



**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: ICT HD faculty & HDD for NTHP

Description: USB flash Drive & HDD

Comparative Summary:

S. No	Description	QTY	Allied Computer	IT line
1.	Internal HDD 500 GB with principal warranty	02	11,200/-	11,800/-
2.	USB flash Drive 64 GB	04	11,920/-	12,200/-
total			23,120/-	24,000/-
Add G.S.T			3,930/-	4,080/-
G. Total			<u>27,050/-</u>	<u>28,080/-</u>

Recommended Supplier/Vendor/Contractor: Allied Computer

Approval Amount: Rs. 27,050/-

Basis of recommendation: Being lowest


Forwarded by

Director Finance

(For Budgetary Allocation/Re-appropriation)

Approved by

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

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)

RFQ – Misc Hardware

Date of Issuance: April 28, 2017

Date of Opening: May 02, 2017 before 12pm

Contact Person Name: Syed Ali Ahmed Naqvi

Contact Details: 111-422-422 Ext 2112

Email ID: anaqvi@iba.edu.pk

Features	Details
500 GB 2.5inch internal hard drive require with principal warranty for HP 7900 Elite SSF Computers	02 in quantity
USB Kingston 64GB Original Principal Warranty	04 in quantity
Prices	With all applicable taxes

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 0.35% 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.



Allied Computer Services

30

YEARS



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 Desktop Systems, Laptops, Tablet PC &
Office Supplies

NTN :15-06-0901089-7 GST : 12-00-6500-690-28

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
Email : allied.computer123@gmail.com

Phone

Fax

Email

MR. SYED ALI AHMED NAQVI
INSTITUTE OF BUSINESS ADMINISTRATION,
MAIN CAMPUS,
UNIVERSITY ROAD
KARACHI.

DATE: 29.04.2017

SUBJECT: QUOTATION FOR HARD DRIVE / USB

Dear Sir,

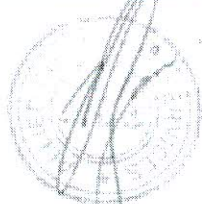
With reference to your Enquiry dt. 28.04.2017, regarding supply of below mentioned items.
We are pleased to quote our lowest Prices as given below:

ITEMS	PRICE EXCL GST.	S.TAX 17%	PRICE INCL GST.
HARD DRIVE , 500GB 2.5 INCH INTERNAL BRAND : SEAGATE WARRANTY : 2- Year Company Warranty	5,600/-	952/-	Rs. 6,552/- Each
USB 64GB BRAND : KINGSTON	2,980/-	507/-	Rs. 3,487/- Each

DELIVERY : EX-Stock
PRICE VALIDITY : 5- Days
PAYMENT TERMS: Within 30 days

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





Quote

Date	Estimate #
5/2/2017	1993

Project	Rep
--	MMA

Name / Address
Institute of Business Administration Syed Ali Ahmed Naqvi IT Procurement Karachi.

S.No.	Description	Qty	Offered Price	Total
1	SEAGATE 500GB SATA HDD 2.5" 1 Year Warranty	2	5,900.00	11,800.00
2	Kingston 64GB USB 5 Years Warranty	4	3,050.00	12,200.00

Terms and Conditions

Total **PKR 24,000.00**

Mode of Payment: 50% Advance with Confirm PO and 50% at the time of Delivery

* The above prices are subject to revision on future currency fluctuations and are inclusive of With Holding Tax only.

Delivery

2 to 3 Working Days

Validity:

2 Weeks

Best Regards

Malik M.Arif

Office # 10, Mezanine Floor, Plot No. II-B-5, Commercial Area Nazimabad No.2, Karachi
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