



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

**APPROVAL FOR:**

☐ Purchase ☐ Works

☐ Others (pl. specify) \_\_\_\_\_

(Please mark (✓) appropriate box)

**Office Notes & Order**

**ICT-CPX-HW-118**

**BUDGET CODE**

**Beneficiary Department/Place of work:** Store Backup HP 36A

**Description:** Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	Allied Computer	NR Computer	ARC Point	Imran Ele	Galaxy Tech
1.	Hp LaserJet 36A toners	5	27,475/-	28,500/-	31,335/-	26,895/-	26,700/-
	Hp Certificate		Yes	Yes	Yes	Yes	Yes
Total			27,475/-	28,500/-	31,335/-	26,895/-	26,700/-
Add G.S.T			4,670/-	4,845/-		4,572/-	4,539/-
G. Total			32,145/-	33,345/-	35,661/-	31,467/-	31,239/-

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

**HP toner Approval Amount:** Rs. 31,239/-

**Basis of recommendation:** Being lowest

**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 \_\_\_\_\_

IBA Finance Deptt  
 Budget Certificate  
☒ Available  
☐ Not available  
☐ Suggested Re-appropriation  
 Director Finance  
 (For Budgetary Allocation/Re-appropriation)



# 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 - 31/11, D.M. Wafai Road,  
Near H.O. Akhtar Daily "Aman"  
Pakistan Chowk, Karachi.  
Phone : 92-21 32217436, 32210412, 32626006  
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 / 14 / 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 36A Toners	05	@Rs 5495/-	27475/-	4670/-	32,145/-

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/14/2016-17

**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](mailto:anaqvi@iba.edu.pk)

Sr.#	Description of Item Require	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	Hp printer 36A toners	05	5,700/-	28,500/-	4,045/-	33,345/-

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), levi(es) 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 / 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**  
M







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





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- Toner/14/2016-17

DATE: 02nd Sept 2016  
 QT REF: APT-0750-02092016-ARC-KH

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 CB436A	5	6,267.81	1,065.53	7,333.33	36,666.67

### 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

Suite # 60-61, 1st floor, Al Latif Centre, Main Gulberg Road Lahore.  
 Phone Numbers: 0423-5781590

House # 169 Street # 33 I-8/2 Islamabad.  
 Phone Numbers: 051-4860968



# 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: 02-09-2016  
RFQ-Toners-14/2016-17  
Mr. Ali Ahmed Naqvi – Procurement Department  
Institute of Business Administration  
Karachi,

## Quotation for HP LASERJET PRINTER TONER 36A

Dear Sir,

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

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LASERJET PRINTER TONER 36A	5,379.00	914.00	6,294.00	5	Rs31,470.00
	Page yield (black and white) 2,000 pages					

## Terms and Conditions

1. Above Quoted Prices are inclusive of 17% GST
2. Price Validity : 15 days
3. Delivery time: 2 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 Manager  
0300-9265177



# 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 # QT820

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp printer 36A toners	5	5340	26700	4539	31239

31239

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



ORIGINAL

NTN 1345222-3  
Category INDIVIDUAL  
Status RESIDENT  
CNIC / Passport No. 42301-8436547-1 Birth Date: 30-DEC-1979  
Name NASIR MUHAMMAD  
Address HOUSE NO.202, HYDERABAD COLONY, JAIL ROAD, KARACHI, DISTT: KARACHI, SINDH  
Principal Activity REPAIR OF COMPUTERS AND PERIPHERAL EQUIPMENT  
Other Activities 1) IMPORTER

Registered for Income Tax w.e.f 19-MAR-2002  
Sales Tax w.e.f 04-MAY-2015  
( IMPORTER, SERVICES )  
Representative's CNIC/ NTN 42301-8436547-1  
Name NASIR MUHAMMAD  
Email Address nasir.qasim@nrcomputers.net

Tax Office RTO-I KARACHI

Business Name 1) REGISTERED FOR SALES TAX w.e.f 04-May-2015  
M/S N R COMPUTERS  
SHOP NO FC-19, TECHNO CITY MALL, BEHIND, KARACHI, KARACHI, SINDH

This certificate is valid only if verified online at FBR's web site [www.fbr.gov.pk](http://www.fbr.gov.pk)



RGCRT-552015-50420281-0

**NR COMPUTERS**

Date of Printing: 05-MAY-2015