



**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 551color toners

**Description:** Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	ARC Point	Imran Electronics	Al-Madina	Pako Computer	Allied Computer	IOP
1.	HP 551color toners Set toners	01 Set	61,082/-	58,912/-	60,900/-	60,000/-	59,800/-	76,495/-
	HP authorized		YES	yes	yes	yes	yes	yes
Total			61,082/-	58,912/-	60,900/-	60,000/-	59,800/-	76,495/-
Add G.S.T			10,383/-	10,015/-	10,353/-	10,200/-	10,166/-	13,004/-
G. Total			71,465/-	68,927/-	71,253/-	70,200/-	69,966/-	89,499/-

**Recommended Supplier/Vendor/Contractor:** Imran Electronics

**Approval Amount:** Rs. 68,927/- + 11978 x 2 = 92,883/-

**Basis of recommendation:** Being lowest

**Forwarded by**

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

**Approved by**

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

**Director Finance**

(For Budgetary Allocation/Re-

IBA Finance Deptt
Budget Certificate
<input checked="" type="checkbox"/> Available
<input type="checkbox"/> Not available
<input type="checkbox"/> Suggested Re-appropriation
Certified by: <u>[Signature]</u>

**Enclosures:**

- ☐ Original Quotations along with RFQs
- ☐ Requisition from the concerned person/Deptt
- ☐ Copies of Tender document (if any)
- ☐ Copy of tender advertisement (if any)

(Please mark (✓) appropriate boxes)

- ☐ Relevant minutes of Purchase Committee/Audit & Finance Committee/Executive Committee
- ☐ Other Documents \_\_\_\_\_





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 COLOR TONER

ATTN: Syed Ali Ahmed Naqvi  
 COMPANY: IBA Karachi  
 DEPT: Procurement Dept  
 TEL: 021-111-422-422  
 REF: IBA/MC/ RFQ /48/2015-16

DATE: 02nd Jan 2015  
 QT REF: APT-0311-02012015-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 your response.  
 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 Color Laserjet Toner CE400A Black for HP CLJ M551 Printer	2	11,349.51	1,929.42	13,278.93	26,557.86
2	HP Color Laserjet Toner CE401A Cyan for HP CLJ M551 Printer	2	16,577.67	2,818.20	19,395.87	38,791.75
3	HP Color Laserjet Toner CE402A Yellow for HP CLJ M551 Printer	2	16,577.67	2,818.20	19,395.87	38,791.75
4	HP Color Laserjet Toner CE403A Magenta for HP CLJ M551 Printer	2	16,577.67	2,818.20	19,395.87	38,791.75
	GRAND TOTAL					142,933.11

### Terms & Conditions

**Prices** Above prices are inclusive of all GOVT. Taxes  
**Delivery Time** Limited-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

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

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



# 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: 01-01-2016

Ref: IBA/MC/RFQ/48/2015-16

Mr. Ali Ahmed Naqvi – Procurement Department

Institute of Business Administration

Karachi,

## Quotation for HP COLOR LASERJET PRINTER TONER Computer Hardware (Main Campus)

Dear Sir,

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

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LASERJET ENTERPRISE 500 TONER SETM551					
	HP LASERJET COLOR TONER BLACK CE400A Page yield5,500 pages	10,237.00	1,740.00	11,978.00	2	Rs23,956.00
	HP LASERJET COLOR TONER CYAN CE401A CYAN Page yield 6,000 pages	16,225.00	2,758.00	18,984.00	2	Rs37,968.00
	HP LASERJET COLOR TONER YELLOW CE402A YELLOW Page yield 6,000 pages	16,225.00	2,758.00	18,984.00	2	Rs37,968.00
	HP LASERJET COLOR TONER Magenta CE403A Page yield 6,000 pages	16,225.00	2,758.00	18,984.00	2	Rs37,968.00

### Terms and Conditions

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



M/s. Institute of Business Administration  
University Road,  
Karachi.

Attention : Syed Ali Ahmed Naqvi  
Department: Procurement

Quotation No. : FQN11286  
Quotation Date : Jan 02, 2016

Ref. No. : IBA/MC/RFQ/48/2015-16  
Ref. Date : 31, Dec- 2015

Dear Sir,

With reference to your enquiry regarding purchase of computer parts and accessories , we are pleased to quote our best price with below mentioned terms & conditions. In case of any confusion please call the undersigned for clarification.

Sr.#	Item Description	Price	GST Amount	Price Incl. GST	Unit.
01	HP Color LaserJet Toner for M551 Printer # CE400A (507A) Black # CE401A (507A) Cyan # CE402A (507A) Yellow # CE403A (507A) Magenta (Set Of Four Color)	60,900.00	10,353.00	71,253.00	Set

**Terms & Conditions :**

- Income Tax is included in above mentioned prices, where 17% G.S.T will be charged as mentioned above.
- All above quoted prices are valid for 1 Week only.
- Availability ex-stock or as discussed otherwise please allow atleast 10 days for delivery
- Al-Madina Enterprises will not be responsible for any delay in delivery beyond control such as import problem, shortage by manufacturer, natural disaster etc.
- Payment should be made within 15 days of delivery.

Awaiting your reply.

Thanks & regards,

Preferred



Partner

Sales Team

\* This is a system generated documents and does not required any signature.

1st Floor, Al-Rasheed Centre, F.M.F. Ali Road, Haqqani Chowk, Opposite to Burhani Hospital, Karachi.  
Phone: 32218895-96, 32629765 | Fax: 32212497 | e-Mail: info@almadinapk.com | URL: www.almadinapk.com

Authorized  
Dealer/Partners





10, Ground Floor, Business Arcade,  
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 : I.B.A	REF # : RA001030 KHI 2016
ATTN: MR. ASJAD ASAD SIDDIQI / MR. ALI AHMED NAQVI	DATE : JAN-01-2016
TEL # : 111-422-422	FAX #:

**SUBJECT: QUOTATION FOR HP COLOR LASERJET TONERS**

<u>DESCRITION</u>	<u>U-PRICE</u>	<u>T- PRICE</u>
<u>HP CE400A BLACK TONER</u>	<u>RS.11,100/-</u>	<u>RS.12,987/-</u> ✓
<u>HP CE401A CYAN TONER</u>	<u>RS.16,300/-</u>	<u>RS.19,071/-</u>
<u>HP CE402A YELLOW TONER</u>	<u>RS.16,300/-</u>	<u>RS.19,071/-</u>
<u>HP CE403A MAGENTA TONER</u>	<u>RS.16,300/-</u>	<u>RS.19,071/-</u>

**TERMS & CONDITION:**

VALIDITY	:	ONE WEEK.
PAYMENT	:	THE PAYMENT WILL BE MADE AS PER MUTUAL UNDERSTANDINGS.
DELIVERY	:	EX-STOCK AVAILABLE
TAX	:	ABOVE PRICE INCLUSIVE OF 4.5% INCOME-TAX AND 17% GST INCLUSIVE.

**NOTE: PRICES SUBJECT TO CHANGE IF THERE IS ANYCHANGES IN GOVT.POLICY OR DEVALUATION OF PRS AGAINST FOREIGN CURRENCIES.**

With Best Regards,

REHAN AHSAN SIDDIQUI  
Corporate Account Manager  
0332-3157026

Note: This is a computer-generated quotation and does not require any signature.







# Allied Computer Services

Name of Trust



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

JAN 1, 2016 .

IBA  
MAIN CAMPUS  
ICT PROCUREMENT OFFICE  
KARACHI.

SUBJECT : QUOTATION FOR HP COLOR LASER TONER ( 507A ) .

Dear Sir ,

With reference to your enquiry # IBA/MC/RFQ/48/2015-16 Dt: 31-12-15, regarding  
supply of below mentioned items, we are pleased to quote our lowest prices as given  
below :

Sr. #	Items Description	Qty.	Unit Price	Total Price	App. Tax	Grand Total
01.	HP Laser Jet Color Toner for Printer 551 ( 507A )	02	59,800/-	119,600/-	20,332/-	139,932/-

Ex-Stock  
HP Authorized Dealer

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

Yours Faithfully ,  
For **ALLIED COMPUTER SERVICES ,**

  
(M.UZAIR BAIG)

SYSTMIX  
SOLUTIONS

AVAYA

AMP  
NETWORK

cisco

D-link

3COM

HP

NETGEAR

Western  
Digital

Seagate

BayLan





# Financial Proposal

Date: January 1, 2016

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
	ITEM				
2	CE400A / 401A / 402A / 403A - HP 551M Color Toner Kit	76,495.73	152,991.45	26,008.55	179,000.00
TOTAL				Rs 26,008.55	Rs 179,000.00

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.