



House Building Finance Company Limited

REQUEST FOR QUOTATION (Work and Services)

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| RFQ Reference No. | HBFC/HOK/GSD/RFQ/0010 |
| Description | Audit of Fund Accounts Pension, PF & BF |
| Date of Issue | March 06,2020 |
| Date of Submission of Quotations | March 10, 2020 before 11:00am |
| Place of Delivery | HBFC, 3 rd Floor Finance & Trade Centre Shahrah-e-Faisal, Karachi |
| Contact Person & Telephone | Mr. Muhammad Asif, GSD |

| S. # | Item Specification / Description | Job | Remarks |
|------|---|-----|---------|
| 01 | <p><u>Audit of Fund Account Pension Fund, PF & BF</u> <u>Scope of Work</u> Audit of the financial statements of HBFCL for the year ended December 31, 2019 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of HBFCL as at in the accordance with generally accepted accounting principles, prescribed accounting policies and standards as applicable in Pakistan. Responsibility for the fair presentation of the financial statements in accordance with the generally accepted accounting principles, prescribed accounting policies and International Accounting Standards as applicable in Pakistan.</p> | 01 | |

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 delivery of the above item.
3. Tax will be paid on applicable services only as per relevant authorities requirements.
4. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / 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.
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, 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.

-Sd-

Manager Procurement - GSD