



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

Islamabad the 22<sup>nd</sup> August,2022

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

Sealed Bids are invited from authorized retailers/distributors/vendor registered with Tax Department, having valid NTN and GST numbers. The Vendor have relevant sales and support experience who 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 Service Level Agreement (SLA).

### **Terms and conditions**

- Bidder should mention its name, business address, telephone, name of contact person, GST and NTN numbers and authorization retailer/distributor certificate and /or any relevant information.
- Tender should accompany earnest money equal of 2% 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, earnest money of successful bidder will be retained till the expiry of SLA.
- The successful vendor (s) will be responsible to keep on running the software during license(s) period.
- Quotation with GST will be accepted.
- The successful bidder(s) will be bound to supply the required license(s) within 15 days of the supply 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).
- Bidder may submit any information relevant to its sales and support services.
- No cutting/overwriting in the offered prices shall be acceptable
- 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 Security Deposit will be forfeited

- The Commission has right to reject the bid or proposal at any time prior to acceptance of a bid or proposal, in light of the provisions of Rule 33 (1) of Public Procurement Rules, 2004.
- All bids should reach the undersigned at the given address by 13th September, 2022, at 11:15 a.m which will be opened on the same date and venue at 11:00 a.m in presence of bidders or their authorized representatives.
- Bid should be valid for at least 30 days. Payment of licenses will be made on quarterly basis with SLA to be signed between Successful bidder and NTC for a period of 12 months and renewal for another year.
- Payment will be made in Pak Rupees on quarterly basis.
- M/s Office365 is renewable against NTC given ID. to migrate safe and secure previous data.

**Assistant Director (IT)**

**National Tariff Commission**

**4<sup>th</sup> floor State life Building No. 5 Blue Area Islamabad 44000**

**Phone 051-9218965**