

**Tender Document**

**PROCUREMENT**

**OF**

**OFFICE 365 BUSINESS**

**PREMIUM**



**Punjab Thermal Power (Pvt.) Limited**  
**1<sup>st</sup> Floor, 7/C-1, Gulberg-III, Lahore**

Phone No.: 042-35750936-8

Fax No.: 042-3570939



# PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

## BIDDING DOCUMENTS / TORS FOR PROCUREMENT OF “OFFICE 365 BUSINESS PREMIUM” FOR PUNJAB THERMAL POWER (PVT.) LIMITED (“PTPL”)

Tender Price: - Rs.500/-  
(Nonrefundable)

Receipt No: - \_\_\_\_\_

Dated: - \_\_\_\_\_

Opening date: - \_\_\_\_\_

C.D.R # \_\_\_\_\_

Name of firm: - \_\_\_\_\_

Address: - \_\_\_\_\_

Phone No: - \_\_\_\_\_ N.T.N No. \_\_\_\_\_

G.S.T. Registration No: - \_\_\_\_\_

Sr. No.	Description of Item	Quantity	Rate Per Unit	Total Amount (Pak Rupees)
1	MS Office 365 Business Premium	30 Nos		

Note:

- Rate given in the tenders must be inclusive of all government taxes.
- Rate must be given on this tender Performa otherwise tender will not be entertained.
- No tender shall be entertained without **Rs. 12,000/-** earnest money of the bid in shape of CDR.
- Other conditions are attached.

**Manager Administration**  
**Punjab Thermal Power (Pvt.) Limited**



# PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

## **BIDDING DOCUMENTS / TORS FOR PROCUREMENT OF “OFFICE 365 BUSINESS PREMIUM” FOR PUNJAB THERMAL POWER (PVT.) LIMITED (“PTPL”)**

1. Firms/Bidders having NTN number and GST registration are eligible to participate in the tender.
2. Bank Draft/Call Deposit of **Rs. 12,000/-** as earnest money / bid security in favor of “Punjab Thermal Power Pvt. Limited” (PTPL) must be enclosed with the consolidated sealed Tender/Quotation.
3. Only those persons/firms can participate which are authorized distributor/dealer or reseller of authorized distributor/dealer of the items. Bidders are required to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. An affidavit by authorized representative on stamp paper that the bidder is never blacklisted by any Government Department.
5. The procurement procedure shall be **Single Stage Single Envelope** as per Punjab Procurement Rules 2014. This procurement will be governed by the Punjab Procurement Rules, 2014 which may be downloaded from the website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
6. The bidder should have an office in Lahore and requisite resources are available in the city for purchase to cater for all the after-sales support. Attach necessary documentary evidence in this regard, otherwise bids will not be entertained.
7. Bidders will have to supply the items as per the specifications attached with TORs.
8. No downward deviation from the required specifications of items will be acceptable.
9. Rate quoted in bids must be valid for 45 days from bid submission deadline.
10. Incomplete tenders will not be accepted and over writing, if any, on the tender should be certified / verified by the firms.
11. Rate will be accepted on the basis of total lowest cost / items wise lowest cost.
12. The vender will be responsible to supply services, configuration & implementation at his own cost and complete in all respect as per specifications by PTPL.
13. The PTPL reserves the right to reject all bids any time prior to the acceptance of the bid.
14. The scope of work includes the supply of the services, configuration and installation as specified at the table herein below.
15. The services will be on immediate basis after the award of Purchase Order.
16. Bids should be submitted in Pak Rupees only, inclusive of all taxes.
17. Taxes will be deducted as per applicable laws.
18. An authorized representative / committee of the Punjab Thermal Power Project will inspect the equipment within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the supplier.



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

19. Payment will be made after the clearance by the PTPL's representative to verify conformance of the item(s) with the specifications herein.
20. License period will be commenced from the date of acceptance of the relevant service(s) or license(s) to the Procurement Agency.
21. Technical Evaluation carried out by the Evaluation Committee formulated by Procuring Agency, shall be final.
22. The bidder/successful bidder shall have all other necessary government licenses, permits etc. as required under the applicable laws and keep PTPL indemnified against consequences any such non-conformity.
23. In case of bidder is a company or firm/partnership, the bid should be submitted by authorized representative along with letter of authorization on letterhead in this regard.
24. SPECIFICATIONS OF Office 365 Business Premium are: -

Sr #	Product Name	Product ID	License Agreement Type	QTY
1	MS Office 365 Business Premium	Part # 9F4-00003 Product : Microsoft@Office365BusinessPremiumOpen ShrdSvr Sngl SubscriptionVL OLP 1License NoLevel Qualified Annual.	CSP Annual	30 Nos.