



**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 80 A toners as Store request

Description: Toners required Store Backup toners

Comparative Summary:

S. No	Description	QTY	Allied computer	Arc Point	Imran Ele	Zaintech System	Mughal computer
1.	HP 80A toners	05	34,925/-	37,605/-	35,380/-	34,995/-	44,000/-
2							
Total			34,925/-	37,605/-	35,380/-	34,995/-	44,000/-
Add G.S.T			5,937/-	6,392/-	6,014/-	5,949/-	7,480/-
G. Total			<u>40,862/-</u>	<u>43,997/-</u>	<u>41,394/-</u>	<u>40,944/-</u>	<u>51,480/-</u>

Recommended Supplier/Vendor/Contractor: Allied computer

Approval Amount: Rs. 40,862/-

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)



Allied Computer Services



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



INSTITUTE OF BUSINESS ADMINISTRATION,
 MAIN CAMPUS,
 UNIVERSITY ROAD
KARACHI.

Date: 04.06.2016

SUBJECT: QUOTATION FOR HP TONER 80A

Dear Sir,

With reference to your Enquiry, regarding supply of below mentioned item.
 We are pleased to quote our lowest Price as given below:

ITEMS	RATE EXCL. GST	GST 17%	RATE INCL. GST
Pro 400 HP Toner Cartridge No. 80A	6,985/-	1,187/-	Rs. 8,172/- Each

DELIVERY : Ex-Stock

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





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: Syed. Ali Naqvi
DEPT: I.T. Procurement
COMPANY: Institute of Business Administration
ADDRESS: University Enclave, University Road, Karachi
TEL: 021-38104700-1 Extn: 2107
RFQ REF: RFQ-Toners-01-2016-17

DATE: 06th June 2016
QT REF: APT-0542-06062016-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 CF280A for HP LJ M401 Printer	5	7,521.37	1,278.63	8,800.00	44,000.00

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



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: 04-06-2016
RFQ-Toners-01-2016-17
Mr. Ali Ahmed Naqvi – Procurement Department
Institute of Business Administration
Karachi,

Quotation for HP LASERJET PRINTER401DNE TONER 80A Computer Hardware (Main Campus)

Dear Sir,

Reference to our meeting regarding the purchase of HP Laser Printer 401DNE Toner 80A, please find prices for your kind approval and perusal.

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LASERJET 401DNE TONER 80A (CF280A)Page yield (black and white) 2,700 pages	7,076.00	1,203.00	8,280.00	05	Rs41,400.00

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

Mr. Syed Ali Admed Naqvi
Institute of Business Administration
Karachi

Date: 05-June-2016

Dear Sir,
With reference to your RFQ regarding HP LaserJet Toner 80-A, here we are offering best prices for toner.
Kindly review the prices.

Quotation

Sr. No	Description	Qty	Unit Price	GST	Total	Total
1	HP LaserJet Toner 80-A For M401	5	6,999	1,190	8,189	40,944

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

HP Genuine Product
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



Attn:	Mr. Syed Ali Ahmed Naqv
M/S:	IBA
Address:	Karachi, Pakistan


Date:	05.06.2016
GST #	17-03-8500-045-19
NTN #	2962066-0
RFQ #	Toners-01-2016-17

QUOTATION

S. No.	Description	Qty.	Unit Price (Rs.)	Amount	GST 17%	Amount GST 17%	Amount GTS (Rs.)
01	HP For HP Toner 400/401 (80A)	05	8800.00	44000.00	1496.00	7480.00	51480.00

Terms & Conditions:

1. Prices are included of Tax.
2. Delivery Time (Ex-Stock).


For Mughal Computers

RFQ-Toners-01-2016-17

Date of Issuance: June 2, 2016

Date of Opening: June 5, 2016

Contact Person Name: Syed Ali Ahmed Naqvi

Contact Details: 111-422-422 Ext 2112

Email ID: anaqvi@iba.edu.pk

S.#	Description of Item Required	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	Toner for hp 400/401(80A)	05	8800	44000	51480	51480

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 of item cost is final and no change what so ever will be accepted.
7. Government tax(es), levies and charge(s) will be charged at actual as per SRO.
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 of item or 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.