



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Supply of Goods/Services)

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/0027
<b>Description</b>	Supply & Installation of Signboard for Attock Branch
<b>Date of Issue</b>	December 31, 2021
<b>Date of Submission of Quotations</b>	January 07, 2022
<b>Place of Delivery</b>	Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock.
<b>Contact Person &amp; Telephone</b>	Mr. Ashfaq Alam Branch Manager Tel: 057-2365335, 057-2365336, 057-2365337. Mob: 0335-3036835 Email: ashfaq.alam@hbfc.com.pk

#### Signboard Size:

S.No.	Branch Name	Board Size		Unit	Total Area (sq.ft)
		Length (ft)	Height (ft)		
01	Attock	25'-0"	4'-0"	Sq.ft	160
		15'-0"	4'-0"		

#### Specifications/SOW

1.	Media/Skin	Only installation as supply will be done by HBFC HOK
2.	Pipe Size	1 Sq. Inches (20 Gauge)
3.	Back Support Sheet	30 Gauge coated Top/Bottom
4.	Support Sheet	26 Gauge coated
5.	Lights	Led Tube-light (Lava/Orient or Similar with 1 year Warranty)
6.	Box Depth	10"

Including connection with Distribution board and switch at appropriate level as per BM's instruction. Cabling (Pakistan/Fast size 7/36) should be properly done in conduits or concealed must not visible from outside.

#### General Terms & Conditions:

1. Transport, Cartage and required Labor will be the responsibility of the successful supplier.
2. NTN registration number must be provided and written on the quotation.
3. HBFC reserve the right to cancel any or all the above cited chairs if not found in accordance with the specification or if the delivery 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. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
6. The rate / item cost will be final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
8. 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.
9. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment.






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11. No subletting in any case / item / form will be allowed.
12. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
13. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.



  
**Asad Baber Khan**  
Manager Procurement - GSD