

E-STAMP
(Islamabad Capital Territory)



ICT-760E561CF193FEA9

PSID-1012300032638010912

Rs 100/-

One Hundred Rupees Only

Purpose	: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(ccc)
Applicant	: Abdul Rehman [37405-5358895-1]
Representative From	: ALLIED TRADING & SERVICES
Address	: Blue Area Islamabad
Issue Date	: 16-Sep-2026, 06:24:13 PM
Delisted On/Validity	: 1-Oct-2026
Paid Through Challan	: 202695094313C50C
Reason	: CLOSED FRAMEWORK AGREEMENT/ CONTRACT Tender No. 01/2026-27

نوٹ: یہ رازداری کا اجرا ہے پندرہ دنوں تک کے لیے قابل استعمال ہے۔ اسی اسٹامپ کی تصدیق بذریعہ ویب سائٹ، کیو آر کوڈ سے کی جاسکتی ہے۔

Please Write Below This Line

CLOSED FRAMEWORK AGREEMENT/ CONTRACT
Tender No. 01/2026-27

For Procurement of Stationery, Papers, Toners, Miscellaneous Items, Electrical Items and IT Equipment.
This Closed Framework Agreement (hereinafter referred to as the "Agreement/Contract") is made and executed at Islamabad on this **15th day of September, 2026**.

BETWEEN

Secretariat Training Institute (STI), Establishment Division, Government of Pakistan, Islamabad, hereinafter referred to as the "Procuring Agency", which expression shall, wherever the context so permits, include its successors and authorized representatives;

AND

M/s Allied Trading & Services, having its office at Office # 4, 82 West, Muzafar Plaza, Blue Area, Islamabad, hereinafter referred to as the "Supplier/Framework Contractor", which expression shall, wherever the context so permits, include its successors and permitted assigns.

The Procuring Agency and the Supplier are hereinafter collectively referred to as the "Parties."

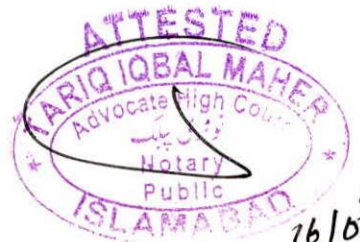
WHEREAS

- A. Secretariat Training Institute invited bids through Tender No. 01/2026-27 for procurement of Stationery, Papers, Toners for Computer Printers/Photocopiers/Fax Machines, Miscellaneous Items, Electrical Items and IT Equipment.
- B. The bids were processed through the prescribed evaluation procedure, including Technical Evaluation, Sample Evaluation and Financial Evaluation.
- C. The samples submitted by the qualified bidders were evaluated with reference to the prescribed specifications, quality requirements and other conditions of the bidding documents, and only the Lots for which the samples were accepted were considered for further proceedings.
- D. The Financial Evaluation Committee evaluated the financial bids of the qualified firms against their respective qualified Lots and recommended that the qualified firms may be offered to supply items against their respective Lots.
- E. The Procuring Agency issued an Award Letter to the Supplier against its respective awarded Lot(s), and the Supplier has conveyed acceptance thereof.



NOW, THEREFORE, the Parties agree as follows:

- PURPOSE OF AGREEMENT:-** This Agreement is being executed as a Closed Framework Agreement for procurement of the items covered under the awarded Lot(s) of Tender No. 01/2026-27. The Supplier shall be included as a Closed Framework Contract only for the Lot(s) awarded to it under this Agreement.



2. **AWARDED LOT(S):** The following Lot(s) is/are covered under this Agreement:

Sr. No	Name of Firm	Lot Nos	Item/Description	Status
1.	M/s. Allied Trading, IBD	Lot-VI	IT Equipment	Award

3. **CLOSED FRAMEWORK PERIOD:-** This Closed Framework Agreement shall remain valid up till 30th June, 2027 from the date of execution of the Agreement, unless terminated earlier in accordance with its terms and conditions or applicable procurement rules. The rates and terms agreed under this Agreement shall remain applicable during the validity period.

4. **NATURE OF CLOSED FRAMEWORK AGREEMENT:-** This Agreement establishes the terms, conditions and rates under which the Procuring Agency may procure the required items from the Supplier against its awarded Lot(s) during the validity period of this Agreement. This Agreement does not itself guarantee any specific quantity or value of procurement. The actual quantity of items shall depend upon the requirements of Secretariat Training Institute and availability of budget. Procurement under this Agreement shall be made through written Purchase Orders/Supply Orders issued by the authorized officer of STI.

5. **QUANTITIES:-** The quantities mentioned in the bidding documents, if any, shall be treated as estimated/provisional quantities. The Procuring Agency may place orders according to its actual requirements during the currency of this Agreement, subject to availability of funds and budgetary authorization.

6. **RATES:-** The Supplier shall supply the awarded items at the rates quoted in its successful financial bid and accepted by the Procuring Agency. No increase in rates shall be admissible except where specifically allowed under the bidding documents and the terms of this Agreement.

7. **QUALITY AND SPECIFICATIONS:-** All items supplied under this Agreement shall:

- Strictly conform to the specifications contained in the bidding documents,
- Be of the same quality as the approved sample, where samples were evaluated,
- Be new, genuine and free from defects and with warranty/guarantee wherever applicable and asked.
- Conform to the required brand/model, where applicable,
- Meet the required technical and functional specifications.

The Procuring Agency shall have the right to inspect and reject any item which does not conform to the approved specifications or accepted sample.

8. **ISSUANCE OF PURCHASE/SUPPLY ORDERS:-** The Procuring Agency may issue Purchase Orders/Supply Orders to the Supplier from time to time according to its requirements. Each Purchase Order/Supply Order shall specify, inter alia:

- Description of item,
- Quantity,
- Approved rate,
- Total value,
- Delivery location,
- Required delivery period and
- Any other relevant instructions.

9. **DELIVERY:-** The Supplier shall deliver the ordered items within the period specified in the relevant Purchase/Supply Order. The delivery shall be made at the designated location of Secretariat Training Institute, Islamabad, unless otherwise specified.

10. **INSPECTION AND ACCEPTANCE:-** All supplied items shall be subject to inspection and verification by the authorized representatives/committee of the Procuring Agency. Acceptance of any item shall be subject to confirmation that it conforms to the required specifications and approved sample. The Procuring Agency may reject and require replacement of any defective, substandard or non-conforming item at the Supplier's own cost.

11. **PAYMENT:-** Payment shall be made to the Supplier against actual quantities satisfactorily supplied and accepted by the Procuring Agency, subject to:-

- Submission of original invoice/bill;
- Verification of supplies by the concerned officer/committee.
- Availability of budget and funds;
- Completion of all required codal and financial formalities and
- Deduction of applicable taxes and other statutory deductions.

No advance payment shall be admissible unless specifically approved in accordance with applicable rules. 16/08/2026

12. **TAXES AND DUTIES:-** All applicable Federal and other taxes, duties and levies shall be borne and paid in accordance with the applicable laws and the terms of the bidding documents. The Procuring Agency shall deduct taxes at source wherever required under the applicable laws.

13. **PERFORMANCE SECURITY:-** The Supplier shall furnish Performance Security, if required under the bidding documents and conditions of the Award Letter. The Performance Security shall remain valid for the period prescribed in the bidding documents and/or relevant Purchase/Supply Orders.

14. **DEFAULT BY SUPPLIER:-** In case the Supplier fails to:-



- Supply the items within the stipulated period,
- Maintain the required quality and specifications;
- Replace rejected or defective items or
- Fulfil any material obligation under this Agreement.

The Procuring Agency may take action in accordance with the bidding documents, Award Letter and applicable rules, including cancellation or termination of this Agreement, as applicable.

15. **TERMINATION**:-The Procuring Agency may terminate this Agreement in accordance with the applicable provisions of the bidding documents and procurement rules in case of material breach or persistent failure by the Supplier. The Supplier shall remain responsible for obligations accrued prior to termination.

16. **NO GUARANTEE OF PROCUREMENT**:-The Supplier acknowledges that execution of this Closed Framework Agreement does not guarantee procurement of any minimum quantity or minimum value. The Procuring Agency shall place orders strictly according to its actual requirements, approved demand and availability of budget.

17. **NOTICES**:-Any notice, Purchase Order or communication under this Agreement shall be issued in writing by the authorized representative of the Procuring Agency. The Supplier shall promptly acknowledge receipt of all Purchase/Supply Orders and official communications.

18. **DISPUTE RESOLUTION**:-Any dispute arising out of or in connection with this Agreement shall initially be resolved through mutual consultation between the Parties. In case the dispute remains unresolved, the matter shall be dealt with in accordance with the applicable laws, procurement rules and provisions of the bidding documents. However, the decision of the DG, STI will be final in case of dispute resolution.

19. **ENTIRE AGREEMENT**:-This Agreement, together with, Tender Notice, Bidding Documents, Supplier's Technical and Financial Bid, Technical Evaluation Report, Sample Evaluation Report, Financial Evaluation Report, Award Letter, Acceptance of Award Letter and Purchase/Supply Orders issued under this Agreement shall constitute the complete understanding between the Parties. In case of any inconsistency, the provisions of the bidding documents and applicable procurement rules shall prevail.

20. **AMENDMENT**:-No amendment or modification to this Agreement/Contract shall be valid unless made in writing and signed by the authorized representatives of both Parties, subject to applicable rules and approval of the Director General, STI.

21. **APPLICABLE LAW**:- This Agreement shall be governed by the applicable laws of the Islamic Republic of Pakistan and relevant procurement rules and regulations.

IN WITNESS WHEREOF

The Parties have executed this Closed Framework Agreement on the date first written above.

FOR SECRETARIAT TRAINING INSTITUTE

Signature: 

Name: _____

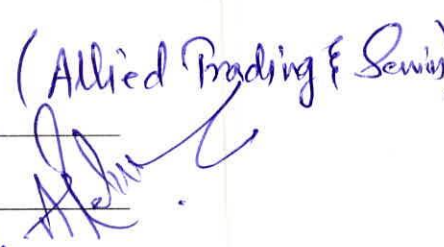
Designation: _____

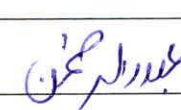
Official Stamp: **Akhtar Mehmood**
Deputy Director
Government of Pakistan
Secretariat Training Institute
(Establishment Division)
Islamabad

Date: _____

FOR THE SUPPLIER

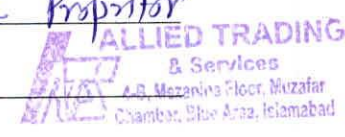
M/s. Abdul Rehman (Allied Trading & Services)

Signature: 

Name: 

CNIC No.: 37405-5358895-1

Designation: Sole Proprietor

Official Stamp: 
ALLIED TRADING & Services
A-8, Mezzanine Floor, Muzaffar
Chamber, Blue Area, Islamabad

Date: 16-09-2026

WITNESSES Witness No.1

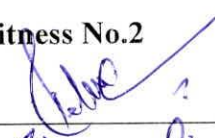
Signature: _____

Name: _____

CNIC No.: _____

Designation: _____

WITNESSES Witness No.2

Signature: 

Name: Rehan Ahmed

CNIC No.: 37405-0579965-9

Designation: Manager (ATS)



16/09/2026