



**Institute of  
Business Administration  
Karachi**

**Office Notes & Order**

*Leadership and Ideas for Tomorrow*

**APPROVAL FOR:**

☐ Purchase ☐ Works

☐ Others (pl. specify) \_\_\_\_\_

(Please mark (✓) appropriate box)

**ICT-CPX-HW-118**

**BUDGET CODE**

**Beneficiary Department/Place of work** Transport department ICT Backup

**Description:** Multifunction Printer for Transport & ICT Backup

**Comparative Summary:**

S. No	Description	QTY	Galaxy Techno	ARC point	Zaintech System
1.	HP LaserJet 225DN Printer	02	55,000/-	55,740/-	N/A
2					N/A
Total			55,000/-	55,740/-	N/A
Add G.S.T			9,350/-	9,475/-	N/A
<b>G. Total</b>			<b>64,350/-</b>	<b>65,215/-</b>	N/A

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

**Approval Amount:** Rs. 64,350/-

**Basis of recommendation:** Being lowest

**Forwarded by**

**Director Finance**

(For Budgetary Allocation/Re-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)





# 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

05/06/16

Ref # QT629

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	HP Laserjet 225DN One Year Hp Card Warranty	2	27500	55000	9350	64350

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



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 MFP

ATTN: Syed Ali Naqvi  
DEPT: I.T. Procurement  
COMPANY: Institute of Business Administration  
ADDRESS: University Enclave, University Road, Karachi  
TEL: 021-38104700-1

DATE: 8th June 2016  
QT REF: APT-0550-08062016-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 MFP M225DN Printer/Copier/Scanner/Fax Print Speed: Up to 26 ppm, Processor 600 MHz, Resolution: Upto 1200x1200 dpi Scan Speed Up to 15 ppm (black), upto 6ppm (color), Grayscale Levels 256 Copy Speed, Up to 21 cpm, Resolution, Black Text Up to 600 x 600 dpi Duty Cycle, Monthly Up to 15,000 pages, Memory, Std 256 MB	2	27,870.68	4,738.02	32,608.70	65,217.39

### 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

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

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

**Mr. Syed Ali Admed Naqvi**  
**Institute of Business Administration**  
**Karachi**

**Date: 06-June-2016**

Dear Sir,  
With reference to your RFQ regarding laserjet printer, here we are offering  
best prices for printer. Kindly review the prices.

### **Quotation**

Sr. No	Description	Qty	Unit Price	GST	Total	Total
1	HP LaserJet Printer M225DN	2		-	Not Available	
2	HP LaserJet Printer M225DW (1 Year Card Warranty)	2	35,050	5,959	41,009	82,017

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

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  
GST: 1700260326816

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

