



**Institute of  
Business Administration  
Karachi**

**APPROVAL FOR:**

☐ Works

☐ Others (pl. specify) \_\_\_\_\_

**Office Notes & Order**

**CEIF Dept  
BUDGET CODE**

**Leadership and Ideas for Tomorrow**

(Please mark (✓) appropriate box)

**Beneficiary Department/Place of work: CEIF Funded**

**Description:**

Procurement of Mono Laser Printer HP1102 (04).

**Comparative Summary:**

S/ No	Description	Pako	NK COMPUTERS	Real IT
1.	Unit Price with taxes	14,625/-	16,205/-	15,093/-
2	Model Quoted	P1102w	P1102w	P1102w
Total	For Four Sets	58,500/-	64,820/-	60,372/-
Add G.S.T	Included	Included	Included	Included

**Recommended Supplier/Vendor/Contractor: Pako Computers**

**Approval Amount: Rs. 58,500/-**

**Basis of recommendation:**

Lowest in Price with one year warranty. (\*) User depart requires this model and recommended to procure.

**Recommended by CEIF**

**Director Finance**

(for Budgetary Allocation/Re-appropriation)

**Approved by**

(Director IBA/Director IT/Projects/Registrar/\_\_\_\_\_)

**Enclosures:**

- |  |   |
|--|---|
| <input type="checkbox"/> Original Quotations along with RFQs         | <input type="checkbox"/> Relevant minutes of Purchase Committee/Audit & Finance Committee/Executive Committee |
| <input type="checkbox"/> Requisition from the concerned person/Deptt | <input type="checkbox"/> Other Documents _____  |
| <input type="checkbox"/> Copies of Tender document (if any)          |   |
| <input type="checkbox"/> Copy of tender advertisement (if any)       |   |

(Please mark (✓) appropriate boxes)



Ref #: RIS/QT/1606/05  
Ref # Email

Dated: 16.06.2016

**Attn:**  
Imran Abdul Rahman Batada  
Director ICT-IBA  
IBA MAIN CAMPUS  
Karachi

**Subject:** QUOTATION FOR HP PRINTER

Dear Sir,

QTY	Description of Items	QTY	Unit Price (PKR)	Amount	Grand Total
PR	Hp Printer Laser Jet P1102W	04	12,900	51,600	8,772
					60,372.00

**Terms & Conditions**

Payment: Cash On Delivery or As Agreed.

Delivery: Ex-stock (Subject to Availability)

Partial delivery is accepted

Price is quoted for quantity mentioned & not applicable if change in quantity.

No penalty is applicable.

Product availability and price are subject to change without notice if Government imposes any taxes.

Warranty: As per the manufacturer's policy 01 year card.

No Hardware Installation

Looking forward to a positive response from your end and hoping for a good business relation with your company in future.

Best Regards

Arsalan Ahmed Khan  
Manager Sales

T +92 21 34554243 E [info@realit.com.pk](mailto:info@realit.com.pk)

Suit# 306, Port Way Trade center, Plot # 189/A, Sindhi Muslim Housing Society (SMCHS), Shahrah -e-Faisal, Karachi 75460 - Pakistan

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Block-6, PECHS, Shahrah-e-Faisal,  
Karachi - Pakistan.

P 3453 1104, 3453 1087, 3431 0292, 3438 9841  
F 3454 9420  
E info@pakocomputers.com.pk  
W www.pakocomputers.com.pk

TO : IBA	REF # :MP002013 KHI 2016
ATTN: MR. ASJAD ASAD SIDDIQI / MR. ALI AHMED NAQVI	DATE :JUNE-16-2016
TEL # :111-422-422	FAX #:

## **SUBJECT: QUOTATION FOR HP PRINTER**

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE (PKR)</u>	<u>TOTAL PRICE (PKR)</u>	<u>GST PRICE (PKR)</u>	<u>GRAND PRICE (PKR)</u>
<u>HP LASER JET PRINTER – P1102W</u>	<u>04</u>	<u>12,500/-</u>	<u>50,000/-</u>	<u>8,500/-</u>	<u>58,500/-</u>

### **TERMS & CONDITION:**

PRICE	:	THE ABOVE PRICE IS INCLUSIVE OF GST.
PAYMENT	:	AS PER AGREED
DELIVERY	:	EX-STOCK SUBJECT TO PRIOR SALES OR STOCK AVAILABILITY.
VALIDATION	:	THE ABOVE PRICES ARE VALID FOR 30 DAYS ONLY.
WARRANTY	:	01 YEAR HP CARD
TAX	:	IF GOVERNMENT IMPOSES ANY NEW OR REVISED TAXES, SHOULD BE BRONE BY THE CUSTOMER

Please feel free to contact us for further information and clarification. We hope to have good business relationship and assure you of our doing best to meet your expectations.

With Best Regards,

**SYED MUHAMMAD PERVAIZ**

Manager Sales

+92 0312-9214244





## Quotation

Ref: NK/16.06.16

Attn: Director ICT  
IBA  
University Campus  
Karachi.



AUTHORIZED

## Quotation

Dear Sir,

This is with reference to your inquiry regarding the quotation for Hp printer. we are pleased to quote according to your requirement.

### Proposal for Hp printer

01	Hp Printer p1102W	01	13,850.00	13,850.00	16,205.00

#### Terms & Condition:

**Delivery:** Usually from ex-stock, otherwise 3-4weeks after receive advance payment.

**Validity:** This offer is valid for 03days.

**Warranty:** One Year warranty.

Thanking You.

Sincerely,

Arsalan Khan  
0321-2411726

Government Duties: Prices are subject to change in case of Pak Rupee variation against US\$ is more than 3% Prior/after the award of contract. Furthermore the Govt. Duties and import structured remain unchanged.

WH-18 6th Floor, Techno City Mall, Hasrat Mohani Road, Karachi.  
Ph: 32270902-3 Fax: 37012978 E-mail: info@nkc.com.pk