



**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 53A

**Description:** Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	Allied Computer	NR Computer	ARC Point	Zain Tech	Imran Ele	Galaxy Tech	Al-Madina
1.	Hp LaserJet 53A toners	5	36,275/-	39,000/-	36,435/-	37,200/-	37,810/-	36,750/-	36,500/-
	Hp Certificate		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Total			36,275/- 6,166/-	39,000/- 6,630/-	36,435/-	37,200/-	37,810/-	36,750/-	36,500/-
Add G.S.T					6,193/-	6,324/-	6,427/-	6,247/-	6,205/-
G. Total			42,441/-	45,630/-	42,628/-	43,524/-	44,237/-	42,997/-	42,705/-

**Recommended Supplier/Vendor/Contractor:** Allied Computer

**HP toner Approval Amount:** Rs. Sample 42,441/-

**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)  
☐ Relevant minutes of Purchase Committee/Audit & Finance Committee/Executive Committee  
☐ Other Documents \_\_\_\_\_

(Please mark (✓) appropriate boxes)



# 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 - 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

SEP 2, 2016

INSTITUTE OF BUSINESS ADMINISTRATION  
 PROCUREMENT DEPARTMENT  
 IBA MAIN CAMPUS  
 KARACHI

SUBJECT : QUOTATION FOR HP TONERS  
RFQ - Toners / 18 / 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 53A Toners	05	@Rs 7255/-	36275/-	6166/-	42,441/-

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





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  
 RFQ REF: RFQ- Toner/18/2016-17

DATE: 02nd Sept 2016  
 QT REF: APT-0752-02092016-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 Q7553A	5	7,287.45	1,238.87	8,526.32	42,631.58

### 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

Mr. Syed Ali Admed Naqvi  
Institute of Business Administration  
Karachi

**Date: 02-Sep-2016**  
**RFQ-Toners/18/2016-17**

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 Toner 53-A (Genuine)	5	7,440	1,265	8,705	43,524

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

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





# 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-18 /2016-17  
Mr. Ali Ahmed Naqvi – Procurement Department  
Institute of Business Administration  
Karachi,

## Quotation for HP LASERJET PRINTER TONER 53A

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 53A	7,562.00	1,285.00	8,848.00	5	Rs44,240.00
	Page yield (black and white) 3,000 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 # QT816

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp printer 53A toners	5	7350	36750	6248	42998

42998

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



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

Quotation No. : FQN1242  
Quotation Date : Spt 02, 2016

Attention : Syed Ali Ahmed Naqvi  
Department: Procurement

Ref. No. : RFQ- Toner/18/2016-17  
Ref. Date : 31, Aug 2016  
Due Date : 02-Spt-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	QTY	Total Amount
01	HP Laser Jet Toner for HP-P2015 #Q7553A Genuine	7,300.00	1,241.00	8,541.00	5.00	42,705.00

**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

\* This is a system generated documents and does not require 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

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Synology  
lenovo

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Microsoft

Adobe

intel

