

## INVITATION FOR BIDS (IFB)

For the supply and installation of

### Microsoft Office/Microsoft Windows 11 Pro FY 2023-2024

1. Office of the Addl. Inspector General of Police, Counter Terrorism Department (CTD), Khyber Pakhtunkhwa, Peshawar invites sealed bids under National Competitive Bidding from well-reputed national and international firms themselves, or from their authorized sole distributors, or from their authorized dealers, or from their authorized partners for **the supply and installation** of the following for the financial year 2023-2024:

**i. Microsoft Office 2021 Pro (life-time)**

**ii. Microsoft Office Pro Plus (life-time)**

**iii. Microsoft Office 365 (life time)**

**iv. Microsoft Windows 11 Pro**

2. Bidding shall be conducted through Single Stage-Two Envelopes Bidding Procedure comprising a single package containing two envelopes as per KPPRA Rules-2014. Each envelope shall contain separately technical and financial bid clearly marked in bold & legible letters. The firms are bound to provide complete information of the bidder along with its postal as well as valid email address and phone number/s on each of the respective envelope.

3. Bidding documents, detailed description, and quantities of items, can be obtained from the office of the undersigned during office hours till 24/10/2023 against the non-refundable cash payment of Pak Rupees One thousand (Rs. 2000/-PKR). The Bidding Documents can also be downloaded from the following official website of Khyber Pakhtunkhwa Police, Peshawar at [www.kppolice.gov.pk](http://www.kppolice.gov.pk)

4. The bids shall reach the Office of the undersigned through registered Dak or Courier Services on or before 24/10/2023 at 11.00AM. The bids shall be opened on the same day by the Procurement committee in the presence of Representatives of the bidders who chose to attend at 11:30 AM in Committee Room of Office of the Addl. Inspector General of Police, Counter Terrorism Department Khyber Pakhtunkhwa, Peshawar. Bid submitted after due date & time shall not be entertained.

5. The bid must be accompanied with Bid Security @ 2% of the bid value in the shape of Demand Draft (DD) or Call Deposit Receipt (CDR) in the name of in the name of the undersigned.

6. The bidders shall submit an undertaking in their Technical Bids that the requisite Bid Security is included in their Financial Bid.

7. Bids/Rates shall be quoted in Pak Rupees and on FOR basis inclusive taxes, where applicable.

8. Bidders are required to offer most competitive lowest rate of their items inclusive of all the taxes, as negotiations on quoted rates are not allowed under the rules. The bid must be valid up to 90 days from date of opening of the bid.

9. The undersigned reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Procurement Rules 2014.



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