



**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 400/401 (80A)

Description: Main Campus ICT store backup

Comparative Summary:

S. No	Description	QTY	Allied Computer	Imran Electronics	ARC Point	IOP	Laser tech
1.	Latest Printer Hp LaserJet 400/401 (80A) toners	05	35,550/-	35,655/-	37,115/-	46,055/-	40,000/-
	Hp partnership Certificate		Yes	Yes	Yes	Yes	
Total			35,550/-	35,655/-	37,115/-	46,055/-	40,000/-
Add G.S.T			6,043/-	6,061/-	6,309/-	7,829/-	6,800/-
G. Total			<u>41,593/-</u>	<u>41,716/-</u>	<u>43,424/-</u>	<u>53,886/-</u>	<u>46,800/-</u>

Recommended Supplier/Vendor/Contractor: Allied Computer

Approval Amount: Rs. 41,593/-

Basis of recommendation: Being lowest

Forwarded by _____

Director Finance

(For Budgetary Allocation/Re-

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
Certified By _____



Allied Computer Services

Member of IBA



Authorized Dealer

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 32217435, 32210412, 32626806
Fax : 92-21 32621687
E-mail : allied.computer123@gmail.com

APR 26, 2016

IBA
ICT PROCUREMENT OFFICE
MAIN CAM PUS
KARACHI.

SUBJECT : QUOTATION .

Dear Sir ,

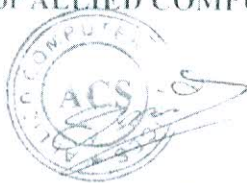
With reference to your Enquiry # RFQ-April/TONERS-02/2015-16 dt : 26-04-16,
regarding supply of below mentioned items, we are pleased to quote our lowest prices
as given below :

Sr. #	Items Description	Qty.	Unit	Total	App.	Grand
			Price	Price	Tax	Total
01.	HP 400 / 401 (80A) Toners	05	7,110/-	35,550/-	6043/-	41,593/-

Ex- Stock
Genuine Quality
HP Authorized Dealer

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

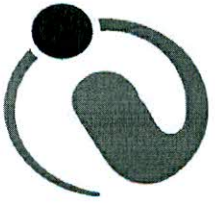
Yours Faithfully ,
For ALLIED COMPUTER SERVICES ,



(M.UZAIR BAIG)

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





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: 29-04-2016
RFQ-April/Toners-02/2015-16
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	7,131.00	1,212.00	8,344.00	05	Rs41,720.00

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



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: Asjad Asad
 DEPT: I.T. Procurement
 COMPANY: Institute of Business Administration
 ADDRESS: University Enclave, University Road, Karachi
 TEL: 021-38104700-1 Extn: 2107
 REF: RFQ-April/TONERS-02/2015-16

DATE: 28th April 2016
 QT REF: APT-0403-28042016-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 401 series Printer	5	7,423.69	1,262.03	8,685.71	43,428.57

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

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

House # 169 Street # 33 I-8/2 Islamabad



Financial Proposal

Date:
RFQ

April 27, 2016
RFQ-April/TONERS-02/2015-16

For:- **IBA**
karachi
Phone:
Contact Person: Syed Ali Ahmed Naqvi

Account Manager	Delivery Period	Payment Terms	Currency	Proposal Validity
Faisal Fareed	Will be confirmed upon order as per availability	100% Advance	PKR	5-Days

Qty	Description	Unit Price	Value Excl. GST	GST Amount	Total Price with GST
	ITEM				
5	HP 80A LJ Pro 401d/ 401n/ 401dn / M425 Black	9,211.40	46,057.00	7,829.69	53,886.69
TOTAL				Rs 7,829.69	Rs 53,886.69

Quotation prepared by: Falak Naz

*Before finalization of the order please recheck prices due to dollar \$ fluctuation & conversion rate.

DISCLAIMER: The above prices offered are based on the attached terms and conditions. The prices and the proposal shall not be applicable in case any of the terms are changed or not accepted.

TERMS AND CONDITIONS

PRICE VALIDITY

Prices are valid for 5 days from the date of submission of the proposal. Prices offered are for the entire configuration. The above validity of prices are subject to any imposition of new duties ,Sale Taxes ,Excise duty, VAT, Currency fluctuations, additional withholding tax by central or provincial government and the new prices would become applicable with immediate effect without any notice. Moreover if the price change occurs or exchange rates fluctuates before the delivery of ordered equipment or due to any such reason during the entire agreement period the above "PRICE VALIDITY CLAUSE" will apply and the customer has to pay the difference.

PAYMENT

100% advance payment is required to be made in favor of "International Office Products (Pvt) Ltd". through Cross Cheque or Pay Order. In case you wish to avail credit facility which is maximum 30days there will be a price increase of 2%.The Credit facility is subject to partial delivery and partial payment. In case Tax is deducted at source, the Tax Deduction Challan should be sent to IOP within 30 days. **For making payment in Pak Rupees, the SBP selling rate for US\$ (Selling T.T & OD) or open Market Rate or the Bill of Entry conversion rate whichever is higher will be applicable on the day payment is made. Quoted prices are based on To-day's Dollar Conversion Rate and will change accordingly with Change in Conversion Rates.** For items imported by IOP no withholding tax should be deducted and IOP will submit letter of undertaking along with copy of Bill of Entry.

DELIVERY

In case of Imports, the delivery lead-time will be 6-8 weeks and 1 week for ex-stock items from the date of acceptance of purchase order & payment. However the delivery is subject to conditions beyond our control like Force Majeure, (Logistic Hurdles, fire explosion, vandalism, storm, strikes, labor disputes, wars, national emergencies lockout, work stoppages or other labor difficulties, supplier failures breaches or delays, failures and down time of utilities and telecommunication equipment, computer down time etc..). In case, the product is withdrawn due to obsolescence factor, the new model would be offered with new prices for your approval and new delivery period would be requested based on production schedule from our Principal. The products are offered on ex-Karachi basis. For dispatch to other cities, we will charge Rs. 3500/- per system.

PENALTY

No penalty clause will be acceptable in case of late delivery or due to any other reasons.

MAINTENANCE

After the expiry of the warranty period, IOP will offer a comprehensive Maintenance Agreement.

INSTALLATION

There is no additional charge for Installation of Computer equipment at customer's premises within Karachi, Lahore, and Rawalpindi/Islamabad & Peshawar. Installation elsewhere, IOP shall charge on case to case basis. Our responsibility is only installation of hardware and not installation of operating systems and applications software. IOP Engineers will make installation after the inspection of the power ratings. It is essential that appropriate grounding, power stabilizers and UPS be made available to ensure efficient working of the equipment.

WARRANTY

Onsite warranty is valid for Karachi, Islamabad, Lahore and Peshawar only.

Customers of other cities will bring down the equipment to our workshop located in any of the above mentioned Cities.

LASER TECH (PVT.) LTD

NTN NO: 4380966-9
GST NO: 3277876113515

Tel: 35802080
35893852
35883789
Fax 35883796

Mez-1, 65-C, Rashid Garden, 12th Commercial St., Phase II Ext., D.H.A., KARACHI-75500
E-mail address: lasertech@cyber.net.pk

Date: 26-04-2016

M/s. Institute of Business Administration (IBA), Karachi
Attn: Mr. Syed Ali Ahmed Naqvi

Sub: Quotation for 80A TONER:

With reference to your requirement, we are pleased to quote our prices as follows:

S. #	Items	Description	Rate	Qty	Amount	Gst 17%	Amount
01	Toner	HP 400/401 (80A)Toner	8,000.00	05	40,000.00	6,800.00	46,800.00

Terms:

- ❖ Payment within 15 Days from date of Invoice
- ❖ Rates are Inclusive 4.5% Income tax & 17% GST
- ❖ Rates are valid for 07 days from the date of quotation

Thanking and assuring you of our best Services

Your sincerely

LASER TECHNOLOGY

Alishba

Sales Executive