



House Building Finance Company Limited

REQUEST FOR QUOTATION (Work and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0017
Description	Procurement of Shariah Advisory Services for the vetting of 'Addendum' of Musharakah Agreements for Shariah Compliance
Date of Issue	April 29, 2020
Date of Submission of Quotations	May 4, 2020 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Syed Saqib Ali Zaidi, Head-Credit Monitoring Department

Scope of Work/Services	
Relief Package 1:	Review and Vet the draft of 'Addendum' (Keeping in view the type of housing finance facility i.e Purchase, Construction & Balance Transfer Facility) of Musharakah Agreement for two Schemes in accordance with Shariah rules and principles Deliverables: Duly Vetted Addendums
Relief Package 2:	Review and Vet the draft of 'Addendum' (Keeping in view the type of housing finance facility i.e Purchase, Construction & Balance Transfer Facility) of Musharakah Agreement for two Schemes in accordance with Shariah rules and principles Deliverables: Duly Vetted Addendums
Relief Package 3:	Review and Vet the draft of 'Addendum' (Keeping in view the type of housing finance facility i.e Purchase, Construction & Balance Transfer Facility) of Musharakah Agreement for two Schemes in accordance with Shariah rules and principles Deliverables: Duly Vetted Addendums

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Payment will be made through Crossed Cheque/Pay Order after the receipt of the bill/invoice and completion of above assignment.
3. Tax will be paid on applicable services only as per relevant authorities requirements.
4. Penalty @ 5% per month on actual cost will be imposed on delay completion/delivery.
5. The rate/items cost will be final and no change whatsoever will be accepted.
6. Government tax (es) levi (es) and charge (es) will be charged at actual as per rules.
7. HBFC reserves the right to change/alter/remove any item or article or reduce/enhance quantity before the award of Work Order, as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, Karachi.
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.

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Manager Procurement - GSD