



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

**Office Notes & Order**

**APPROVAL FOR:**

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

(Please mark (✓) appropriate box)

**Beneficiary Department/Place of work:** Request for Examination  
**Description:** use for Examination Department City & main campus

**Comparative Summary:**

S. No	Description	QTY	Allied Computer	Galaxy Techno Shop	Pako Computer	Imran Electronics	Al-Madina
1.	HP 402 DN Printer	01	26,900/-	24,200/-	27,500/-	27,282/-	24,400/-
02	MFP 225DN Printer	01	NOT Available	31,300/-	NOT Available	NOT Available	31,700/-
Total			26,900/-	55,500/-	27,500/-	27,282/-	56,100/-
Add G.S.			4,573/-	9,435/-	4,675/-	4,637/-	9,537/-
G. Total			<u>31,473/-</u>	<u>64,935/-</u>	<u>32,175/-</u>	<u>31,919/-</u>	<u>65,637/-</u>

**Recommended Supplier/Vendor/Contractor:** Galaxy Techno Shop

**Approval Amount:** Rs. 64,935/-

**Basis of recommendation:** Being lowest

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

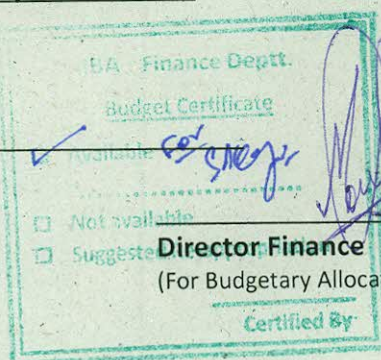
**Approved by**

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

**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)





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

FEB 13, 2016

I B A

MAIN CAMPUS  
KARACHI.

SUBJECT : QUOTATION .

Dear Sir ,

With reference to your Enquiry regarding supply of below mentioned items,  
we are pleased to quote our lowest prices as given below :

Sr. #	Items Description	Unit Price	App. Tax	Grand Total
01.	HP Printer 402 DN Printer with card Warranty	26,900/-	4573/-	31,473/-

HP Authorized Dealer

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

Yours Faithfully ,  
For ALLIED COMPUTER SERVICES ,



(M.UZAIR BAIG)

SYSTEMAX  
SOLUTIONS

AVA

MP  
TECHNOLOGY

Info  
co.

Mink  
TECHNOLOGY

GO  
cm

Clumpton

ETGEAR

Western  
Digital

ate

RayLan





# 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

**15/02/16**

**Ref # QT320**

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	HP LASERJET PRINTER 402DN	1	24200	24200	4114	28314
2	HP LASERJET PRINTER 225DN	1	31300	31300	5321	36621

**64935**

1. Prices given are exworks Karachi.
2. WH TAX already Included In Price.
3. Quoted Price are valid for 7days Only.
4. Goods Can Deliver in 15 Working Days

For Galaxy Techno  
Muhammad Salman  
021 32400893



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 # : RA001122 KHI 2016
ATTN: MR. ASJAD ASAD SIDDIQI / MR. ALI AHMED NAQVI	DATE : FEB-13-2016
TEL # : 111-422-422	FAX #:

**SUBJECT: QUOTATION FOR HP LASERJET PRINTER**

<b>HP LASERJET PRO 400 M402DN PRINTER</b>	
<b>(01 YEAR HP ORIGINAL CARD WARRANTY)</b>	
<b>(EX-STOCK)</b>	
<b>Exclusive GST</b>	<b>UNIT PRICE: 27,500/- RS.</b>
<b>Add 17% GST</b>	<b>4,675/- RS.</b>
<b>Inclusive GST</b>	<b>UNIT PRICE: 32,175/- RS.</b>

**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.

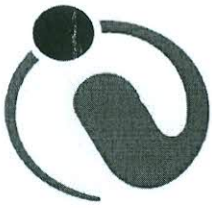
**NOTE: PRICES SUBJECT TO CHANGE IF THERE IS ANYCHANGES IN GOVT.POLICY OR DEVALUATION OF PRS AGAINST FOREIGN CURRENCIES.**

With Best Regards,

**REHAN AHSAN SIDDIQUI**  
Corporate Account Manager  
0332-3157026

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





# 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: 13-02-2016

Rfq -Printers-Examination Dept

Mr. Ali Ahmed Naqvi - Procurement Department

Institute of Business Administration

Karachi,

## Quotation for HP LASERJET PRINTERS (Main Campus)

Dear Sir,

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

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LASERJET printer M402dn	27,282.00	4,637.00	31,920.00	01	31,920.00

## 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. : FQN11481  
Quotation Date : Feb 12, 2016

Ref. No. :  
Ref. Date : 10, Feb- 2016  
Due Date : 13-Feb-2016

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	<b>HP Laser Jet Printer Model: PRO400 M402dn</b> <b>Specification:</b> (Duplexer + Network Ready) -Print speed : 38 ppm (letter) -Print Style/Color : Black & White printing -Print resolution: 1200x1200 dpi -Duty cycle/monthly volume: 80,000 pages per month <b>Warranty: One Year with Parts &amp; Labor</b>	24,400.00	4,148.00	28,548.00	Each
02a	<b>HP Multifunction Laser Jet Printer M1526dnf</b> <b>Model Discontinued</b>				
02b	<b>Replacement Model:</b> <b>HP Multifunction Laser Jet Printer Model: PRO M225dn</b> <b>Specification:</b> Duplexer + Network Ready Printer/Copier/Scanner/Fax <b>Specification:</b> First page out (ready) black: As fast as 8 sec Resolution (black): Up to 1200 x 1200 dpi Monthly duty cycle: Up to 15,000 pages Recommended monthly page volume: 500 to 2000 <b>Warranty: One Year with Parts &amp; Labor</b>	31,700.00	5,389.00	37,089.00	Each

**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,

Sales Team

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

Preferred



Partner

1st Floor, Al-Rasheed Centre, F.M.F. Ali Road, Haqqani Chowk, Opposite to Burhani Hospital, Karachi.

Authorized  
Dealer/Partners

