

Tender Document

PROCUREMENT

OF

Office 365 Business Essentials for Email Hosting



Quaid-e-Azam Thermal Power (Pvt.) Limited

1st Floor, 7/C-1, Gulberg-III, Lahore

Phone No.: 042-35750936-8

Fax No.: 042-3570939



TORS FOR PROCUREMENT OF “Office 365 Business

Essentials for Email Hosting”

1. Companies having NTN number and GST registration are eligible to participate in the tender.
2. Bank Draft/Call Deposit of **Rs. 7,000/-** as earnest money in favor of “Quaid-e-Azam Thermal Power Pvt. Limited” must be enclosed with the consolidated sealed Tender/Quotation.
3. Only those firms can participate which are working as Microsoft certified partner of the services and have to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. A certificate that the company 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.
6. The bidder should have an office in Lahore from at least 3 years at the date of submission and local & relevant resources available in the city of purchase to cater for all the after-sales support.
7. Firms will have to supply the services as per the specifications defined in clause 20 of this document.
8. No downward deviation from the required specifications is acceptable.
9. Rate quoted in bids must be valid for 45 days.
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 lowest cost.
12. The vender will be responsible to supply the services, configuration & implementation at his own cost and complete in all respect as per specifications approved by the Committee/ Competent Authority.
13. The Purchase Committee / Competent Authority can accept or reject any one or all tenders without assigning any reason.



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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

14. The scope of work includes the supply, installation and configuration.
 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 Government Rules/Policy.
 18. Authorized representative / committee of the Quaid-e-Azam Thermal Power (PVT) Limited will inspect the services within one week of supply and installation/configuration. Any discrepancies found during inspection must be removed within 03 working days by the supplier.
 19. Payment will be made after the clearance by the inspector / inspection committee.
- 20. SPECIFICATIONS OF Office 365 Business Essentials for Email Hosting: -**

Sr #	Product Name	Product ID	License Agreement Type	QTY
1	Office 365 Business Essentials	bd938f12-058f-4927-bba3-ae36b1d2501c	CSP Annual	45 Nos.



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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

TENDER DOCUMENTS FOR PURCHASE OF "Office 365 Business Essentials for Email Hosting" FOR QUAID-E-AZAM THERMAL POWER

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	Price (PKR) (Inclusive all taxes)
1.	Office 365 Business Essentials for Email Hosting	45 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. 7,000/-** earnest money of the bid in shape of Deposit at Call.
- Other conditions are attached.

**Manager Administration
Quaid-e-Azam Thermal Power (Pvt.) Limited**