



**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 80A

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 80A toners	5	34,400/-	39,000/-	39,795/-	34,475/-	37,810/-	34,750/-	39,250/-
	Hp Certificate		Yes	Yes	Yes	Yes	Yes	Yes	yes
Total			34,400/-	39,000/-	39,795/-	34,475/-	37,810/-	34,750/-	39,250/-
Add			5,848/-	6,630/-					
G.S.T					6,765/-	5,860/-	6,427/-	5,907/-	6,672/-
G. Total			40,248/-	45,630/-	46,560/-	40,335/-	44,237/-	40,657/-	45,922/-

Recommended Supplier/Vendor/Contractor: Allied Computer

HP toner Approval Amount: Rs. Sumsture 40,248/-

Basis of recommendation: Being lowest

Forwarded by

appropriation) _____

Approved by

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

IBA Finance Dept
Budget Certificate

☒ Available
.....
☐ Not available

Director Finance Re-appropriation

(For Budgetary Allocation/Retirement)

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 _____



Allied Computer Services

Since 1978



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 - 3/191, D.M. Wafar Road,
Near H.O. Akhtar Daily "Aman"
Pakistan Chowk, Karachi.
Phone : 92-21 32217435, 32210412, 32626806
Fax : 92-21 32621587
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 / 16 / 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 80A Toners	05	@Rs 6880/-	34400/-	5848/-	40,248/-

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/16/2016-17

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

Sr.#	Description of Item Require	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	Hp printer 80A toners	05	7,800/-	39,000/-	6,630/-	45,630/-

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



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



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

NR COMPUTERS



RGCRT-552015-50420281-0

Date of Printing: 05-MAY-2015



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/16/2016-17

DATE: 02nd Sept 2016
 QT REF: APT-Q748-02092016-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 CF280A	5	7,959.12	1,353.05	9,312.17	46,560.85

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: 0423-5781550

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

Mr. Syed Ali Admed Naqvi
Institute of Business Administration
Karachi

Date: 02-Sep-2016
RFQ-Toners/16/2016-17

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 80-A (Genuine)	5	6,895	1,172	8,067	40,336

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-April/Toners-16/2016-17

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	7,562.00	1,285.00	8,848.00	05	Rs44,240.00

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



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 # QT818

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	Hp printer 80A toners	5	6950	34750	5908	40658

40658

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. : FQN1243
Quotation Date : Spt 02, 2016**Attention : Syed Ali Ahmed Naqvi**
Department: ProcurementRef. No. : RFQ- Toner/16/2016-17
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 M401 Printer #CF280A Genuine.	7,850.00	1,334.50	9,184.50	5.00	45,922.50

Terms & Conditions :

- Income Tax is included in above mentioned prices, where 1.7% 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

Authorized
Dealer/Partners **Gold Partner****Synology**
lenovo**DELL**
Microsoft **Adobe** **intel**
Leap ahead