

F.No.1(58)/2020/NTC/IT  
Government of Pakistan  
National Tariff Commission

**TENDER NOTICE 3/2020**

Sealed Bids are invited from authorized reseller/distributors registered with Tax Department having valid NTN and GST numbers with relevant sales and support experience to supply Microsoft Office Professional 2019 (64 Bit Edition), Volume 29 Keys/Licenses, Activation of key should be done through NTC's account. Keys can be verified through National Tariff Commission's Microsoft volume licensing center account.

**Terms and conditions**

- Bidder should mention its name, business address, telephone, name of contact person, GST and NTN numbers and authorized reseller/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 license.
- Rates without GST will not be considered.
- The successful bidder(s) will be bound to supply the required license(s) within 15 days of the supply order and keys should be activated through NTC's account.
- Payment of the bill will be subject to the deduction of all mandatory government taxes/ levies.
- 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 his 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 bids or proposals 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 19th May,2020 at 11:00 a.m which will be opened on the same date and venue at 11:45 a.m in presence of bidders or their authorized representatives.

**Assistant Director (IT)**  
National Tariff Commission  
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