



F.No.1(3)/2008/NTC(IT)-2024  
Government of Pakistan  
National Tariff Commission

Islamabad 23<sup>rd</sup> October, 2024

Subject:- TENDER DOCUMENT FOR THE PURCHASE OF 29 SYSTEM LICENSING OF MS OFFICE 365.


Sealed Bids are invited from authorized retailers/distributors/vendors registered with an Income Tax Department, having valid NTN and GST numbers. The Vendor have relevant seals and support experience and can Arrange public sector renewal/Purchase of 29 licenses of Microsoft (MS Office 365 App for Business Edition) for a period of one year extendable for another year as per the Service Level Agreement (SLA).

### TERMS AND CONDITIONS

Bidder should mention its Name, Business Address, Telephone, Name of contact person, GST and NTN numbers authorization retailer/distributor certificate and/or any relevant information.

- Tender should accompany earnest money equal to 5% of the bid(refundable) through any mode of payment-Pay order, draft etc. in favour of National Tariff Commission, Islamabad.
- Earnest money will be refunded to unsuccessful bidders after processing of bids. However, the earnest money of the successful bidder will be retained till the expiry of SLA.
- The successful vendor (s) will be responsible for (non-breakable services of the licenses) software during the license(s) period.
- Quotation with GST including will be accepted.

- The successful bidder(S) will be bound to supply the required Incense(s) within 15 days of the supply order or work order.
- Deduction of all mandatory government taxes/ levies will be made.
- Submission of false statements/ documents as well as concealing of any information is liable to disqualify the respective firm(s) for the bid.
- Bidder may submit any information relevant to its sales and support services.
- No cutting/overwriting in the bid shall be accepted.
- The successful firm shall not re-submit revised rates and shall be responsible for supply of the license(s) as per approved price(s) failing which the Security Deposit will be forfeited
- The Commission has the right to reject the bid or quotations at any time prior to acceptance of a bid or quotations, Pursuing Rule 33 (1) of Public Procurement Rules, 2004.
- All bids should reach the undersigned at the given address by 8<sup>th</sup> November 2024 at 11:15 a.m. which will be opened on the same date and venue at 11:30 a.m. in the presence of bidders or their authorized representatives.
- Bid should be valid for at least 30 days. Payment of licenses will be made on a quarterly basis with SLA to be signed between the successful bidder and National Tariff Commission for a period of 12 months and renewal for another year.
- Payment will be made in Pak Rupees on a quarterly basis.
- M/s Office365 is renewable against NTC given I.D. to migrate safe and secure previous data.

  
23/10/24

**Deputy Director (IT)**

National Tariff Commission 4th Floor State Life Building No.5 Blue Area Islamabad 44000

Phone 051-9218965, 051-9217098

