



**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 Xerox toners 3600

Description: Main Campus ICT store backup *(Abdul Qadir City campus)*

Comparative Summary:

S. No	Description	QTY	New Tech	Allied computer	National traders	Computer office supplies
1.	Xerox toners 3600	03	83,850/-	76,200/-	86,850/-	87,600/-
Total						
Add G.S.T			14,254/-	12,954/-	14,764/-	14,892/-
G. Total			<u>98,104/-</u>	<u>89,154/-</u>	<u>101,614/-</u>	<u>102,492/-</u>

Recommended Supplier/Vendor/Contractor: Allied computer

Approval Amount: Rs. 89,154/-

Basis of recommendation: Being lowest

*As requested
21/3/16*
Forwarded by

appropriation) _____

Approved by

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

Enclosures:

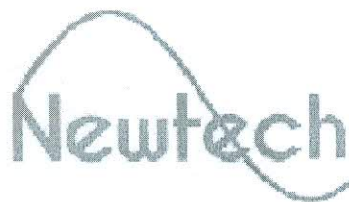
- ☐ Original Quotations along with RFQs
- ☐ Requisition from the concerned person/Deptt
- ☐ Copies of Tender document (if any)
- ☐ Copy of tender advertisement (if any)

(Please mark (✓) appropriate boxes)

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

Director Finance
(For Budgetary Allocation/Re-
appropriation)





NEWTECH COMPUTERS

Shop# 52B/24B, PLOT# BC/5, Sasi Arcade . Block-7, Clifton Karachi.

Tel: +92 21 35863213-14, 35308160

E-Mail: info@newtech.com.pk

To: M/s **I.B.A-Institute Of Business Administration**
Attention **Ali Naqvi**
Address **Karachi.**
RFQ – 98

Telephone

Reference. No. **146**

Date **21-03-2016**

Terms of Payment

Valid Till

QUOTATION

Serial	Particulars	Quantity	Rate	Amount
1	Xerox 3600 toners	5.00 Pcs	27,950.00	139,750.00
Total Rs.				139,750.00

Amount in Words : Rupees one hundred sixty-three thousand, five hundred eight and 00/100 only.

Terms & Conditions : All prices are inclusive of All Taxes

Ex-Stock

*This is system Generated, signature does not required

Authorized Signatures

Prepared By: Salah-Accounts



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

MAR 9, 2016

IBA
ICT PROCUREMENT OFFICE
MAIN CAM PUS
KARACHI.

SUBJECT : QUOTATION .

Dear Sir ,

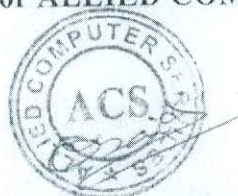
With reference to your Enquiry # RFQ - 98 dt : 09-03-16, regarding supply of
below mentioned items, we are pleased to quote our lowest prices as given below :

Sr. #	Items Description	Qty.	Unit Price	Total Price	App. Tax	Grand Total .
01.	Xerox 3600 Toner	03	25,400/-	76,200/-	12,954/-	89,154/-

Ex- Stock
Genuine Quality

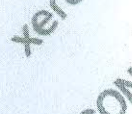
Thanking you and assuring you for our best services at all times .

Yours Faithfully ,
For ALLIED COMPUTER SERVICES ,



(M.UZAIR BAIG)

Members: Pakistan Association of Printing and Graphic Arts Industry
Karachi Chamber of Commerce & Industry





NATIONAL TRADERS

PRINTING, OFFICE STATIONERY, COMPUTER STATIONERY &
GENERAL ORDER SUPPLIERS C-1, Jamia Tarreca PIB colony

TEL: 34287184

KARACHI

Nt/iba/1315-16

Ref. No. _____

Date 16/03/2016

I B A
UNIVERSITY CAMPUS
Karachi.

RATES

Dear Consumers,

Refer to your enquiry, our quoted rate are mentioned as under.

S.NO.	DESCRIPTION	AMOUNT EXCL. S.TAX	S.TAX	AMOUNT INCL.S.TAX
1	3600 Toner BRAND : Xerox	Rs. 28,950/-	Rs.4,921/-	Rs. 33,871/-

PAYMENT : At the time of delivery
Delivery period : 7 days
OFFERED VALID : 5 days

Waiting for a favorable action.

Regards,

Truly Yours,
NATIONAL TRADERS

MARKETING MANGER



PHONE: 0333 23692

COMPUTER OFFICE SUPPLIES

Computer Stationery, Accessories, Printing
& General Order Suppliers

B-147 Block 14, Gulistan-e-Jauher, Karachi.

Institute of Business Administration,
University Road,
KARACHI

Date 15/03/16

SUB : PRICES

Dear Customers,

We are taking pleasure to submit our rates against your enquiry as mentioned below. item.

DISCRIPPTION

RATES

Toner Cartridge 3600
Xerox Original

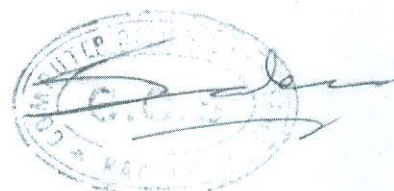
@ Rs 29,200/- per piece .

17% GST Inclusive

Payment: 15 days
Delivery: 10 days

Waiting for your value able Purchase order.

Very Sincerely Yours,
For COMPUTER OFFICE SUPPLIES



SALEEM KHAN