



**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: Store Backup HP 700 M712

Description: Main Campus ICT store backup

Comparative Summary:

S. No	Description	QTY	Zaintech	Mughal Computer	Galaxy Techno	Imran Ele	Al-Madina
1.	Latest Printer Hp LaserJet 700 M712 toners	05	79,475/-	85,000/-	72,000/-	72,325/-	75,500/-
	Hp partnership Certificate		Yes	NO	Yes	Yes	yes
Total			79,475/-	85,000/-	72,000/-	72,325/-	75,500/-
Add G.S.T			13,510/-	14,450/-	12,240/-	12,295/-	12,835/-
G. Total			<u>92,985/-</u>	<u>99,450/-</u>	<u>84,240/-</u>	<u>84,620/-</u>	<u>88,335/-</u>

Recommended Supplier/Vendor/Contractor: Galaxy Techno

Approval Amount: Rs. 84,240/-

Basis of recommendation: Being lowest

Forwarded by _____

appropriation) _____

Approved by

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

Director Finance

(For Budgetary Allocation/Re-

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)

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 14-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 14-A for Printer 712	5	15,895	2,702	18,597	92,986

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

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-03-2016-17

QUOTATION

S. No.	Description	Qty.	Unit Price (Rs.)	Amount	GST 17%	Amount GST 17%	Amount GTS (Rs.)
01	HP For HP Toner 712 (14A)	05	17000.00	85000.00	2890.00	14450.00	99450.00

Terms & Conditions:

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


 For Mughal Computers

RFQ-Toners-03-2016-17

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

Sr.#	Description of Item Required	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	Toner for hp 712 (14A)	05	17000	85000	99450	99450

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), fee(s) 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 of 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.



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

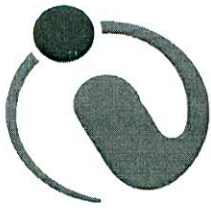
S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	HP TONER 14A	5	14400	72000	12240	84240

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



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

Ref: IE.IBA.06-06/15

RFQ –TONER-03-2016-17

Mr. Ali Ahmed Naqvi – Procurement Department

Institute of Business Administration

Karachi,

Quotation for HP LASERJET PRINTER TONER 14A

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 700 M712 Toner 14A HP 14A Black Original LaserJet Toner Cartridge(CF214A) Yields up to 10000 pages Yield is calculated @5% Coverage Area	14,465.00	2,459.00	16,925.00	05	Rs84,625.00

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 Manger
0300-9265177

M/s. Institute of Business Administration
University Road,
Karachi.

Attention : Syed Ali Ahmed Naqvi
Department: Procurement

Quotation No. : FQN12116
Quotation Date : June 06, 2016

Ref. No. : RFQ-Toners-03-2016-17
Ref. Date : 02, June- 2016

Dear Sir,

With reference to your enquiry regarding purchase of computer parts and accessories , we are pleased to quote our best price with below mentioned terms & conditions. In case of any confusion please call the undersigned for clarification.

Sr.#	Item Description	Price	GST Amount	Price Incl. GST	Unit.
01	HP Laser Jet Toner For Pro 700 M712 Printer # CF214A (14A)	15,100.00	2,567.00	17,667.00	Each

Terms & Conditions :

- Income Tax is included in above mentioned prices, where 17% G.S.T will be charged as mentioned above.
- All above quoted prices are valid for 1 Week only.
- Availability ex-stock or as discussed otherwise please allow atleast 10 days for delivery
- Al-Madina Enterprises will not be responsible for any delay in delivery beyond control such as import problem, shortage by manufacturer, natural disaster etc.
- Payment should be made within 15 days of delivery.

Awaiting your reply.

Thanks & regards,

Sales Team

Preferred



Partner

* This is a system generated documents and does not required any signature.

Karachi Office: 1st Floor, Al-Rasheed Centre, F.M.F. Ali Road, Haqqani Chowk, Opposite to Burhani Hospital, Karachi.

Islamabad Office: 66-E, Mujahid Plaza, Blue Area, Jinnah Avenue, Islamabad.

Phone: 021-32218895-96, 021-32629765 | e-Mail: info@almadinapk.com | URL: www.almadinapk.com

Authorized
Dealer/Partners



Gold
Partner

Synology

lenovo

DELL

Microsoft



Adobe



Leap ahead



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-0543-06062016-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 CF214A for HP LJ M700 Printer	5	15,339.63	2,607.74	17,947.37	89,736.84

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

ARCPPOINT TECHNOLOGIES
BRANCHES

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

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

RFQ-Toners-03-2016-17

Date of Issuance: June 2, 2016

Date of Opening: June 5, 2016

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