

Annex B - List of handover documents

CONTRACT HANDOVER FORM (Contract Revision)

FROM: PRO

TO: CONTRACT HOLDER
ICT Department (PBO)

SECTION 1

HANDOVER MEETING (if applicable)

Y/N

N/A

Note: Significant Notes from Handover meeting needs to be mentioned)

For contracts above 5,000,000 USD a handover meeting is requested

Handover Meeting date: (dd.mm.yyyy) _____

PRO representative(s): (name, surname, signature) _____

CH/CA representative(s): (name, surname, signature) _____

HSE representative(s): (name, surname, signature) _____

SECTION 2

CONTRACT DATA AND HANDOVER OF DOCUMENTS

Contract No	5000021376 – Internal Rev-01
Scope of Work	Purchase of New NetApp Storage Hardware
Contractor Name (in full)	INNOVATIVE INTEGRATION (PVT) LIMITED
Contractor Representative Contact details	As mentioned in the original contract
Contract Value	Total ACV: USD 66,839/-
Start Date	25-Jan-2022
End Date	31-Jan-2024
Options if any	No
Notice for options if any	
Type (Blanked, P.O., S.A.)	Blanked Order (without any minimum commitment)
Insurance Policies required (provide the list of applicable insurances and coverages required)	As per Form of Agreement of the original contract
Compensation Scheme (explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)	As agreed in the original contract
SAP structure (line items)	No
Itemized Y/N, availability of open line Y/N	
Payment Terms	As per Form of Agreement of the original contract

Penalties, / Liquidated damages (Explain thresholds and applicability)	As per Form of Agreement of the original contract	
HSE Requirements	As per the original contract	
Subcontracting Note for User: Cascade subcontracting and total subcontracting not allowed	Not Applicable	
Delivery Terms	As per each Call off requirement	
Location	Branch General	

Contract Documents		
	Applicable Y/N	Comments (if any)
Form of Agreement	N	
Letter of Internal Revision-01	Y	Attached
General Conditions	N	
Special Conditions	N	
Appendix "A"- "Compensation and Method of Application"	N	
Appendix "C Financial Guarantees - Specimen copy/ies of Advance Payment Bank Guarantee, Performance Bond or Parent Company Guarantee (where applicable)	N	
Appendix "D"- "Scope of Work and Technical Specification" (Revised)	N	
Appendix "E" - "HSE-CR Guidelines (where applicable)	N	
Appendix "F" Security Guidelines (where applicable)	N	
Appendix "L" - Logistics Guidelines (where applicable)	N	
Appendix "S" -Sub-Contracting Information"- List of Approved Subcontractors (where applicable)	N	
Call off Order specimen	N	
Appendix "B"- "Price Schedule/Price List" (where applicable)	N	
Any Other Documents	N	

The following contract information and documents are handed over from Procurement Dept. to Contract Holder on 02/06/2022

Handover Form – CONTRACT N° 5000021376 – Internal Rev-01

PRO representative

Buyer's Name & Signature

Muhammad Ali Iqbal

Team Leader's Name & Signature

Khaliq ur Rehman

C&P Manager's Name & Signature

Alim ur Rehman

Receipt by:

CH representative

HSE representative

Handwritten signatures and dates:
2/6/2022
02/06/22
09/06/2022

Contract Holder Roles and Responsibilities

I hereby acknowledge that I have read and accept the role and responsibilities as a Contract Holder/Administrator below for all contracts used, under my authority as a requesting unit, relating to the procurement of goods and services.

A Contract Holder/Administrator has responsibility to manage the Contract, including communication with the Contractor as necessary to ensure it is satisfactorily performed, and undertaking responsibility for the following:

Contract Holder Representative:

Date: 6/6/22

Name, Dept.

Sign: [Signature]

General:

- The Contract Holder shall ensure that Company's interests are protected through the administration of the contract.
- The Contract holder shall 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 financial validity and ensure timely action (minimum 6 months before expiry and before reaching 70% of ACV), if the duration or financial validity of the contract requires enhancement.
- Analyze Contractor deliverables and work progress measured against Contracts.
- Verify that HSE requirements are adhered to.
- Ensure implementation of Contractor management plans and procedures in compliance with the Contract including filing all the documentation concerning the Contract Management that, when required, shall be at disposal of Control Unit (internal and or external)

***In case SOW requires CR manager signature replace HSE with Security & CR**

- Conduct the evaluation of Contractor management practices and deliverables
- Maintain an effective working relationship with the Contractor to facilitate the efficient execution of the Contract.
- Continually review Contracts regarding their effectiveness and in case of ongoing activities continually review to ensure that present service is 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 Subcontracts already approved in the Contract .
 - Check if activities being subcontracted are listed in Contract among those that can be subcontracted.
 - Maximum limit of subcontract able activities has not been exceeded
 - There are no multi-tier subcontracts, unless specifically permitted by the Contract
 - Subcontractor is not listed in the Reference lists

- Subcontractor suitability with regard to the non-existence of any prohibitions/infiltrations attempts by mafia as provided by the Anti-Mafia legislation, where applicable
 - Subcontractor is not listed in list of vendors with status "revoked" (Disqualified), "suspended", or "warning with authorization", by consulting C&P Vendor management unit.
 - In case of negative feedback on subcontractor's performance, check for necessary investigations.
 - Check that subcontract authorization request is complete and there are no anomalies in the documentation attached to it. Where required counterparty risk assessment is to be performed.
- In case of pre-approved subcontractor, Contract Holder has the responsibility to make sample checks on the declaration given by the contractor/supplier that he has checked that the requirements submitted by the subcontractor during bidding are still in place
 - Ensure that Supplier/Contractor is complying with Insurance Requirements laid down in the Contract
 - Ensure that Supplier/Contractor is complying with Bank or Parent Company Guarantees laid down in the Contract
 - Check whether any liquidated damages/penalties or volume discounts provided for in the Contract are applicable
 - 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, for e.g. correspondence of a contractual or commercial nature to be reviewed by the C&P Dept. and if necessary by Legal Dept.
- Approve all invoices/vouchers in a timely manner in accordance with the clause stipulated in the Contract.

Expediting and Inspection:

- Perform all required expediting with Contractor/Supplier, final inspection and acceptance of all work required under the Contract.
- Ensure verification of the accuracy of the information reported on the delivery challan issued by the Contractor
- Request attendance at testing of goods delivered and/or work executed by the Contractor where required by the contract

Performance Feedbacks

Prepare and submit in VMS annual Feedback reports and at contract close-out on Contractor performance for Contracts falling under critical commodity codes in attachment A and having ACV more than Euro 450,000 in case of Open Contracts (Blanket Orders) and more than Euro 150,000 in case of Closed Contracts (Purchase orders). Feedback for subcontractors is to be prepared once subcontracted activity is completed in order to verify suitability for future use. In case of misconduct by subcontractor, a negative feedback is also to be recorded against the awarded Contractor.

Feedback should cover the following aspects:

- Punctuality
- Quality of supplied goods and services
- Behavior
- HSE
- Completion of delivery or work
- Any non-compliance/cost modification

Close-Out

Initiate and coordinate the Contract close Out after Contract work/ Services completion. For contracts with ACV > US\$ 5,000,000) prepare and submit contract close out report to C&P department.

Special Notes from Handover Meeting (for contracts above US\$ 5,000,000)

Attachment A list of critical commodity codes

Commodity Class	Descrizione estesa EN	Characterized	Business criticity	HSE criticity
LL02AC06	FIXED AND MOBILE SCAFFOLDING	NO	C	A
LL03AB01	APPLICATION OF INSULATING AND SOUND-PROOF COVERINGS	NO	B	A
LL04AC07	EPC CENTRAL PROCESSING OIL / GAS SEP SUM UP TO 40 ML €	NO	A	A
SS01AD02	SERVICES MANAGEMENT, SUPERVISION, CARE WORK ON PROJECTS	NO	C	B
SS01BA01	FEASIBILITY STUDIES, BASIC ENGINEERING AND FEED	YES	B	C
SS01BA02	DETAILED AND EXECUTIVE ENGINEERING	YES	B	C
SS02BA01	SEISMIC DATA ACQUISITION	YES	A	A
SS03AA10	VIDEO-INSPECTION AND RELINING OF PIPE	NO	B	C
SS03AB05	HYDRODYNAMIC WASHING	NO	C	A
SS04BC01	SOFTWARE PACKAGES SERVICES	YES	B	C
SS05BA01	OFFSHORE RIGS – FLOATERS	YES	A	A
SS05BA02	OFFSHORE RIGS – JACK-UP	YES	A	A
SS05BA04	ONSHORE RIGS	YES	A	A
SS05BB05	CEMENTING (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB07	COILED TUBING SERVICE AND NITROGEN/FLUIDS PUMPING SERVICE	YES	A	A
SS05BB11	DRILLING&COMPLETION FLUIDS SERVICE (PRODUCT, EQUIPM. RENTAL)	YES	B	A
SS05BB12	DRILLING (VERTICAL & DEVIATED) - MWD LWD SERVICE	YES	A	A
SS05BB19	LINER HANGER (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB29	TUBULAR RUNNING (SERVICES AND EQUIPMENT)	YES	B	A
SS05BB33	SURFACE WELL TESTING	YES	A	A
SS06AC01	CIVIL WORKS MAINTENANCE (ONSHORE)	NO	B	A
SS06BA01	MAINTENANCE MACHINERY	YES	B	A
SS06BA02	MAINTENANCE MECHANICAL SYSTEMS AND EQUIPMENT	YES	B	A
SS06BB01	MAINTENANCE OF ELECTRO-INSTRUMENT SYSTEMS	YES	B	A
SS08AA03	RADIOCOMMUNICATION INFRASTRUCTURE AND SERVICES	NO	C	C
SS08AA04	TLC NETWORK SERVICES - NETWORK SERVICES	NO	C	C
SS12AA01	OPERATION AND MAINTENANCE SERVICES	NO	A	A

Above list is applicable for following Tender/Contract with economical value:

1. Above € 450,000 in case of Open Contracts (Blanket Orders)
2. Above € 150,000 in case of Closed Contracts (Purchase Orders)



Handover Form – CONTRACT N° 5000021376 – Internal Rev-01





Blanket Order No: 5000021376

Eni Pakistan Limited

5th Floor, The Forum, G-20, Block-9,
Khayaban-e-Jami, Clifton,
Karachi-75600, Pakistan
PABX : (92-21) 3587 9951
Fax : (92-21) 3583 8394-5

GENERAL INFORMATION			
Description:	Provision for the Purchase of NetApp Storage Hardware – Internal Rev-01		
Contractor Name:	Innovative Integration (Pvt) Limited	SAP Code:	520299
Contractor Address:	2 nd Floor, KDLB Building, 58 West Wharf Road, Karachi-Pakistan		
Buyer Name:	Muhammad Ali Iqbal		
Contract Manager Unit:	ICT Manager (PBO)		
Start Date	25-01-2022	End Date	31-01-2024

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ORDER INCLUDES ALL OF THE FOLLOWING PAGES



Blanket Order No: 5000021376

Object

Provision for the Purchase of NetApp Storage Hardware – Rev-01

Letter of Revision Dated: 23rd February 2022

THIS IS FOR INTERNAL PURPOSE ONLY AND NOT TO BE ISSUED TO CONTRACTOR

This Internal Revision against PR-10104143 is being issued to authorize the following changes:

To enhance the existing Contract ACV by US\$ 25,000/- only to make total contract ACV of US\$ 66,839/- through this internal revision.

No other changes have been made to the ORDER.

.....**End of Amendment-01**.....