



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0001
Description	Designing of HBFC Stationery
Date of Issue	January 11, 2022
Date of Submission of Quotations	January 17, 2022
Place of Delivery	Head Office: 3rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Syeda Zauwia Riaz Manager Corporate Communication Tel: +92 21 35631748, +92 21 35641711-15, Ext: 778

Scope of Work:

1. To provide at least 2 theme/design options for HBFC stationery.
2. Based on approved theme/design, agency will be required to design HBFC stationery.
3. Stationery items to be redesigned include:

The specifications are as follows:

S. No.	Item	Specifications
01.	Letter Head (Head Office, Region, Branches, MD)	As per sample
02.	Envelope /Docket	18"x14" 12"x16"
03.	Envelope Legal	9"x14"
04.	Envelope A4	9"x12"
05.	Envelope SE	7 06"x12" 6 11"x05" 5 04"x09"
06.	Window Envelope	4"x9"
07.	HBFC Note Book/Pencil/Pen/	As per sample
08.	Folder	As per sample
09.	File Cover/Box File	As per sample
10.	Employee ID Card with Rope	As per sample
11.	Visiting Card/Business Card	As per sample

General Terms & Conditions:

1. NTN registration number must be provided and written on the quotation.
2. HBFC reserve the right to cancel any or all the above cited items if not found in accordance with the specification or if the delivery is delayed.
3. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
4. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
5. The rate / item cost will be final and no change what so ever will be accepted.
6. Government tax (es), levi (es) and charge(s) will be charged at actual as per rules.





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7. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment.
10. No subletting in any case / item / form will be allowed.
11. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
12. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.



[Handwritten Signature]
11/d/2022
Manager Procurement - GSD