





**CONTRACT HANDOVER NOTE****New Contract**

From	C&P			
To	ICT Manager			
CC	NA			
PR No.	10105689	ACV Enh: NA	Duration Ext: Yes	Others: NA
Contract Award Method	Tender			
Contract Number(s)	<b>5000030073</b>			
Contractor Name(s)	<b>Jaffer Business System</b>			
Scope of Work	Purchase & Subscription of Software Tools			
Contract Value	50,000			
Contract Value (USD)	50,000			
Applicable Concessions	Branch General			
Concession-Wise Breakdown	NA			
Start Date	01-12-2023			
End Date	31-12-2026			
Optional Extension(s)	+1+1			
Contract Type	SERVICES			
Subcontracting	NA	HSE Guideline Number	NA	

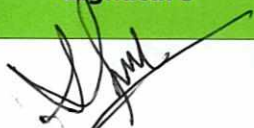
Designations	Names	Signatures	Date
Sr. C&P Officer	Furqanullah Khan		01/12/2023
C&P Team Leader	Khaliq ur Rehman		01/12/2023
C&P Manager	Alim ur Rehman		01-12-2023
HSE Representative	Jahanzaib Akhtar		—

**Notes:**

Based on the commercial evaluations, C&P awarding of Contract-5000030073 to Jaffer Business System (JBS) with a Total Administrative Contract Value (ACV) of **USD 50,000/-** for around Three (03) Years firm duration starting from 1-Dec-2023 till 31-Dec-2026 with Two (02) optional extension provisions of One (01) Year each.

**Contract Holder Acknowledgement**

I hereby acknowledge that I, as a Contract Holder, have read and accept the roles and responsibilities (as mentioned on the second page) for the contract(s) under my authority as a requesting unit.

Contract Holder	Name	Signature	Date
ICT Manager	Salman Siddiqui		1/12/23

## Contract Holder Roles and Responsibilities

The Contract Holder has the overall responsibility to manage the Contract, including communication with the Contractor as necessary, to ensure it is satisfactorily performed, and hereby undertakes the following responsibilities:

### **General:**

- Ensure that the Company's interests are protected through the administration of the contract.
- Perform the role of Company Representative specified in the Contract.
- Raise Call-Off Orders in a timely manner before the start of the activities.
- Monitor contract expiry date and available financial value and ensure timely action (minimum 6 months before expiry and before reaching 70% ACV), if contract requires duration extension or ACV enhancement.
- Analyze Contractor deliverables and work progress against the contractual clauses.
- Verify that HSE requirements are adhered to as per contractual clauses.
- Ensure implementation of Contractor management plans and procedures in compliance with the Contract.
- Conduct the evaluation of Contractor management practices and deliverables.
- Maintain effective working relationship with the Contractor to facilitate the efficient execution of the Contract.
- Continually review Contract regarding effectiveness.
- Continually review ongoing activities to ensure that these are in line with that originally contemplated.
- Coordinate the verification of the required documentation and the issue of subcontractor's authorization or subcontractor activation approval, in case of Subcontractors already approved in the Contract.
- Check if activities being subcontracted are listed in the Contract among those that can be subcontracted.
- Verify that maximum limit of subcontractable activities has not been exceeded.
- Verify that there are no multi-tier subcontracts, unless specifically permitted by the Contract.
- Carry out subcontractor sample checks on the declarations given by Contractor regarding the requirements.
- Ensure that Contractor is complying with the Insurance requirements against the contractual clauses.
- Ensure that Contractor is complying with relevant Guarantees against the contractual clauses.
- Check whether any Liquidated Damages or Penalties or volume discounts are applicable as per the Contract.
- Anticipate and manage any claims assessing their legitimacy and magnitude and maintain a claim register.
- Carry out the relevant checks on Variation Order Proposals and prepare the Variation Orders.

### **Administrative:**

- Ensure that all correspondence/documentation transmitted to or received from the Contractor have been reviewed/approved or received by all relevant personnel. In case of correspondence of a contractual or commercial nature, it has to be reviewed by the C&P, Finance, Legal or any other relevant department.
- Approve and sign the Call-Off Order (COFF).
- Approve and sign the Material Inspection Note (MIN).
- Approve and sign the Service Entry Sheet (SES).
- Verify all invoices in a timely manner against the contractual clauses.

### **Expediting and Inspection:**

- Expedite all Goods / Services / Works required under the contract.
- Ensure verification of Goods / Services / Works of the Contractor.

### **Performance Feedback:**

- Prepare and submit Contractor Feedback Report at the time of contract amendment or at the time of new contract award for similar services in order to verify suitability for future use.
- In case of misconduct by Contractor or Subcontractor, negative feedback is to be recorded.
- Inform C&P of any negative feedback through separate email.
- The Feedback shall cover the following aspects:
  - Quality of Goods / Services / Works
  - HSE
  - Timely Delivery or Completion
  - Punctuality
  - Behavior
  - Any cost modification
  - Any non-compliance

### **Close-Out:**

- Initiate and coordinate the formal Contract Close Out after completion of the Goods / Services / Works.
- For contracts with ACV greater than USD 5,000,000, prepare and submit the Contract Close Out Report to C&P department.





**Contract-5000030073**

**Prime Pakistan Limited**

(Formerly Eni Pakistan Limited)  
5<sup>th</sup> Floor, The Forum, G-20 Block-9,  
Khayaban-e-Jami, Clifton,  
Karachi-75600, Pakistan.  
PABX : (92-21) 35879951  
FAX : (92-21) 35838394-5

**LETTER OF AWARD**

<b>Contract Description:</b>	Purchase & Subscription of Software Tools		
<b>Contractor Name:</b>	Jaffer Business System	<b>SAP Code:</b>	213816
<b>Contractor Address:</b>	Citi Tower, 33-A, Block 6, P.E.C.H.S, Shahr-e-Faisal, 74500, Karachi, Pakistan		
<b>Contractor Incorporation:</b>	Pakistan	<b>Contract Type:</b>	Services
<b>Contractor Representative:</b>	Rizwan Hussain		
<b>Contact Number:</b>	+92-300-2030963	<b>Email:</b>	<a href="mailto:rizwan.hussain@jbs.live">rizwan.hussain@jbs.live</a>
<b>Contract Holder:</b>	ICT Manager		
<b>Company Representative:</b>	Salman Siddiqui		
<b>Contact Number:</b>	+92-333-4900380	<b>Email:</b>	<a href="mailto:salman.siddiqui@prime-pakistan.com">salman.siddiqui@prime-pakistan.com</a>
<b>Contract Start Date:</b>	01-Dec-2023	<b>End Date:</b>	31-Dec-2026
<b>Commencement Date:</b>	As per First COFF	<b>Opt. Ext:</b>	1+1 Year
<b>C&amp;P Buyer Name:</b>	Furqan Khan	<b>Email:</b>	<a href="mailto:Furqan.ullahkhan@prime-pakistan.com">Furqan.ullahkhan@prime-pakistan.com</a>

The attachments to the Letter of Award include the following; however, the CONTRACT documents and priority are as per Article-3 of the General Terms & Conditions:

- Appendix-A Compensation Schedule
- General Terms & Conditions
- Appendix-D Scope of Work

Save as specifically provided herein, all terms and conditions of the CONTRACT shall remain the same in full force and effect and shall be known as the CONTRACT.

In witness whereof, the PARTIES have signed this CONTRACT-5000030073 on the dates stated below:

For and behalf of COMPANY		For and behalf of CONTRACTOR	
Signature		Signature	
Name	Kamran A. Mian	Name	RIZWAN HUSSAIN
Title	CEO	Title	B. D. M.
Date	30/11/2023	Date	30/11/2023



Registered in England & Wales, Company No. 00151940  
Registered Office: 5<sup>th</sup> Floor, Halo, Counterslip  
Bristol, UK, BS1 6AJ  
Liability of members is limited

**Appendix-A - Compensation Schedule**

Sr. No.	Description	UOM	Unit Price 1 <sup>st</sup> Dec 2023 – 31 <sup>st</sup> Dec 2024 (USD)	Unit Price 1 <sup>st</sup> Jan 2025 – 31 <sup>st</sup> Dec 2025 (USD)	Unit Price 1 <sup>st</sup> Jan 2026 – 31 <sup>st</sup> Dec 2026 (USD)
1	Ivanti Security Controls Patch for Server Subscription	Lumpsum	7704.59	8475.05	9322.55
2	Ivanti Security Controls Patch for Workstation Subscription		3098.86	3408.74	3749.62
3	Local Support for Ivanti		2,500.00	2,875.00	3306.25
4	Nvidia T40 card for display license Subscription (NVIDIA RTX vWS Subscription License RENEW 1 Year, 1 CCU)		6485.89	7783.07	9339.68
5	Nvidia T40 card for display license Subscription (NVIDIA vApps Subscription License RENEW 1 Year, 1 CCU)		259.44	311.32	373.59
6	Local Support for NVIDIA		3,500.00	4,025.00	4,628.75
7	Log Management System Subscription for 80 Devices		40,000.00	46,000.00	52,900.00
8	File Access Control/File System Permission Subscription (ManageEngine ADAudit Plus Standard Edition-Perpetual Licensing Model)		2,550.00	3,060.00	3,672.00
9	Local Support for File Access Control		4,000.00	46,000.00	5,290.00
10	AnyDesk Subscription (Standard)		1,340.00	1,608.00	1,929.60
11	AnyDesk Subscription (Advance)		3,510.00	4,212.00	5,054.40
12	Local Support for AnyDesk		3,300.00	3,795.00	4,364.25
13	AD Management Tool Subscription (ManageEngine ADManager Plus Standard Edition Perpetual Licensing Model)		2,565.00	3,078.00	3,693.60
14	Local Support for AD Management Tool		4,000.00	4,600.00	5,290.00

**Notes:**

1. The CONTRACT HOLDER or CONTRACT ADMINISTRATOR may issue the Request for Quotation (RFQ) for similar category items (including items specifications and quantities) to the CONTRACTOR to furnish formal Quotation based on the Actual quotation from the principal.
2. The COMPANY may finally issue the COFF based on the exact items and respective quantities as requested in the RFQ with 10% Service Charges on the Actual Quotation from the Principal.
3. COMPANY shall arrange Mob-Demob for the CONTRACTOR personnel from Karachi to Field location and back to Karachi.
4. Subject to the formal APPROVAL through GOODS RECEIVING NOTE (GRN) or SERVICE ENTRY SHEET (SES) by the COMPANY of the CONTRACTOR's invoice, the invoice shall be paid in equivalent PKR opened in the name of the CONTRACTOR bank details specified hereinafter:

Bank Name: BANK AL HABIB LIMITED  
Bank Address: CITI TOWER BRANCH, 33-A, BLOCK 6, PECHS SHAHRAH E FAISAL, KARACHI, PAKISTAN  
Account Name: JAFFER BUSINESS SYSTEMS (PVT) LTD (Payroll A/c)  
Account Number: 1088-0081-004147-01-7  
SWIFT Code: BAHLPKKA  
IBAN Number: PK98BAHL1088008100414701

5. In those cases, when the CONTRACTOR has to remit the payments in USD to their Partners, the CONTRACTOR has to submit a Credit / Debit Note to the COMPANY for the PKR profit / loss incurred against the PKR paid by the COMPANY, as invoiced to the COMPANY to be remitted to its Partners. CONTRACTOR shall deliver such Credit / Debit Note to the COMPANY Finance Department not later than 15 working days from the payment as received from the COMPANY, demonstrating the remittance/payment and the profit / loss realized and that shall be supported by all necessary documentary evidences including but not limited to Bank Exchange Rate on the transaction date, verification by CONTRACTOR on CONTRACTOR's Letterhead that remittance is made against the invoice issued to the COMPANY.