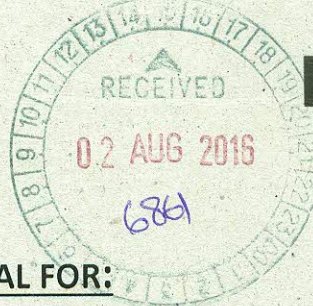




**Institute of
Business Administration
Karachi**

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 color 2025

Description: Main Campus ICT store backup

Comparative Summary:

S. No	Description	QTY	Continel EST	Zain tech	Allied Computer	Galaxy techno	Ideal	Pako Computer	Imran Electronics	ARC point
1.	Hp LaserJet 2025 toners	2 set	78,186/-	84,000/-	73,900/-	70,400/-	89,700/-	73,000/-	70,836/-	78,848/-
	Hp Certificate		yes	Yes	Yes	yes	yes	yes	yes	yes
Total			78,186/-	84,000/-	73,900/-	70,400/-	89,700/-	73,000/-	70,836/-	78,848/-
Add G.S.T			13,291/-	14,280/-	12,563/-	11,968/-	15,249/-	12,410/-	12,042/-	13,404/-
G. Total			91,477/-	98,280/-	86,513/-	82,368/-	104,949/-	85,410/-	82,878/-	92,252/-

Recommended Supplier/Vendor/Contractor: Galaxy techno

HP toner Approval Amount: Rs. 82,368/-

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/Refund)



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Email: info@ce.com.pk Website: http://www.ce.com.pk

Director ICT
Institute of Business Administration
University of Karachi
Karachi.

Date: 25-07-2016

Ref # KE/786/25-07-16

RFQ – Toners/04/2016-17

Quotation

COLOR TONER

Sr #	Description of Item require	Qty	Unit Price	Total Price	GST 17%	Grand Total
01	Color Toner Set of Printer HP 2025	01 Set	39,093/=	39,093/=	6646	45,739/=

Note: **Delivery will be made within 10 to 15 days,**
One year warranty with parts & service,
Price validity 15 days.

With best regard's

A. Ghafoor Samoo
Account Manager
Cell # 0333-2106098
Email: a.ghafoor@ce.com.pk

Mr. Syed Ali Admed Naqvi
Institute of Business Administration
Karachi

Date: 25-July-2016

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 Colour Toner 304-A (Genuine)	1 Set	42,000	7,140	49,140	49,140

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

Delivery: 1 Week

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

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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

July 25, 2016

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

SUBJECT : QUOTATION FOR HP TONERS .
RFQ - Toners / 04 / 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.	Base Price	GST. 17 %	Total Inclusive of Taxes
01.	HP Printer Color 2025 530 – 533 Color Toners Set. (set of 04 Pcs.)	01	@Rs 36,950/-	6281/-	43,231/- Each Set.

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





GALAXY Techno Shop

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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

25/07/16

Ref # QT712

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp Toner for 2025	1	35200	35200	5984	41184

41184

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



IDEAL DISTRIBUTION LINE
2nd Floor, Office # 201, Land
Mark Plaza, I.I Chundrigar
Road, Karachi, Pakistan.
(021) 32628019 - 32627931 -
32620017

Quotation

RefNo: QTN-0021

Date : 23 July 2016

Customer Inquiry Ref# RFQ-TONERS/04/2016-17

To,
Mr. Syed Ali Naqvi and Asjad
Purchase / I.T Manager
Institute of Business Administration (IBA).
Tell: 111-IBA-IBA
Fax: no

Remarks: Reference to your Inquiry No. RFQ-Toners/04/2016-17, we are here submitting our best prices as under:-

S.No	Item	Price	Qty	Sales Tax %	Price Excl. GST	GST Amount	Price Incl. GST
1	Hp CC530A Tonner Set HP Color LaserJet CC530A, CC531A, CC532A, CC533A Toner Set	44850.00	1	17.00	44850.00	7624.50	52474.50

Total: Fifty Two Thousand Four Hundred Seventy Four and Fifty paisas
Rupees Only

44850.00 7624.50 52474.50

TERMS AND CONDITIONS

The following Terms & Conditions shall be a part of the sale agreement.

- | | |
|----------------|-----------------------------------|
| 1. Validity | Prices are valid for 30 days Only |
| 2. Govt. Taxes | Inclusive |
| 3. Payment | Through Cash/Crossed Cheque |
| 4. Delivery | Ex-Stock or 4 to 6 weeks |

Sincerely Yours,

Altaf Pirzada
Senior Sales Executive
Cell # 03005812504
Email : altaf@idlsys.com

QTN-0021

TO : IBA	REF # :MP002062 KHI 2016
ATTN: MR. ASJAD ASAD SIDDIQI / MR. ALI AHMED NAQVI	DATE :JULY-25-2016
TEL # :111-422-422	REF # RFQ/TONERS/04/2016-17

SUBJECT: QUOTATION FOR HP TONERS SET

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE (PKR)</u>	<u>GST PRICE (PKR)</u>	<u>TOTAL PRICE (PKR)</u>
HP 2025 COLOR TONER	01	36,500/-	6,205/-	42,705/-

TERMS & CONDITION:

PRICE	:	THE ABOVE PRICE IS INCLUSIVE OF GST.
PAYMENT	:	AS PER AGREED.
DELIVERY	:	EX-STOCK SUBJECT TO PRIOR SALES OR STOCK AVAILABILITY.
VALIDATION	:	THE ABOVE PRICES ARE VALID FOR 30 DAYS ONLY.
WARRANTY	:	HP GENIUNE.
TAX	:	IF GOVERNMENT IMPOSES ANY NEW OR REVISED TAXES, SHOULD BE BRONE BY THE CUSTOMER

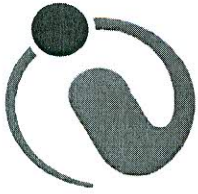
Please feel free to contact us for further information and clarification. We hope to have good
Business relationship and assure you of our doing best to meet your expectations.

With Best Regards,

SYED MUHAMMAD PERVAIZ

Manager Sales

+92 0312-9214244



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: 25-07-2016

RFQ- Toners/04 /2016-17

Mr. Ali Ahmed Naqvi – Procurement Department

Institute of Business Administration

Karachi,

Quotation for HP COLOR Printer 2025 TONER SET

Dear Sir,

Reference to our meeting regarding the purchase of HP COLOR TONER SET, please find prices for your kind approval and perusal.

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP COLOR LASER JET PRINTER TONER SET HP Cc530A, Black Print Cartridge (3,500 Yield) Cc531A, Cyan Print Cartridge (2,800 Yield) Cc532A, Yellow Print Cartridge (2,800 Yield) Cc533A Magenta Print Cartridge (2,800 Yield)	35,418.00	6,021.00	41,440.00	01	Rs41,440.00

1. Above Quoted Prices are inclusive of 17% GST
2. Price Validity : 10 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



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 COLOR 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/04 /2016-17

DATE: 23rd July 2016
 QT REF: APT-0645-23072016-ARC-KHI

Dear Sir/ Madam,

In 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 Color Laserjet Toner CC530A Black for HP CLJ 2025 Printer	1	9,871.79	1,678.21	11,550.00	11,550.00
2	HP Color Laserjet Toner CC5301A Cyan for HP CLJ 2025 Printer	1	9,851.58	1,674.77	11,526.34	11,526.34
3	HP Color Laserjet Toner CC5302A Yellow for HP CLJ 2025 Printer	1	9,851.58	1,674.77	11,526.34	11,526.34
4	HP Color Laserjet Toner CC5303A Magenta for HP CLJ 2025 Printer	1	9,851.58	1,674.77	11,526.34	11,526.34
	Grand Total		39,424/			46,129.03

Terms & Conditions

Prices Above prices are inclusive of all GOVT. Taxes
Delivery Time 2-3 weeks after PO confirmation, 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: 0423-5781550

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

RFQ- Toners/04 /2016-17

Date of Issuance: July 21, 2016

Date of Opening: July 25, 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 color 2025	1 set				

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)