



Tender Fee: Free of Cost

## **Bidding Document**

### **Disposal of Un-Serviceable Items Placed at Head Office**

**Bid No. HBFC/HOK/GSD/2023/11**



Bid No. HBFC/HOK/GSD/2023/11

June 17, 2023

**Invitation for Bids (IFB)**

**Disposal of Un-Serviceable Items Placed at Head Office, Karachi**

HBFC intends to invite sealed bids for the Disposal of a Un-Serviceable items available in Head Office, Karachi subject to "As is, Where is" basis.

The bids will be evaluated in terms of Rule-36(a) of Public Procurement Rules (PPR-2004) i.e., "Single stage-one envelope procedure". Bidding documents containing detailed terms & conditions can be downloaded free of cost from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk) This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

Bids prepared in accordance with the instructions in the bidding documents must reach at address given below on or before **July 07, 2023 at 11:00 am**. Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit **Rs.5,000/= Bid Security** along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004)

**Head - General Services Department**  
House Building Finance Company Limited  
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641752/39

**General Terms & Conditions:**

1. Bid Security of an amount of Rs.5,000/= shall be submitted along with the bidding document in shape of a Bank Draft / Pay Order. Bids received without Bid Security shall be rejected.
2. All government taxes & levies etc. will be borne by the buyer.
3. All applicable taxes, if any, will have to be deposited by the successful bidder over and above offered price and shall not be deductible from the offered price / value.
4. Successful buyer / company will be responsible to make full payment within three working days and lift the generator at their own risk and responsibility from the site. Failure to which Bank Draft / Pay Order of the Bid Security will be forfeited and no claim will be acknowledged whatsoever.
5. Disposal of the Un-Serviceable items is subject to "As is, Where is" basis and HBFC shall take no responsibility in respect of its condition / functionality thereof.
6. Preview/inspection of Un-Serviceable items may be carried out from June 17, 2023 to July 06, 2023 from 10:00am to 5:00pm from Monday to Friday at HBFCL Head Office, 3<sup>rd</sup> Floor, Block-C, FTC, Shahrah-e-Faisal, Karachi taking prior appointment with the following person of contact:
  - Name: Mr. Mansoor Ahmed
  - Designation: Account Assistant
  - Email: mansoor.ahmed@hbfc.com.pk
  - Address: HBFCL Head Office, 3<sup>rd</sup> Floor, Block-C, FTC, Shahrah-e-Faisal, Karachi.
  - Phone: 0345-2476725
7. Successful bidder will be required to collect, remove and transport the disposable items within 03 working days of depositing of the total amount of the bid.

**Quotation / Financial**

S. No.	Description	Quantity	Bid Amount (Rs.)
01	Visitor Chair	143	
02	Revolving Chair	17	
03	Fax Machine	01	
04	Printer	11	
05	Wooden Door with Frame	07	
06	Side Rack Glass	01	
07	Rosturem	01	
Total Amount			Rs. _____

Bid Amount in Words: \_\_\_\_\_

\_\_\_\_\_  
Company Stamp and Authorized Signature

