

BIDDING DOCUMENTS

PROCUREMENT OF SOFTWARE LICENSES (IT-04/2021-22)



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

1st Floor, 7/C-1, Gulberg-III, Lahore
Phone No.: 042-35750936-8 Fax No.: 042-3570939



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

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

TORs FOR PROCUREMENT OF “SOFTWARE LICENSES (IT-04/2021-22)” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED

1. Bidders having active tax payer certificate of NTN & GST shall be eligible to participate in this bidding process.
2. Bank Draft / Call Deposit Receipt (CDR) of **Rs. 30,000/-** (within 5% of estimated price) as Bid Security in favor of “Quaid-e-Azam Thermal Power (Pvt.) Limited” must be enclosed with the bid.
3. Only those Bidders can participate who are working as authorized partners/distributors of manufactures for the items prescribed and Bidder must attach relevant documentary proof in this regard, otherwise, bids will not be entertained.
4. An affidavit on a non-judicial stamp paper of Rs. 100 value certifying that the Bidder is never blacklisted by any Government Department, PPRA, FBR or any other organization, shall also be submitted with the Bid.
5. The procurement procedure shall be **Single Stage Single Envelope** as per Punjab Procurement Rules 2014.
6. The Bidder should have a registered office in Lahore at the date of submission. Sufficient local and relevant resources shall also be available in the said office to cater for all the after-sales support and services.
7. The Successful Bidders shall supply the items/licenses as per the specifications attached with these TORs within provided timeframe.
8. No downward deviation from the required specifications of software licenses will be acceptable and the company can reject the items/ licenses found deviated from the specification prescribed herein.
9. Rates quoted in Bids must be valid for at least 60 days from the date of submission of Bid.
10. Bids shall be submitted in Pak Rupees only.
11. Bids quoted and submitted shall be inclusive of all applicable taxes and levies.
12. All Bids received late, found incomplete or over-written will not be accepted and shall be rejected without evaluation.
13. Rates will be accepted on the basis of item wise lowest rate.
14. The scope of this procurement process shall include the supply of the licenses/services, configuration and installation as specified in Schedule-A.
15. The items/licenses will be provided on immediate basis after the award of Purchase Order.
16. The successful Bidder will be responsible to supply the licenses/services, configuration and installation and complete in all respect as per specifications approved by the Competent Authority.
17. The Company / Competent Authority can accept or reject the Bids without assigning any reason at any stage as per PPRA Rules, 2014.



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18. An Authorized Representative of the Company will inspect the license certificates within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the bidder / supplier.
19. Payments shall be made after the clearance by the Company.
20. Taxes will be deducted as per applicable Government Rules / Policy.
21. License period will commence from the date of acceptance of the relevant service(s) or license(s) by the Company.
22. Successful Bidder will be allowed a maximum of 04 hours' downtime for all support services.



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SCHEDULE - A SPECIFICATIONS OF SOFTWARE LICENSES

Lot #	Product Name	License Agreement Type	QTY
1	MS Office 365 Business Standard	CSP One Year Renewal	50 Nos.



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BID DOCUMENTS FOR PROCURING “SOFTWARE LICENSES” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED

Tender Price: Rs.500/-
(Non-refundable)

Receipt No. _____

Dated: _____

Opening date: _____

C.D.R # _____

Name of Bidder: - _____

Address: - _____

Phone No: - _____ N.T. N No. _____

G.S.T. No: - _____

Lot #	Description of Item	Quantity	Rate Per Unit (Inclusive of taxes)	Total Amount (Inclusive of taxes)
1	MS Office 365 Business Standard	50 Nos.		

Note:

- Rates quoted in the Bids must be inclusive of all applicable taxes and levies.
- Rates must be given on this Bid Performa, otherwise Bids will not be entertained.
- No Bid shall be entertained without **Rs. 30,000/-** Bid Security in shape of CDR / Bank Draft issued in favor of Quaid-e-Azam Thermal Power (Private) Limited.
- Other conditions are attached.

**General Manager Admin & HR
Quaid-e-Azam Thermal Power
(Pvt.) Limited**