

**IBA**

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 700 M712

Description: Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	Allied Computer	Imran Electronics	ARC Point	IOP	Laser tech
1.	Latest Printer Hp LaserJet 700 M712 toners	05	72,425/-	72,500/-	77,165/-	91,970/-	82,500/-
	Hp partnership Certificate		Yes	Yes	Yes	Yes	
Total			72,425/-	72,500/-	77,165/-	91,970/-	82,500/-
Add G.S.T			12,312/-	12,325/-	13,118/-	15,634/-	14,025/-
G. Total			<u>84,737/-</u>	<u>84,825/-</u>	<u>90,283/-</u>	<u>107,604/-</u>	<u>96,525/-</u>

Recommended Supplier/Vendor/Contractor: **Allied Computer**

Approval Amount: Rs. 84,737/-

Basis of recommendation: Being lowest

Forwarded by

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

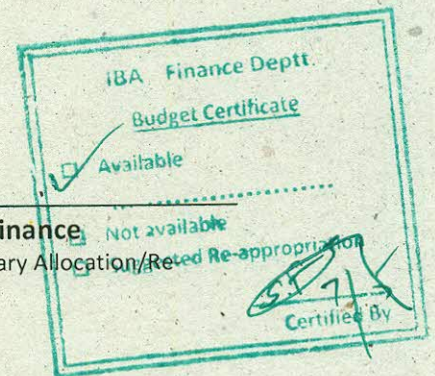
Approved by

(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)





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

APR 26, 2016

I B A  
 ICT PROCUREMENT OFFICE  
 MAIN CAM PUS  
KARACHI.

SUBJECT : QUOTATION .

Dear Sir ,

With reference to your Enquiry # RFQ-April/TONERS-01/2015-16 dt : 26-04-16,  
 regarding supply of below mentioned items, we are pleased to quote our lowest prices  
 as given below :

Sr. #	Items Description	Qty.	Unit	Total	App.	Grand
			Price	Price	Tax	Total
01.	HP 700 M712 (14A) Toners	05	14,485/-	72,425/-	12312/-	84,737/-

Ex- Stock  
 Genuine Quality  
 HP Authorized Dealer

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

Yours Faithfully ,  
 For ALLIED COMPUTER SERVICES ,



( M.UZAIR BAIG )

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

LINKSYS

D-Link

P-LINK

3M

BayLan

Kington

AMP

CISCO

Western Digital

Seagate



# 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: 28-04-2016  
RFQ –April/Toners-01/2015-16  
Mr. Ali Ahmed Naqvi – Procurement Department  
Institute of Business Administration  
Karachi,

## Quotation for HP LASERJET PRINTER TONER 14A

Dear Sir,  
Reference to our meeting regarding the purchase of HP Laser Printer Toner, please find prices for your kind approval and perusal.

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LaserJet printer 700 M712 Toner 14A HP 14A Black Original LaserJet Toner Cartridge(CF214A) Yields up to 10000 pages Yield is calculated @5% Coverage Area	14,500.00	2,465.00	16,965.00	05	Rs84,825.00

## Terms and Conditions

1. Above Quoted Prices are inclusive of 17% GST
2. Price Validity : 15 days
3. Delivery time: 2 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



HEAD OFFICE Karachi: 809, 8th floor Business and Finance Center I.I. Chundrigar Road Karachi  
Phone Numbers: (021) 32463767-68, (021) 32462941-43, Fax: (021) 32463764  
STRN:12-059999-067-46, NTN: 1128778-7

## QUOTATION OF HP TONER

ATTN: Asjad Asad  
DEPT: I.T. Procurement  
COMPANY: Institute of Business Administration  
ADDRESS: University Enclave, University Road, Karachi  
TEL: 021-38104700-1 Extn: 2107  
REF: RFQ-April/TONERS-01/2015-16

DATE: 28th April 2016  
QT REF: APT-0405-28042016-ARC-KHI

Dear Sir/ Madam,

Reference to your query, please find attached our quotation for the same. We hope that you will find the prices very competitive. Looking forward to hear from you soon.  
If you have any query, feel free to contact us.

S.No.	DESCRIPTION	QTY	Unit Price W/O GST	17% GST Amount	Total unit Price with GST	Total Amount
1	HP Laserjet Toner CF214A for HP LJ M712 Printer	5	15,433.46	2,623.69	18,057.14	90,285.71

### Terms & Conditions

**Prices** Above prices are inclusive of all GOVT. Taxes  
**Delivery Time** Ex-stock, kindly confirm the availability of stock at the time of issuing Purchase Order.  
**Warranty** Standard Manufacturer Warranty  
**Validity** 05 Days  
**Payment Terms** Immediate after delivery, please issue cross cheque in favour of Arcpoint Technologies  
**Note** The above mention prices are subject to the availability and the dollar value. Any change in dollar value at the time of order will reflect accordingly.  
Price would be revised, incase the Govt or Principal imposes any additional duties/ taxes/ any charges in Pak rupees, customer has to pay the difference.

Best Regards

Elizabeth Miranda  
Sales Coordinator

ARCPOINT TECHNOLOGIES  
BRANCHES

# 60-61, 1st floor, Al Latif Centre, Main Gulberg Road Lahore.

House # 169 Street # 33 I-8/2 Islamabad.



# Financial Proposal

Date: April 27, 2016

RFQ RFQ-April/TONERS-01/2015-16

For:- **IBA**  
karachi  
Phone:  
Contact Person: Syed Ali Ahmed Naqvi

Account Manager	Delivery Period	Payment Terms	Currency	Proposal Validity
Faisal Fareed	Will be confirmed upon order as per availability	100% Advance	PKR	5-Days

Qty	Description	Unit Price	Value Excl. GST	GST Amount	Total Price with GST
5	HP 14A LJ 700 MFP M712	18,394.40	91,972.00	15,635.24	107,607.24
TOTAL				Rs 15,635.24	Rs 107,607.24

Quotation prepared by: Falak Naz

\*Before finalization of the order please recheck prices due to dollar \$ fluctuation & conversion rate.

**DISCLAIMER:** The above prices offered are based on the attached terms and conditions. The prices and the proposal shall not be applicable in case any of the terms are changed or not accepted.



## **TERMS AND CONDITIONS**

### **PRICE VALIDITY**

Prices are valid for 5 days from the date of submission of the proposal. Prices offered are for the entire configuration. The above validity of prices are subject to any imposition of new duties ,Sale Taxes ,Excise duty, VAT, Currency fluctuations, additional withholding tax by central or provincial government and the new prices would become applicable with immediate effect without any notice. Moreover if the price change occurs or exchange rates fluctuates before the delivery of ordered equipment or due to any such reason during the entire agreement period the above "PRICE VALIDITY CLAUSE" will apply and the customer has to pay the difference.

### **PAYMENT**

100% advance payment is required to be made in favor of "International Office Products (Pvt) Ltd". through Cross Cheque or Pay Order. In case you wish to avail credit facility which is maximum 30days there will be a price increase of 2%.The Credit facility is subject to partial delivery and partial payment. In case Tax is deducted at source, the Tax Deduction Challan should be sent to IOP within 30 days. **For making payment in Pak Rupees, the SBP selling rate for US\$ (Selling T.T & OD) or open Market Rate or the Bill of Entry conversion rate whichever is higher will be applicable on the day payment is made. Quoted prices are based on To-day's Dollar Conversion Rate and will change accordingly with Change in Conversion Rates.** For items imported by IOP no withholding tax should be deducted and IOP will submit letter of undertaking along with copy of Bill of Entry.

### **DELIVERY**

In case of Imports, the delivery lead-time will be 6-8 weeks and 1 week for ex-stock items from the date of acceptance of purchase order & payment. However the delivery is subject to conditions beyond our control like Force Majeure, (Logistic Hurdles, fire explosion, vandalism, storm, strikes, labor disputes, wars, national emergencies lockout, work stoppages or other labor difficulties, supplier failures breaches or delays, failures and down time of utilities and telecommunication equipment, computer down time etc..). In case, the product is withdrawn due to obsolescence factor, the new model would be offered with new prices for your approval and new delivery period would be requested based on production schedule from our Principal. The products are offered on ex-Karachi basis. For dispatch to other cities, we will charge Rs. 3500/- per system.

### **PENALTY**

No penalty clause will be acceptable in case of late delivery or due to any other reasons.

### **MAINTENANCE**

After the expiry of the warranty period, IOP will offer a comprehensive Maintenance Agreement.

### **INSTALLATION**

There is no additional charge for Installation of Computer equipment at customer's premises within Karachi, Lahore, and Rawalpindi/Islamabad & Peshawar. Installation elsewhere, IOP shall charge on case to case basis. Our responsibility is only installation of hardware and not installation of operating systems and applications software. IOP Engineers will make installation after the inspection of the power ratings. It is essential that appropriate grounding, power stabilizers and UPS be made available to ensure efficient working of the equipment.

### **WARRANTY**

Onsite warranty is valid for Karachi, Islamabad, Lahore and Peshawar only.

Customers of other cities will bring down the equipment to our workshop located in any of the above mentioned Cities.

# LASER TECH (PVT.) LTD

NTN NO: 4380966-9  
GST NO: 3277876113515

Tel: 35802080  
35893852  
35883789  
Fax 35883796

Mez-1, 65-C, Rashid Garden, 12<sup>th</sup> Commercial St., Phase II Ext., D.H.A., KARACHI-75500  
E-mail address: lasertech@cyber.net.pk

Date: 26-04-2016

M/s. Institute of Business Administration (IBA), Karachi  
Attn: Mr. Syed Ali Ahmed Naqvi

## **Sub: Quotation for 14A TONER:**

With reference to your requirement, we are pleased to quote our prices as follows:

Items	Description	Rate	Qty	Amount	Gst 17%	Amount
Toner	HP 700 M712 l(14A) Toner	16,500.00	05	82,500.00	14,025.00	96,525.00

## **Terms:**

- ❖ Payment within 15 Days from date of Invoice
- ❖ Rates are Inclusive 4.5% Income tax & 17% GST
- ❖ Rates are valid for 07 days from the date of quotation

*Thanking and assuring you of our best Services*

*Your sincerely*  
**LASER TECHNOLOGY**  
*Alishba*  
*Sales Executive*