



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION (Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0017
Description	Supply & Installation of Glass Work in Shikarpur Branch.
Date of Issue	August 10, 2021
Date of Submission of Quotations	August 13, 2021
Place of Work / Delivery	City Survey No.122 & 123/1, Ward No.22, General Post Office Road, Lakhi Gate, Shikarpur.
Contact Person & Telephone	Mr. Waseem Anwar, Property Management Department

S. No.	Description	Unit	Quantity
1.	12MM Glass Door (Main Entrance 5'x 7') Providing and fixing 12 mm thick clear glass doors with floor mounted imported door closer of approved quality, and top pivot, including fixing 2mm thick aluminum D48 H section (Pakistan cables or Chawla brand series) silver or Silver Color + New star, Khase, King,GCC (Range 8000/-With one Year replacement warranty from contractor.)Floor machine at bottom, with gasket, best quality stainless steel door handles 18" long, locks, flat edging and polish of exposed edges, complete in all respects.	Sft	35
2.	12MM Glass Partitions (Branch Manager + Front+ Customer area) fixing with all accessories	Sft	154
3.	Frost paper on glass	Sft	21

General Terms & Conditions:

1. Sales/Income tax registration and NTN Certificate (Mandatory) number must be provided and written on the quotation.
2. Transport, cartage, labor, and required tools will be the responsibility of the Vendor/Supplier.
3. Work of this order is subject to final inspection at the time of completion.
4. 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.
5. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
6. General Sales Tax will be paid on applicable items only as per relevant authorities' requirements.
7. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
8. The rate / item cost will be final and no change what so ever will be accepted.
9. Government tax (es), Levi (es) and charge(s) will be charged at actual as per rules.
10. 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.
11. Invoice should be submitted to General Services Department, Head Office, HBFC.
12. No advance shall be paid. 100% payment will be made after successful completion of assignment.
13. No subletting in any case / item / form will be allowed.


Manager Procurement - GSD
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