



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

**Office Notes & Order**

**APPROVAL FOR:**

- ☐ Purchase ☐ Works  
☐ Others (pl. specify) \_\_\_\_\_

(Please mark (✓) appropriate box)

**ICT-CPX-HW-118**

**BUDGET CODE**

**Beneficiary Department/Place of work:** Store Backup HP color toner 2025  
**Description:** Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	Galaxy techno	Imran Electronics	Allied Computer
1.	Hp LaserJet 2025 color toners	2	73,900/-	77,900/-	74,188/-
	Hp Certificate		Yes	Yes	Yes
Total			73,900/-	77,900/-	74,188/-
Add G.S.T			12,563/-	13,243/-	12,611/-
G. Total			86,463/-	91,143/-	86,799/-

**Recommended Supplier/Vendor/Contractor:** Galaxy techno  
**HP toner Approval Amount:** Rs. 86,463/-

**Basis of recommendation:** Being lowest

**Forwarded by** \_\_\_\_\_

appropriation) \_\_\_\_\_

**Approved by**

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

IBA Finance Deptt  
Budget Certificate  
☒ Available  
☐ Not available  
☐ Suggested Re-appropriation  
**Director Finance**  
(For Budgetary Allocation/Re-  
Certified By \_\_\_\_\_)

**Enclosures:**

- ☐ Original Quotations along with RFQs  
☐ Requisition from the concerned person/Deptt  
☐ Copies of Tender document (if any)  
☐ Copy of tender advertisement (if any)  
☐ Relevant minutes of Purchase Committee/Audit & Finance Committee/Executive Committee  
☐ Other Documents \_\_\_\_\_

(Please mark (✓) appropriate boxes)





# GALAXY Techno Shop

One Stop Shop for : Tablets - Laptops - Desktop Pc's & Add-ons  
GC 07-09 G/F TECHNO CITY H.MOHANI ROAD KARACHI. PHONE: 021 32217091

M/s : Institute of Business Administration Karachi

City Campus, University Road

KARACHI

MR. Syed Ali Ahmed Naqvi

Tel: 111-422-422 Ext 2112

## QUOTATION

20/08/16

Ref # QT752

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	HP TONER FOR 2025 (SET)	2	36950	73900	12563	86463

86463

1. Prices given are exworks Karachi.
2. WH TAX already Included In Price.
3. Quoted Price are valid for 7days Only.
4. Goods are Available In Ready Stock

For Galaxy Techno

Muhammad Salman

021 32400893



# Allied Computer Services



Manufacturers Plain & Pre-Printed Computer Stationery,  
Importer, Wholesaler & Supplier Printers, Photocopiers, Fax & Computer  
Peripherals, Complete Range of Ribbons, Toners, Ink Cartridges, Drums,  
Data Cartridges, Networking Items & Office Supplies.  
NTN : 15-06-0901089-7 GST : 12-00-8500-690-28

Address : RB - 3/19/1, D.M. Wafai Road,  
Near H.O. Akhbar Daily "Aman"  
Pakistan Chowk, Karachi.  
Phone : 92-21 32217436, 32210412, 32626806  
Fax : 92-21 32621687  
E-mail : allied.computer123@gmail.com

Aug 19, 2016

INSTITUTE OF BUSINESS ADMINISTRATION  
PROCUREMENT DEPARTMENT,  
IBA MAIN CAMPUS,  
KARACHI

SUBJECT : QUOTATION FOR HP TONERS  
RFQ - Toners / 11 / 2016-17.

Dear Sir,

With reference to your above enquiry No. regarding supply of belowmentioned items ,  
we are pleased to quote our lowest prices as below :

S #.	Description	Qty.	Base Price	GST. 17 %	Unit Total	Inclusive of Taxes
01.	HP Printer 2025 Toner # 530 Set of 04 Pcs.	02Set	@Rs 38,950/-	6,622/-	45,572/-	91,144/-

Ex- Stock  
Original Quality

Thanking you and assuring you for our best services at all times.

Yours Faithfully ,  
For ALLIED COMPUTER SERVICES



( UZAIR BAIG )

Members: Pakistan Association of Printing and Graphic Arts Industry  
Karachi Chamber of Commerce & Industry







# IMRAN Electronics

Office # 509, 5th Floor, Uni Center, Hasrat Mohani Road, Karachi-Pakistan.  
Phone : 92-21-32463394-95 Fax : 92-21-32463395 E-mail: info@imranelectronics.com  
www.imranelectronics.com

Business Partner



Dated: 20-08-2016

RFQ- Toners/11 /2016-17

Mr. Ali Ahmed Naqvi – Procurement Department

Institute of Business Administration

Karachi,

## Quotation for HP COLOR Printer 2025 TONER SET

Dear Sir,

Reference to our meeting regarding the purchase of HP COLOR TONER SET, please find prices for your kind approval and perusal.

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP COLOR LASER JET PRINTER TONER SET HP Cc530A, Black Print Cartridge (3,500 Yield) Cc531A, Cyan Print Cartridge (2,800 Yield) Cc532A, Yellow Print Cartridge (2,800 Yield) Cc533A Magenta Print Cartridge (2,800 Yield)	37,094.00	6,305.00	43,400.00	02set	Rs86,800.00

1. Above Quoted Prices are inclusive of 17% GST
2. Price Validity : 10 days
3. Delivery time: 1 week after receipt of Purchase order from your side
4. Payment 25 days
5. We shall deliver the goods free of cost within the limits of Karachi. However out station courier charges will be charged at actual.
6. We are commercial importers and Income Tax has been paid at Customs, therefore no Tax will be deducted for which we will provide the necessary documents.

If you have any further queries, please do not hesitate to contact us.

For **Imran Electronics**,

**Muhammad Imran Khan**

Business Development Manger

0300-9265177