject to final inspection at the time of delivery.
- HBFC reserve the right to cancel any or all the above items if material is not found in accordance with the specification or if the delivery is delayed.
- Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
- Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
- The rate / item cost will be final and no change what so ever will be accepted.
- Government Taxes, Levies and charges will be charged at actual as per 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.
- The items / equipment shall have to be delivered within a period of 20 days from the date of issuance of Purchase Order.