

**E-STAMP
(GOVERNMENT OF PUNJAB)**



PB-RWP-B49B1FE61D9A41FE

PSID-40172604306550809

Rs 100/-

One Hundred Rupees Only

Purpose	: CERTIFICATE OR OTHER DOCUMENT - 19
Applicant	: Qadir Masih [36502-3036698-7]
S/O	: Inayat Masih
Address	: Chak No.148/9-L, P/o Khazs, Tehsil District Sahiwal
Issue Date	: 30-Apr-2026, 10:23:12 AM
Delisted On/Validity	: 7-May-2026
Paid Through Challan	: 2026BD8FDF755998
Reason	: For Agreement

نوٹ: یہ ٹرانزیکشن جاریہ اسے سات دنوں تک کے لیے قابل استعمال ہے۔ ای اسٹامپ کی تصدیق بذریعہ ویب سائٹ کیجیو آرکوڈ سے کی جاسکتی ہے۔

Please Write Below This Line

AGREEMENT FOR ACQUIRING JANITORIAL SERVICES

This agreement is made on 1st Day of May, 2026 between the **Pakistan Institute for Parliamentary Services (PIPS), Ataturk Avenue, F-5/2, Islamabad** which expression shall unless excluded by or repugnant to the context be deemed to include his successors in office, representatives and assigns) of the one part and **M/s Noha Global Services, Suite 601, 6th Floor, Islamabad Stock Exchange Tower, 55B Jinnah Ave, F 7/4 Blue Area, Islamabad** with their corporate status and registered address here in after referred to as the "CONTRACTOR" which expression shall unless excluded by or repugnant to the context be deemed to include (in case of individual or proprietorship firm, his heirs legal representatives or if a partnership, the party or survivors of them, their respective heirs, executive heirs executors and administrators of if a company, its successors in business) of the other part. And whereas security deposit of **Rs. 20,000/-** deposited by the firm will be in custody of PIPS till completion of this contract.

Purpose:

The purpose of this Contract is to procure professional, effective, and reliable janitorial services from the Company that meet international standards to enable the Institute to carry out its activities without interruption.

Term:

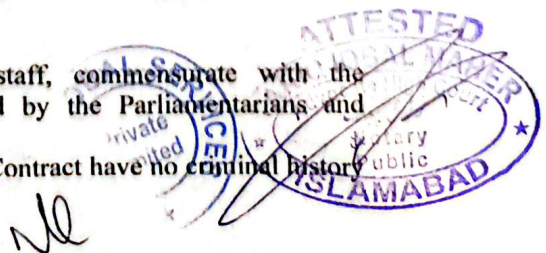
This Contract and the services provided hereunder as well as the payment provisions of paragraph 8 shall commence on 1st May, 2026 and shall continue until 30th April, 2027 unless earlier terminated in accordance with the terms of this Contract. This agreement may be extended for such period and on such terms as are mutually agreed upon by both the parties. The Institute shall have at any time without assigning any reason whatsoever terminate this agreement by giving one month's prior written notice to The Company. The company may also, at any time by giving an advance notice of one month to the Institute in writing with proper justification, terminate this agreement.

Contract Price:

The "Company" shall provide **04 Nos. x Janitors plus 01 No. x Janitor/Supervisor @ Rs. 250,307/-** including all taxes to be paid at the end of every month on provision of Invoice by the Company. The payment will be subject to withholding taxes at such rates as are prescribed by the Govt. from time to time. The number of Janitors may vary as per circumstances duly written and acknowledged & the "Institute" shall not ask the janitorial staff to perform duties at a place other than the one specified above.

3. Janitors Qualification:

- The Company shall provide reasonably educated staff, commensurate with the requirements of the Institute being a facility to be used by the Parliamentarians and local/foreign dignitaries etc.
- The Company shall ensure that Janitors it assigns to this Contract have no criminal history or record and no history of human rights abuse.



4. Janitors' Conduct and Performance Standards:

- (a) The janitorial services provided for by this Contract shall be performed by qualified, trained Janitors, maintaining a professional demeanor at all times and in strict compliance with standards/ norms.
- (b) The company shall comply with all applicable Pakistani laws and regulations in connection with the provision of services to the Institute under this Contract.
- (c) If for any reason whatsoever, the Institute believes that a Janitor of the company is not properly carrying out his assigned duties pursuant to the terms of this Contract or not adhering to the standard practices in carrying out his assigned duties, The company will immediately address the situation and shall, at the request of the Institute, remove such janitor from the performance of janitorial services to be provided under this Contract. When removal is requested, The Company shall expeditiously substitute another janitor within a reasonable time frame.
- (d) Discipline of company's janitor force is the responsibility of the Company.
- (e) Janitors must ensure their presence. Attendance will be marked on daily basis.
- (f) If a janitor is absent, the replacement will be the responsibility of the Company.

5. Control of Janitors and Interface between Janitors and Institute:

- (a) The company shall appoint an Officer to directly liaison with the Institute on a day-to-day basis on all janitorial matters. The Officer shall follow the direction and janitorial requirements for the Site, as determined by the Institute's designated employees, agents and representatives managing this Contract.
- (b) The Institute shall designate employees, agents or representatives responsible for the coordination, administration and implementation of this Contract.

6. Access:

The Institute shall provide the Janitors access to its Site at the level, as determined by the Institute, necessary for The Company to provide the janitorial services specified in this Contract. The Institute reserves the right to restrict or deny access to the Janitors to areas of its Site that it deems unnecessary for provision of services under this Contract.

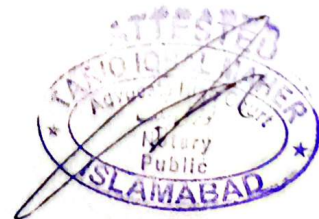
7. Identification, Equipment, Transportation and Life Support:

(a) **Identification:** The Company shall provide each Janitor with a valid, Company-issued identification card and Company Badge, both of which must be displayed, or in the Janitor's possession, at all times in connection with the provision of services to the Institute under this Contract. The Institute may provide each Janitor with a Site-specific identification card, at its own expense, which, if so provided, shall be displayed at all times in connection with the provision of services to the Institute under this Contract.

(b) **Equipment and Transportation:**



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The Company shall provide any and all equipment/transportation, including but not limited to uniforms and other items of clothing, weapons and ammunition, and janitor equipment kit as are necessary to carry out the duties under this contract. It also includes the obligation of the Company to ensure that all equipment used in connection with the provision of services under this Contract is maintained in good working order.

8. Payment:

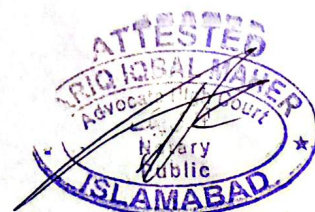
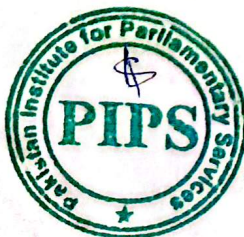
- a) Except as provided below, the Institute will pay the Company the monthly Contract price not later than fifteen (15) days from the submission of an acceptable invoice. An acceptable invoice will consist of an invoice, together with a certified payroll by janitor name, daily shift logs and monthly shift summaries, janitor identification number and salary entitlement.
- b) The Company shall ensure that minimum wages are paid to their employees as per directives of Government of Pakistan. For clarity, minimum wage is the level set by Government, below which it is illegal for the employer to pay his or her employees. The daily wage rate amounting to Rs.1,423/- per day is only a derivation of monthly rate of minimum wages (Rs. 37,000/-) divided by 26 days for which minimum wage rate is notified by the Government. The wage rates may vary from time to time as notified by Government of Pakistan, for which the vendor must submit an undertaking (Annexure-A to the agreement), committing to adhere to the said wage rates in true letter and spirit.
- c) The Institute will subsequently certify the payroll and shift logs as accurate, or notify the Company of any payroll discrepancies. In the case of discrepancies, the parties will make a good faith effort to resolve the discrepancies. Any salary discrepancies not resolved to the satisfaction of the Institute will be deducted from the following month's payment.
- d) Should the Company fail to pay its employees the salary due and the Institute can provide adequate proof of same, the Institute shall notify the Company of the shortfall and the amounts due and expect that the Company remedy the underpayment within 10 calendar days of the notification provided by the Institute.
- e) Payment to the Company by the Institute shall be in Pak Rupees.
- f) Neither the acceptance of, nor payment for, services performed under this Contract by THE COMPANY shall be construed to operate as a waiver of any rights of either Party under this Contract.
- g) Income Tax will be paid by the vendor while all other taxes/GST, if levied, will be paid by PIPS.

9. Modification of Contract:

The Parties may modify the terms and conditions of this Contract, with respect to any of the provisions of this Contract, by the mutual written agreement of duly authorized representatives of each Party, which modification shall be executed in the form of an amendment to this Contract.

10. Indemnity:

- (a) The Company shall, at all times during the currency of this agreement, indemnify the Institute in full against actual losses and claims for injuries or damage to any person or



property occasioned or caused by or resulting directly from the negligence or infidelity of company personnel, provided company shall not be responsible in any manner for any losses occasioned or caused by or resulting from the conduct (omission and commission) of the Institute or of the Institute's employees or due to natural calamities, disturbances, mob attacks etc.

(b) The company shall indemnify the Institute and keep the Institute harmless in so far and to the extent that it is entitled to an insurance indemnity in the circumstances, against any and all losses, claims expenses or liabilities due to injury or death to janitorial personnel which may result from or be incurred while engaged in the services contemplated under this agreement except to the extent that the Institute may by law be responsible to his / its own employees for workman's Compensation.

11. Scope of Work:

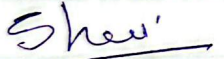
The Company is bound to perform all the janitorial tasks as per scope of work defined in tender documents. No deviation whatsoever will be accepted in scope of work for the Company.

12. Timings:

Services are required for five days a week basis (in case of exigency if the office is opened on holiday, the firm shall deploy staff without additional claim/charges in terms of remuneration). The official timings for the janitorial firm will start from 08:00 am to 06:00 p.m. on daily basis with lunch break (Saturdays Sundays Off). The contractor will make sure that the janitors will not be subject to any extra work on weekly holidays.

12. Conflict Resolution:

All questions, disputes, controversies or claims arising directly or indirectly out of or consequent to this agreement shall be settled by mutual negotiations. Should such negotiations fail, the matter shall be referred to the Director General (Administration), PIPS whose decision will be final and binding for both the parties. However, all the legal forums will also be available to both parties. The parties signing below hereby agree to the terms and conditions of this Contract by so signing below on 1st May, 2026.


For and on behalf of
Pakistan Institute for Parliamentary Services M/s NOHA Global Services


For and on behalf of

