




CONTRACT HANDOVER NOTE**Contract Amendment**


From	C&P			
To (Contract Holder)	ICT Manager			
CC (HSE Department)	Yes			
PR No.	10105616	ACV Enh: Yes	Duration Ext: Yes	Others: New General T&Cs and guidelines
Contract Award Method	Tender			
Contract Number(s)	5000021365			
Contractor Name(s)	INNOVATIVE INTEGRATION (PVT) LIMITED			
Scope of Work	Purchase, Maintenance and Support of Backup Management System			
Contract Value	71,137			
Contract Value (USD)	71,137			
Applicable Concessions	Kirthar & Branch			
Concession-Wise Breakdown	Maintenance (Karachi 60%; Bhit 40%) Purchase (Karachi 50%; Bhit 50%)			
Start Date	01-1-2022			
End Date	31-12-2024			
Optional Extension(s)	None			
Contract Type	SERVICES			
Subcontracting	NA	HSE Guideline Number	HSE 99-00-IN-GD-138-01	
Designations	Names	Signatures	Date	
Sr. C&P Officer	Sajid Khaskheli		2-1-2024	
C&P Team Leader	Khaliq ur Rehman		02/01/2024	
C&P Manager	Alim ur Rehman		02.01.2024	
HSE Representative	Jahanzaib Akhtar			

Notes:

1. The Contract-5000021365- Amd-01 covers purchase, maintain and provide support required for Backup Management System, including License Renewals, Product Upgrades, Technical Support etc
2. Contract-5000021365 as Amd-01 with INNOVATIVE INTEGRATION (PVT) LIMITED has been issued for 1 year validity Extending from 1st January 2024 to 31st December 2024 with revised rates, New General T&Cs and updated Guidelines along with ACV enhancement of USD 25,000/-, thereby making the Total Revised Contract ACV as USD 71,137/-.
3. The Contract has been released in the GPS/SAP system (with relevant internal approvals), facilitating the initiation of the COFF by the end-user

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		3/1/24

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.



Contract-5000021365 Amd-01

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-5000021365 Amd-01			
Contract Description:	Purchase, Maintenance and Support of Backup Management System		
Contractor Name:	Innovative Integration (Pvt) Limited	SAP Code:	520299
Contractor Address:	B-103, 1st Floor, Fortune Towers, 43/1-A, PECHS Block-6, Shahrah-e-Faisal, Karachi-75400		
Contractor Incorporation:	Pakistan	Contract Type:	Services
Contractor Representative:	Muhammad Kamran Alam Siddiqui		
Contact Number:	+92-332-3000147	Email:	kamran.alam@innovativeintegration.net
Contract Holder:	PBO-ICT Back office		
Company Representative:	Salman Siddiqui- ICT Manager		
Contact Number:	0333-4900380	Email:	Salman.Siddiqui@prime-pakistan.com
Contract Start Date:	1-January-2022	End Date:	31-December-2024
Commencement Date:	As per First Call-Off	Opt. Ext:	NA
Extension Basis:	1. Duration Extension of 1 year from 1 st January 2024 till 31 st December 2024. 2. Revision in Rates. 3. New General Terms & Conditions 4. Updated HSE, OHHMS & Security-CR Guidelines		
C&P Buyer:	Mr. Sajid Hussain	Email:	Sajid.hussain2@prime-pakistan.com



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



Contract-5000021365 Amd-01

Letter of Amendment-01 dated 28th December 2023

With reference to the CONTRACT-5000021365 for the Purchase, Maintenance and Support of Backup Management System between the COMPANY, Prime Pakistan Ltd (formerly Eni Pakistan Ltd) and the CONTRACTOR, Innovative Integration (Pvt) Ltd, effective 1st January 2022; the PARTIES hereby agreed to amend the CONTRACT as follows:

1. Through this Amendment-01, the CONTRACT shall be extended from 1st January 2024 and shall remain valid until **31st December 2024**.
2. Through this Amendment-01, the New General Terms and Conditions would supersede all previous terms and Conditions of the CONTRACT.
3. Through this Amendment-01, the following Guidelines shall supersede the ones originally attached to the CONTRACT:
 - a) Appendix E - Revised HSE Guidelines
 - b) Appendix F - Revised OHHMS Guidelines
 - c) Appendix G - Revised Security-CR Guidelines
4. The rates against the Compensation Scheme are revised and shall remain valid till 31st December 2024 as follows:

Item	Description	Unit Price (USD)
1	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP ENT SERVER WLS 1 SERVER HARDWARE TIER 2 ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	1,205.96
2	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP ENT CLIENT WLS 1 SERVER HARDWARE TIER 2 ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	683.79
3	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP CLIENT APPLICATION AND DB PACK WLS 1 SERVER HARDWARE TIER 2 ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	372.98
4	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP OPT LIBRARY BASED TAPE DRIVE XPLAT 1 DRIVE ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	658.93
5	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP STD CLIENT XPLAT 1 SERVER ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	130.65
6	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP DEDUPLICATION DATA PROTECTION OPTIMIZATION OPT XPLAT 1 FRONT END TB ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	628.64
7	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP OPT SHARED STORAGE OPT XPLAT 1 DRIVE ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	435.14
8	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP OPT NDMP XPLAT 1 SERVER HARDWARE TIER 3 ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	2,362.18
9	ESSENTIAL 12 MONTHS RENEWAL FOR NETBACKUP SAP AGENT WLS 1 SERVER HARDWARE TIER 2 ONPREMISE STANDARD PERPETUAL LICENSE CORPORATE	745.95
10.	BACKUP MANAGEMENT LOCAL SUPPORT 24/7	2,000

5. Any other new tool / license / subscription requirement related to the Veritas BackupExec & NetBackup, which are not listed above, can also be procured at Actual Cost (upon submission of documentary evidence) plus 10% Mark-up, through issuing a CALL-OFF ORDER.
6. The prices are inclusive of all taxes except GST & SST.
7. Software Maintenance Charges shall be paid on Annual basis.
8. Guarantees, Variation Order and Sub-Contracting are not applicable to this CONTRACT.
9. 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 the equivalent PKR on the prevailing exchange rate at the time of Final Invoice submission to the COMPANY, opened in the name of the CONTRACTOR bank details specified hereinafter:

Bank Name : Meezan Bank Limited
Bank Address : KDLB Building, West Wharf Road, Karachi
Account Name : Innovative Integration (Pvt) Limited
Account Number : 0001 9501 0182 4078
SWIFT Code : MEZNPCKA
IBAN Number : PK27 MEZN 0001 9501 0182 4078

Signature

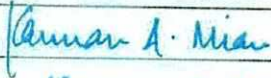
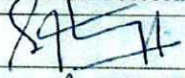




Contract-5000021365 Amd-01

Save as specifically provided for herein, all terms and conditions of the CONTRACT as amended 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-5000021365 Amendment-01 on the dates stated below:

For and behalf of COMPANY		For and behalf of CONTRACTOR	
Signature		Signature	
Name	Kamran A. Mian	Name	SYED AKHTAR GHAZI
Title	CEO	Title	DIRECTOR
Date	1-1-2024	Date	1/1/2024

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



