



**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 553 color toners  
Description: Main Campus ICT store backup

**Comparative Summary:**

S. No	Description	QTY	Galaxy Techno	Mughal Computer	Zaintech	Imran Ele
1.	Latest Printer Hp LaserJet 553 color toners	05	64,500/-	84,000/-	68,750/-	64,709/-
	Hp partnership Certificate		Yes	No	Yes	
Total			64,500/-	84,000/-	68,750/-	64,709/-
Add G.S.T			10,965/-	14,280/-	11,687/-	11,000/-
G. Total			<u>75,465/-</u>	<u>98,280/-</u>	<u>80,437/-</u>	<u>75,709/-</u>

Recommended Supplier/Vendor/Contractor: Galaxy Techno

Approval Amount: Rs 75,465/-

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)

(Please mark (✓) appropriate boxes)

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

**Director Finance**

(For Budgetary Allocation/Re-)





# 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 # QT633**

S.No	Product	Qty	Price	AMOUNT	Sales Tax 17%	Amount
1	HP Color 553 Toners (508A)	1	64500	64500	10965	75465

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

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-02-2016-17

### QUOTATION

S. No.	Description	Qty.	Unit Price (Rs.)	Amount	GST 17%	Amount GST 17%	Amount GTS (Rs.)
01	HP Color Toner 553 508A	1Set	84000.00	84000.00	14280.00	14280.00	98280.00

### Terms & Conditions:

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

  
*For Mughal Computers*

# RFQ-Toners-02-2016-17

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@jba.edu.pk](mailto:anaqvi@jba.edu.pk)

S.#	Description of Item Required	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	HP Color 553 toners	01 set	84000	84000	98280	98280

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), levies 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.



**Mr. Syed Ali Admed Naqvi**  
**Institute of Business Administration**  
**Karachi**

**Date: 05-June-2016**

Dear Sir,

With reference to your RFQ regarding HP LaserJet Colour Toner 508-A, here we are offering best prices for colour toner. Kindly review the prices.

### **Quotation**

Sr. No	Description	Qty	Unit Price	GST	Total	Total
1	HP LaserJet Colour Toner 508-A for Printer 553	1 Set	68,750	11,688	80,438	80,438

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

**HP Genuine Product**  
**Ready Stock**

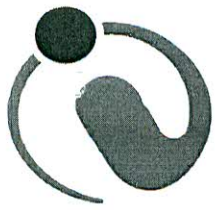
Kind Regards,  
Abdul Saboor Khan

### **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: 04-06-2016

RFQ-Toners-02-2016-17

Mr. Ali Ahmed Naqvi – Procurement Department  
Institute of Business Administration  
Karachi,

## Quotation for HP COLOR LASERJET PRINTER & TONER SET (Main Campus)

Dear Sir,

Reference to our meeting regarding the purchase of HP Color Laser Printer & Toner set, please find prices for your kind approval and perusal.

Sno	Product	Unit Price	GST 17%	Sub Total	Qty	Grand Total
1	HP LASERJET ENTERPRISE M553	64,709.00	11,000.00	75,710.00	1set	Rs75,710.00
	TONER SET M553					
	HP 508A Black (CF360A) Page yield black and white)6,000 pages					
	HP 508A Cyan (CF361A) Page yield (colour) 5,000 pages					
	HP 508A YELLOW (CF362A) Page Yield (colour) 5,000 Pages					
	HP 508A MAGENTA (CF363A) Page Yield (colour) 5,000 Pages					

### Terms and Conditions

1. Above Quoted Prices are inclusive of 17% GST
2. Price Validity : 15 days
3. Delivery time: Toner Ex-Stock Printer
4. Delivery time 4-6 weeks after receipt of formal purchase order
5. Payment 25 days
6. 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

# **RFQ-Toners-02-2016-17**

**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](mailto:anaqvi@iba.edu.pk)**

Sr.#	Description of Item Require	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	HP Color 553 toners	01 set				

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