



**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 05A

Description: Main Campus ICT store backup

Comparative Summary:

S. No	Description	QTY	Allied Computer	NR Computer	ARC Point	Zain Tech	Imran Ele	Galaxy Tech
1.	Hp LaserJet 05A toners	5	31,800/-	35,000/-	34,320/-	31,900/-	33,025/-	32,250/-
	Hp Certificate		Yes	Yes	Yes	Yes	Yes	Yes
Total			31,800/-	35,000/-	34,320/-	31,900/-	33,025/-	32,250/-
Add G.S.T			5,406/-	5,950/-		5,423/-	5,614/-	5,482/-
G. Total			37,206/-	40,950/-	40,154/-	37,323/-	38,639/-	37,732/-

Recommended Supplier/Vendor/Contractor: Allied Computer

HP toner Approval Amount: Rs. 37,206/-

Basis of recommendation: Being lowest

Forwarded by _____

approval) _____

Approved by

(Director IBA/Director IT/Projects/Registrar/ _____)

Director Finance

(For Budgetary Allocation/Re- _____)



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 _____



Allied Computer Services

Name of Firm



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. Wafat 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

SEP 2, 2016

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

SUBJECT : QUOTATION FOR HP TONERS
RFQ - Toners / 15 / 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.	Unit Price	Total Price	Tax 17 %	Grand Total
01.	HP Printer 05A Toners	05	@Rs 6360/-	31800/-	5406/-	37,206/-

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



RFQ- Toners/15/2016-17

Date of Issuance: August 31, 2016

Date of Opening: September 2, 2016

Contact Person Name: Syed Ali Ahmed Naqvi

Contact Details: 111-422-422 Ext 2112

Email ID: anaqvi@iba.edu.pk

Sr.#	Description of Item Require	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	Hp printer 05A toners	05	7,000/-	35,000/-	5,950/-	40,950/-

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.
7. Government tax(es), levies(es) and charge(s) will be charged at actual as per SRQ.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.2% for goods against total value of Purchase Order will be levied accordingly.
14. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder
15. Quotes will be opened on same date of opening (mention above) at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.
16. Original HP Product require, please also submit the HP-Authorization Certificate (Latest)

NR COMPUTERS



Partner First
Business Partner

HP certifies that

N R Computers

is an approved member

HP Commercial Business Partner

Valid from May 2016 to October 2016.

Certificate of Partnership



DAVID TAN

HEAD OF COMMERCIAL CHANNELS AND DISTRIBUTION, APJ

HP INC.

NR COMPUTERS



Institute of Business Administration

Main Campus

University Enclave, University
Road, Karachi

RFQ – Toners/15/2016 - 17

NR COMPUTERS



HEAD OFFICE Karachi: 805, 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: Syed Ali Naqvi
 DEPT: I.T. Procurement
 COMPANY: Institute of Business Administration
 ADDRESS: University Enclave, University Road, Karachi
 TEL: 021-38104700-1
 RFQ REF: RFQ- Toners/15/2016-17

DATE: 02nd Sept 2016
 QT REF: APT-0749-02092016-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 CE505A	5	6,864.74	1,167.01	8,031.75	40,158.73

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, subject to stock availability.
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

Mr. Syed Ali Admed Naqvi
Institute of Business Administration
Karachi

Date: 02-Sep-2016
RFQ-Toners/15/2016-17

Dear Sir,
Refer below, please note the following our best rates.

Quotation

Sr. No	Description	Qty	Unit Price	GST	Total	Grand Total
1	HP LaserJet Toner 05-A (Genuine)	5	6,380	1,085	7,465	37,323

Note: Price Are Included 4.5% Income Tax & 17% GST.

Kind Regards,
Abdul Saboor Khan

Zaintech System & Solution

Suite # 1019, 10th Floor, UNI Plaza
I.I. Chundrigar Road, Karachi, Pakistan
Cell # +92333-2908862
Tel: 0213-2464258-2413749
NTN: 2603268-6

Deals in Computer Stationery, Printer, Fax Machine, Ribbons
Data Cartridges Tones, Ink Cartridges & General order Supplier





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

02/09/16

Ref # QT819

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp printer 05A toners	5	6450	32250	5483	37733

37733

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



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

02/09/16

Ref # QT819

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp printer 05A toners	5	6450	32250	5483	37733

37733

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