




CONTRACT HANDOVER NOTE**New Contract**

From	C&P			
To	ICT Manager			
CC	NA			
PR No.	10105698	ACV Enh: NA	Duration Ext: Yes	Others: NA
Contract Award Method	Sole Source			
Contract Number(s)	5000030078			
Contractor Name(s)	Autobar Pvt Limited			
Scope of Work	LabelView Software Purchase & Maintenance			
Contract Value	5115			
Contract Value (USD)	5115			
Applicable Concessions	Branch General			
Concession-Wise Breakdown	NA			
Start Date	01-01-2024			
End Date	31-12-2026			
Optional Extension(s)	+1+1			
Contract Type	GOODS + SERVICES			
Subcontracting	NA	HSE Guideline Number	NA	


Designations	Names	Signatures	Date
Sr. C&P Officer	Furqanullah Khan		08/01/2024
C&P Team Leader	Khaliq ur Rehman		29/01/2024
C&P Manager	Alim ur Rehman		29.01.2024
HSE Representative	Jahanzaib Akhtar		

Notes:

Based on the sole source case C&P hereby recommends awarding of Contract-5000030078 to Autobar (Pvt) Limited with a Total Administrative Contract Value (ACV) of USD 5,115/- (based on PR value) for 3 Years firm duration starting from 1st January 2024 till 31st December 2026 plus Two (02) optional years 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		30/1/24

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.



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

Contract-5000030078

LETTER OF AWARD			
Contract Description:	LabelView Software Purchase & Maintenance		
Contractor Name:	Autobar Private Limited	SAP Code:	445037
Contractor Address:	Off-01, 3 rd Floor, Jason Trade Centre, PECHS-6, Shahrah-e-Faisal, Karachi Pakistan		
Contractor Incorporation:	Pakistan	Contract Type:	Goods & Services
Contractor Representative:	Irfan Ahmed		
Contact Number:	+92-333-2282847	Email:	iahmed@autobar.com.pk
Contract Holder:	PTA - ICT TECHNICAL APP		
Company Representative:	Salman Siddiqui		
Contact Number:	+92-333-4900380	Email:	salman.siddiqui@prime-pakistan.com
Contract Start Date:	01-January-2024	End Date:	31-December-2026
Commencement Date:	From First COFF	Opt. Ext:	1+1 Years
C&P Buyer Name:	Furqan Khan	Email:	furqan.ullahkhan@prime-pakistan.com

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 for 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-5000030078 on the dates stated below:

For and behalf of COMPANY		For and behalf of CONTRACTOR	
Signature		Signature	
Name	Kamran A. Mian	Name	Nasir Qadri
Title	Chief Executive Officer	Title	CEO
Date	22/12/2023	Date	26-12-2023





Contract-5000030078

Appendix-A - Compensation Schedule

Sr. No.	Description	Unit Price 2024 (USD)	Unit Price 2025 (USD)	Unit Price 2026 (USD)	Unit Price Advance Payment for 3 Years 2024 - 2026 (USD)
1	LABELVIEW 2022 Pro Network 5 Users - VM Software Subscription Renewal	778	778	778	2200
2	Maintenance and Support	525	525	525	1575

Notes:

1. 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 at the prevailing USD Exchange Rate at the time of Invoice submission, opened in the name of the CONTRACTOR bank details specified hereinafter:

Bank Name : ASKARI BANK LIMITED
Bank Address : Shahrah-e-Faisal Branch Progressive Square, 11-A Block 06, P.E.C.H. Society, Karachi
Account Name : Autobar Private Limited
Account Number : 0190100578091
SWIFT Code : ASCMPKKA
IBAN Number : PK94ASCM0000190100578091

[Handwritten signature]

[Handwritten signature]



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(Formerly Eni Pakistan Limited)
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Contact Number:	+92-333-2282847	Email:	iahmed@autobar.com.pk
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Company Representative:	Salman Siddiqui		
Contact Number:	+92-333-4900380	Email:	salman.siddiqui@prime-pakistan.com
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For and behalf of COMPANY		For and behalf of CONTRACTOR	
Signature		Signature	
Name	Kamran A. Mian	Name	
Title	Chief Executive Officer	Title	
Date	22/12/2023	Date	



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Appendix-A - Compensation Schedule

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Handwritten signature/initials