



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

APPROVAL FOR:

- ☒ Purchase ☐ Works
☐ Others (pl. specify) _____

(Please mark (✓) appropriate box)

Office Notes & Order

CEIF Dept
BUDGET CODE

Beneficiary Department/Place of work: CEIF Funded

Description:

Procurement of Mono Laser Printer (01). (M601N)

Comparative Summary:

S. No	Description	Pako	ARC PT	IOP	Allied Compt
1.	Unit Price with taxes	142,740/-	99,476/-	149,000/-	138,586
2	Model Quoted	M602DN	M601N	M604DN	M602N
Total		142,740	99,476	149,000	138,586
Add G.S.T					

Recommended Supplier/Vendor/Contractor: Arc Point Technologies

Approval Amount: Rs. 99,476/-

Basis of recommendation:

Lowest in Price with one year warranty.(*)User depart requires this model and recommended to procure.

Recommended by CEIF

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)



10, Ground Floor, Business Arcade,
Block-6, PECHS, Shahrah-e-Faisal,
Karachi - Pakistan.

P 3453 1104, 3453 1087, 3431 0292, 3438 9841
F 3454 9420
E info@pakocomputers.com.pk
W www.pakocomputers.com.pk

TO : I.B.A	REF # : RA001103 KHI 2016
ATTN: MR. ASJAD ASAD SIDDIQI / MR. ALI AHMED NAQVI	DATE : JAN-29-2016
TEL # : 111-422-422	FAX #:

SUBJECT: QUOTATION FOR HP LASERJET PRINTER

HP LASERJET PRO 600 M602DN PRINTER	
(01 YEAR HP ORIGINAL CARD WARRANTY)	
(EX-STOCK)	
Exclusive GST	UNIT PRICE: 122,000/- RS.
Add 17% GST	20,740/- RS.
Inclusive GST	UNIT PRICE: 142,740/- RS.

TERMS & CONDITION:

VALIDITY	:	ONE WEEK.
PAYMENT	:	THE PAYMENT WILL BE MADE AS PER MUTUAL UNDERSTANDINGS.
DELIVERY	:	EX-STOCK AVAILABLE
TAX	:	ABOVE PRICE INCLUSIVE OF 4.5% INCOME-TAX AND 17% GST INCLUSIVE.

NOTE: PRICES SUBJECT TO CHANGE IF THERE IS ANYCHANGES IN GOVT.POLICY OR DEVALUATION OF PRS AGAINST FOREIGN CURRENCIES.

With Best Regards,

REHAN AHSAN SIDDIQUI
Corporate Account Manager
0332-3157026

Note: This is a computer-generated quotation and does not require any signature.





Phone Numbers: (021) 32463767-68, (021) 32462941-43, Fax: (021) 32463764
STRN:12-059999-067-46, NTN: 1128778-7

QUOTATION OF HP PRINTER

ATTN: Asjad Asad
DEPT: I.T. Procurement
COMPANY: INSTITUTE OF BUSINESS ADMINISTRATION
ADDRESS: University Enclave, University Road, Karachi
TEL: 0302-8225188

DATE: 29th Jan 2016
QT REF: APT-0099-29012016-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 Enterprise 600 M601n	1	85,022.42	14,453.81	99,476.23	99,476.23
	Print Speed Black, Letter: Best Quality Up to 45 ppm5 Processor 800 MHz Print Quality, Black Best Up to 1200 x 1200 dpi Duty Cycle, Monthly Up to 175,000 pages Recommended Monthly Volume 3,000 to 12,000 pages Memory, Std 512 MB					

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 Price would be revised, incase the Govt or Principal imposes any additional duties, customer has to pay the difference.

Best Regards

Elizabeth Miranda
Sales Coordinator

ARCPOINT TECHNOLOGIES
BRANCHES



Financial Proposal

Date:

February 1, 2016

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				
1	HP LaserJet Enterprise M604dn Pmtr	127,350.43	127,350.43	21,649.57	149,000.00
1	HP LaserJet Enterprise M606dn Printer	213,675.21	213,675.21	36,324.79	250,000.00
TOTAL				Rs 57,974.36	Rs 399,000.00

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.



Allied Computer Services

Name of Trust



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

JAN 29, 2016

I B A

MAIN CAM P U S
KARACHI.

SUBJECT : QUOTATION .

Dear Sir ,

With reference to your Enquiry RFQ – Mono Laser Printer- CEIF I Dt: JAN 29, 2016,
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 Mono Laser Printer Model 602N	01	118,450/-	118,450/-	20,136/-	138,586/-

Limited Ex-Stock
With HP Card standard Warranty
HP Authorized Dealer

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

Yours Faithfully ,
For **ALLIED COMPUTER SERVICES** ,



(M.UZAIR BAIG)

