



NATIONAL POWER PARKS MANAGEMENT COMPANY (PRIVATE) LIMITED

Ministry of Energy (Power Division), Government of Pakistan
Malik Plaza, 2nd Floor, 7-C/1, M.M. Alam Road, Gulberg III, Lahore



Tender Document

Renewal of Microsoft Office 365 Licenses

(TENDER NO. NPPMCL-ADMIN-2025/26-06 (LICENSE RENEWAL))

February 2026

NATIONAL POWER PARKS MANAGEMENT COMPANY (PVT.) LTD.

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

Ph# 042-35759276-9



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A. TERMS & CONDITIONS

TENDER NO. NPPMCL-ADMIN-2025/26-06 (LICENSE RENEWAL)

1. Electronic Bids via E-Pak Acquisition & Disposal System hereinafter referred as (E-PADS) Invited from Partners having valid Gold/Silver Competency directly authorized by Microsoft, having active income and sales tax registration are eligible to participate in the bidding process of renewal of Microsoft 365 Business Basic & Microsoft 365 Business Standard licenses.
2. The partners shall provide documentary proof of the Manufacturer Authorization Letter of valid **Gold/Silver Competency** issued by Microsoft.
3. Bidders must provide an affidavit on at least PKR 100 stamp paper that they are not blacklisted by any Government/Semi-Government organization as per format attached with this document.
4. **Single Stage-One Envelopes bidding procedure** of public procurement rules of 2004 will be followed. The bid(s) shall comprise one single envelope containing all the required information including the Financial Proposal which must be submitted on the E-PADS portal before closing date i.e 23-02-2026.
5. The bids can be submitted on or before **23-02-2026 till 11:00 A.M.** on E-PADS. No bid(s) will be accepted after 11:00 A.M. The bid(s) shall be opened on the same date at 11:30 A.M. in front of bidders or bidders' representatives who wish to attend.
6. Financial proposals of only those (EPADS) bidder(s) shall be considered for competition who provide all details as mentioned in the Bid Form (B).
7. Pre-bid meeting will be held on **16-02-2026 at 11:00 A.M.**
8. Bid Security (i.e., Rs. 60,000/- (Sixty thousand rupees) in the form of a pay-order or demand draft favoring **“National Power Parks Management Company (Private) Limited”** shall reach to **“Second Floor,7C-1, Gulberg-III, Lahore”** before the opening of the bid (Please mention the title of the procurement on envelope). If the original bid security is not delivered before the opening of the bid, the bidder shall be disqualified. The Bid Security should be valid for a period of not less than 6 months, and a scanned copy must be attached to EPADS portal. Bid Security of disqualified/unsuccessful bidders will be returned after awarding the contract to the successful bidder. Bid Security of successful bidder(s) shall be returned upon successful completion of Purchase Order.
9. Per Unit Price(s) and Total Price(s) Rates must be given on **“FINANCIAL PROPOSAL FORM”** provided with this Tender Document; otherwise, bid will be rejected. All pages of the Financial Proposal Form must be duly signed.
10. The bid shall stand liable to be rejected if it does not contain:
 - a. Required Bid Security.
 - b. Required duly signed Undertaking regarding Blacklisting/Debarring.



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- c. A copy of Manufacturer Authorization Letter of valid **Gold/Silver Competency** issued by Microsoft.
 - d. Evidence of being an Active Income and Sales Tax registration certificate/status.
11. Rates must be quoted in Pak Rupees, inclusive of all applicable taxes and must be valid for 60 days.
 12. Incomplete bids will not be accepted and overwriting, if any, must be duly signed / certified / verified by the bidders.
 13. The E- procurement (EPADS) bids shall be evaluated based on **“Grand Total Price”** and the bidder with lowest Grand Total Price shall be declared as Most Advantageous Bidder.
 14. The successful bidder will be responsible to renew/provide the Microsoft 365 Business Basic or Microsoft 365 Business Standard licenses within 7 days from the date of issuance of Purchase Order.
 15. The successful bidder will provide the Master Login/Rights to the NPPMCL.
 16. NPPMCL may purchase up to 10 (Ten) more licenses from the successful bidder at the same rate for 6 (Six) months from the date of issuance of 1st purchase order.
 17. Upon submission of valid invoice, the payment will be made after successful renewal/provision of licenses within maximum of 30 days. Taxes will be applied as per Government Rules/Policy
 18. NPPMCL shall require arithmetical errors in the Financial Proposal to be rectified. If case of any discrepancy, per unit rate shall prevail and the bidder must accept the corrected amount of the Bid otherwise its Bid will be rejected, and its Bid Security shall be forfeited.
 19. NPPMCL reserves the right to reject all E- procurement (EPADS) bids without assigning any reason.

Manager IT
National Power Parks Management Co. (Pvt.) Ltd



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B. TECHNICAL PROPOSAL FORM
TENDER NO. NPPMCL- ADMIN-2025/26-06 (LICENSE RENEWAL)

Name of Firm/Company/Organization: - _____

Address: - _____

Phone No: - _____ N. T. N. (attach copy of certificate) _____

G.S.T. Registration No: - (attach copy of certificate) _____

Procurements to be made:

Item #	Item Description	Yes	No
1	Microsoft 365 Business Standard Licenses Renewal One-Year subscription		
2	Microsoft 365 Business Basic Licenses Renewal One-Year subscription		

Certified that:

- We have read, understood, and agree to all the terms & conditions of this Tender Document.

Following documents have been attached:

- Duly signed Undertaking regarding Blacklisting/Debaring.
- A copy of Manufacturer Authorization Letter of valid Gold/Silver Competency Partner issued by Microsoft; and
- Evidence of Active Income and Sales Tax Registration Certificate/Status as of the date of bid submission (copy).

Authorized Person:

Name: _____

Designation: _____

Contact No: _____

Signature: _____

Company Stamp: _____



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C. UNDERTAKING OF NON-BLACKLISTING¹
TENDER NO. NPPMCL- ADMIN-2025/26-06 (LICENSE RENEWAL)

We, *[insert name of Bidder]*, do hereby solemnly declare that we have not been declared ineligible / blacklisted by any government / semi-government agency / department and that we are not involved in any litigation / arbitration with any government / semi-government organization / department / agency as of the date of submission of the Bid.

We, *[insert name of Bidder]*, do also hereby solemnly declare that we are not in conflict with any other law, rules, regulations, or policy of the Federal Government as of the date of submission of the Bid.

Very truly yours,

[Name of authorized signatory]

[Signature of authorized signatory]

WITNESSES²:

1. Signature: _____

Name: _____

S/O: _____

Address: _____

Passport/ NIC: _____

2. Signature: _____

Name: _____

S/O: _____

Address: _____

Passport/ NIC: _____

¹To be dated, signed by the Authorized Representative, duly witnessed and duly stamped (PKR 100/-)

²Under the Laws of Pakistan (Qanun-e-Shahdat), 1984) the minimum witnessing requirement mandates the presence of either two males, or one male and two females to witness, for all instances of witnessing in financial matters.



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D. FINANCIAL PROPOSAL FORM

(TENDER NO. NPPMCL- ADMIN-2025/26-06 (LICENSE RENEWAL))

Dated: - _____ Opening Date: _____

Bank Draft/Call Deposit Receipt (CDR)(Amount) _____

Name of Firm: - _____

Address: - _____

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

G.S.T. Registration No: - _____

Item #	Item Description	QTY	Per Unit Price (Inclusive of all applicable taxes)	Total Price (Inclusive of all applicable taxes)
1	Microsoft 365 Business Standard Licenses Renewal One-Year subscription	66		
2	Microsoft 365 Business Basic Licenses Renewal One-Year subscription	4		
Grand Total Price		70	-	

- Certified that License quoted are as per above mentioned item description.
- Agreed that NPPMCL may purchase up to 10 (Ten) more licenses from the successful bidder on the same rate for 6 (Six) months from the date of issuance of 1st purchase order.
- Bank Draft/Call Deposit Receipt (CDR) for an amount of PKR 60,000/- as Bid Security in favor of **“National Power Parks Management Company (Private) Limited”**.

Authorized Person:

Name: _____

Designation: _____

Contact No: _____

Signature: _____

Company Stamp: _____