



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION
(Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0003
Description	Printing & Supply of HBFC File Covers
Date of Issue	November 08, 2019
Date of Submission of Quotations	November 12, 2019 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif/Ahmed Zada GSD Department

S. No.	Item Specification / Description	Quantity / Job	Remarks
01	Printing & Supply of HBFC File Covers Size (11x14) Box Board Card 700gsm imported Board with Eye lid and two nos. of Special Clips. Two color printing with tape binding on back side (as per sample)	1000	

Important: Suppliers are strongly advised to check ready sample before submitting their quotations.

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 inspection at the time of completion.
3. 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.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
5. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
9. 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.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.
11. No advance shall be paid. 100% payment will be made after successful completion of assignment
12. No subletting in any case / item / form will be allowed.
13. HBFC reserves the right to issue Work Order itemized Lowest or Overall Lowest basis if deemed necessary.
14. Certificate of genuine / originality will be provided by the supplier, where necessary.
15. The items / services shall have to be delivered / completed within a period of 10 days from the date of issuance of Work Order.

-Sd-
Manager Procurement - GSD