

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services and Goods Worth Fifty  
Million or More

- NAME OF THE ORGANIZATION/DEPTT. Universal Service Fund
- FEDERAL / PROVINCIAL GOVT. Federal Govt.
- TITLE OF CONTRACT Service and Maintenance of Photocopier machine
- TENDER NUMBER N/A
- BRIEF DESCRIPTION OF CONTRACT Service and Maintenance  
of the Photocopier machine.
- TENDER VALUE Rs 25,000/-
- ENGINEER'S ESTIMATE N/A  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD One Year
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? Yes Yes / No
- ADVERTISEMENT :
  - (i) PPRA Website N/A Yes / No  
(Federal Agencies) (If yes give date and PPRA's tender number)
  - (ii) News Papers N/A Yes /  
No  
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) N/A
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (If any) N/A Yes / No

- NUMBER OF TENDER DOCUMENTS SOLD N/A  
(Attach list of Buyers)
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS N/A Yes / No  
(If yes enclose a copy).
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS N/A Yes / No  
(If yes enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
  - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_
  - b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. \_\_\_\_\_
  - c) TWO STAGE BIDDING PROCEDURE. \_\_\_\_\_
  - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE. \_\_\_\_\_
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.)
- WHO IS THE APPROVING AUTHORITY CEO
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. YES
- NUMBER OF BIDS RECEIVED N/A
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER N/A Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED N/A Yes / No

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – II**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services & Goods Worth Fifty  
Million Rupees or More

➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS N/A

➤ NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Attatulk Anone  
9-6/3 Blue area, Islamabad -  
M/s Shirazi Trading Co. (Pte) Ltd.

➤ RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).

N/A

➤ NEED ANALYSIS (Why the procurement was necessary?) Due to  
Annual Maintenance Service

➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) N/A



➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS N/A Yes / No

➤ DATE OF CONTRACT SIGNING 25<sup>th</sup> Jan 2023  
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE Rs 25,000/-

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS N/A Yes / No  
(Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED N/A . Yes / No  
(If yes result thereof)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS N/A Yes / No  
(If yes give details)

➤ DEVIATION FROM QUALIFICATION CRITERIA N/A Yes / No  
(If yes give details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ SPECIAL CONDITIONS, IF Any  
(Give Brief Description)

N/A .

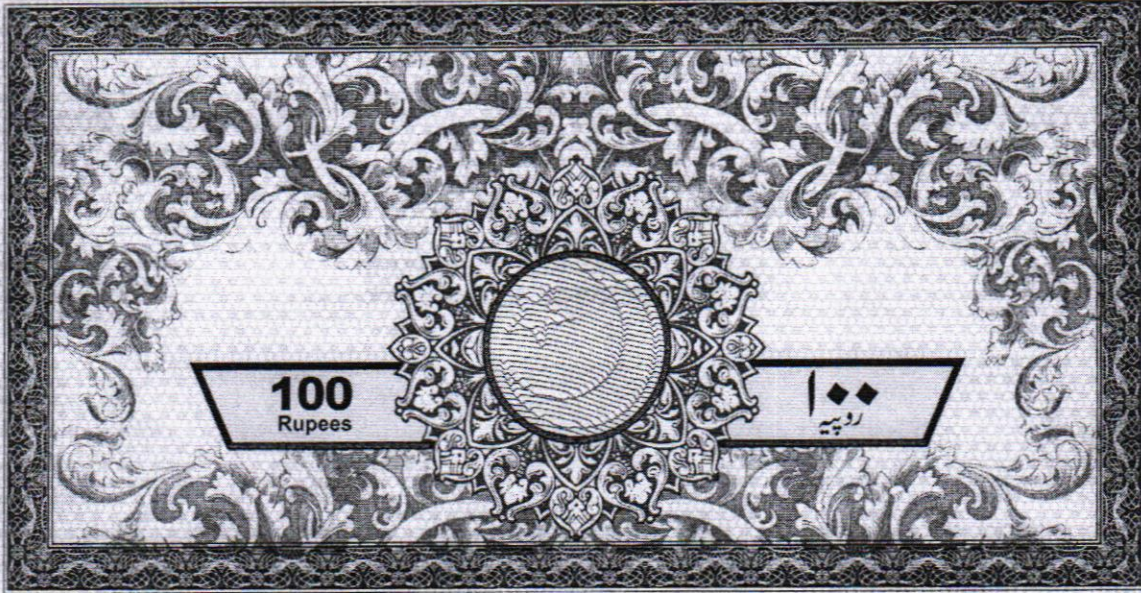
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C316604



میرا نام ہے  
میرا پتہ ہے  
میرا رجسٹرڈ آفس ہے

**SERVICE & MAINTENANCE AGREEMENT**

**Service and Maintenance of Photocopier Machine**

**"Canon Printer/Photocopier Model No iR2545 Machine Serial Number FUW80733"**

**Between**

**Universal Services Fund**

**And**

**M/s Shirazi Trading Co. (Pvt.) Ltd.**

**25<sup>th</sup> January, 2023**

**at**

**Islamabad**





Serial No. 8899

Date: 18-01-2023

**SHIRAZI TRADING COMPANY (PVT.) LTD  
VS  
UNIVERSAL SERVICES FUND  
FOR SERVICE AGREEMENT**

نوٹ  
یہ ایشیام بیج سرکاری اراضی / CDA یا  
ریاستی اواروں کی ملکیت میں کسی دوسری اراضی  
خرید / فروخت کے لئے ہاری نہیں کیا گیا۔

**AYESHA MASOOD MIR**  
Stamp Vender Lic # 523/DRA  
Near M25 Melody Market  
Islamabad  
مدنی ایشیام فروش II





## Service and Maintenance Agreement

This Contract "Service Level Agreement" with M/S Shirazi Trading Co. (Pvt.) for Service and Maintenance of Photocopier Machine, "Canon Printer/Photocopier Model No iR2545 Machine Serial Number FUW80733" ("Machine") installed at USF Main Office 3<sup>rd</sup> Floor, Evacuee Trust Building, Agha Khan Road, F/5, Islamabad, is made and signed at Islamabad, on 25<sup>th</sup> Day of January, 2023

### By and Between

**Universal Services Fund** a Service Provider incorporated under Section 42 of Companies Act 2017 (Previously known as the Companies Ordinance, 1984), having its registered office at 3<sup>rd</sup> Floor, Evacuee Trust Complex, Agha Khan Road, Islamabad, Pakistan (hereinafter referred to as "USF" which expression shall, unless repugnant to the context and contrary to the meaning thereof shall include its successors-in-interest, administrators, legal representatives, executors and assigns) of the FIRST PART.

### And

**M/s Shirazi Trading Co. (Pvt.) Ltd.** a Service Provider incorporated under Companies Act 2017 (Previously known as the Companies Ordinance, 1984), having its registered office at Plot No. 41, Ataturk Avenue, East End Block, Blue Area, Islamabad, Pakistan. (hereinafter referred to as "service provider") which expression shall, where the context so admits mean and include its successors-in-interest, administrators, legal representatives, executors and assigns) of the OTHER PART.

WHEREAS in consideration of the foregoing and the mutual covenants and promises hereinafter the Service Provider undertakes to provide service and maintenance of the machine as per the Terms and Conditions mentioned hereunder:

### TERMS AND CONDITIONS

#### 1. TERM OF THE CONTRACT

The Service Provider shall provide service and maintenance of the aforesaid Machine for a period of twelve (12) months commencing from ~~15<sup>th</sup>~~ February, 2023 to ~~14<sup>th</sup>~~ February, 2024.

#### 2. PYMENT METHODOLOGY / FEES/ CHARGES:

- i. The service provider shall provide the service and maintenance of the machine for the sum of PKR 25,000/- (Inclusive of GST on Services).
- ii. 50% of the amount shall be paid to the Service Provider within Fifteen (15) days from the date of signing of this agreement, the rest 50% of the amount shall be paid after successful completion of this Agreement, upon issuance of final Acceptance certificate by USF.

#### 3. GENERAL

- i. The Service Provider shall provide USF service and maintenance ensuring satisfactory operation of the Machine covered under the Agreement.
- ii. The Service Provider shall provide the USF with necessary spare parts consumables on payment and attend to the breakdown of the Machine subject to the following :-





- a. The Service Provider shall:-
- i. Provide regular service and maintenance of the Machine to ensure that it is in good working condition.
  - ii. Depute a trained service engineer to attend any breakdown of the Machine. Provided maintenance service only during the Service Provider's regular business hours, i.e. Monday to Friday (except holiday) from 9:00 am to 5:00 pm.
  - iii. In case of non-provision for the services by the Service Provider after a confirmed order to do so, a penalty of 15% of the total payment, would be charged upon each occurrence of each default. The maximum amount of Liquidated Damages shall be Rs. 5000/- upon each occurrence of delayed service.
- b. The Service Provider shall not be responsible for the Machine and will not provide service and maintenance to the breakdown of the Machine resulting from:-
- i. Damage caused by any tempering of the Machine by any unauthorized person other than the personnel of the Service Provider.
  - ii. Damage caused by riot and strike, fire, explosions or any other natural acts.
  - iii. Damage caused by the use of consumables and spare parts other than provided by the Service Provider.
- c. The USF shall:-
- i. Appoint a Trained person to operate the Machine and the Service Provider shall provide operational training in respect of the Machine.
  - ii. Immediately inform in writing to the Service Provider if USF wishes to change the installation location.

#### 4. TERMINATION

- i. Either party reserves the right to terminate the agreement by giving One (01) Month prior notice to the other party if the other party violates/breaches any of the conditions of the agreement.



*[Handwritten signature]*



- ii. If either Party wants to cancel the agreement, the Party expressing such a wish shall give to the other party One (01) Month advance notice in writing, and parties hereto shall meet to settle the matter to their mutual satisfaction.

**5. EXTENSION**

If not terminated earlier, the Agreement is extendable with such terms & conditions as may be mutually agreed by both Parties.

**6. AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

**7. NON TRANSFERABILITY**

The agreement is not transferable.

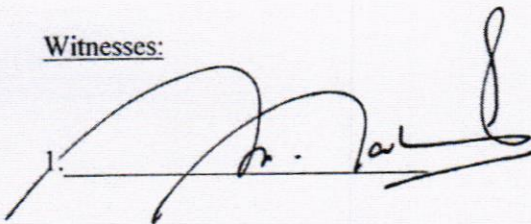
**IN WRITING WHEREOF** the parties hereto have executed this agreement in counterparts and the USF and the Service Provider shall each retain a copy of this agreement.

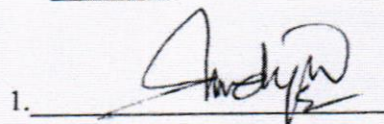
**FOR & ON BEHALF OF  
USF.**

**FOR & ON BEHALF OF  
M/s Shirazi Trading (Pvt.) Ltd.**

Witnesses:

Witnesses:

1. 

1. 

Name: MUHAMMAD NABEEL  
AFZAL

Name: Nazir Ahmed

CNIC No: 35302-7265882-1

CNIC No: 38402-7647376-3

