

**REQUEST FOR QUOTATION**  
**(Supply of Goods)**

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/0007
<b>Description</b>	Supply of General Items
<b>Date of Issue</b>	February 14,2020
<b>Date of Submission of Quotations</b>	February 17,2020 before 11:00am
<b>Place of Delivery</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, GSD Department/Ahmed Zada

S.#	Item Specification / Description	Quantity Required	Unit	Remarks
01	Dustbin Plastic size 8x12	10 Nos.		
02	Extension Board Clipsal or equivalent	06 Nos.		
03	Back Care Molty Foam or equivalent	06 Nos.		
04	Glass Water Jug	50 Nos.		
05	Water Glass/ Tumbler	120 Nos.		
06	Tissue Box 200 sheets Ultra Soft (Rose Petal) or equivalent	300 Nos.		
07	Towel/Kitchen Roll Rose Petal ( ZZOOP) or equivalent	250 Nos.		
08	Hygiene Tissue White Rose Petal or equivalent	80 Nos.		
09	Toilet Roll 24mtr Maxob Rose Petal or equivalent	1700 Nos.		
10	Hand Wash Liquid Lifebuoy or equivalent	40 liter		

**General Terms & Conditions:**

- Sales and Income tax registration number must be provided and 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.
- 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 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 Purchase Order, without assigning any reason.
- 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.
- HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
- Certificate of genuine / originality will be provided by the supplier, where necessary.
- The items / equipment shall have to be delivered within a period of **03 days** from the date of issuance of Purchase Order.

Sd-  
Manager Procurement - GSD