



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

Islamabad the 13<sup>th</sup> October,2023.

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

Sealed Bids are invited from authorized retailers/distributors/vendor registered with a Income Tax Department, having valid NTN and GST numbers. The Vendor have relevant seals 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 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, earnest money of 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 license(s) period.
- Quotation with GST including will be accepted.
- The successful bidder(s) will be bound to supply the required license(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 Security Deposit will be forfeited
- The Commission has 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 1<sup>st</sup> November, 2023, at 11:15 a.m which will be opened on the same date and venue at 11:30 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 I.D to migrate safe and secure previous data.

**Assistant Director (IT)**

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