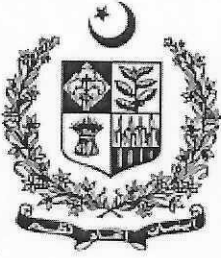


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(Islamabad Capital Territory)



ICT-37B291973C6CCF29

PSID-1012300032628258593

Rs 100/-

One Hundred Rupees Only

Purpose	: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(ccc)
Applicant	: Qadeerullah [14201-2136919-7]
S/O	: Nasrullah Jan
Address	: Office No. 2, Ground Floor Sadiq Chamber, G-7 Markaz Islamabad
Issue Date	: 06-Jul-2026, 02:00:07 PM
Delisted On/Validity	: 21-Jul-2026
Paid Through Challan	: 2026A4E32021FC5C
Reason	: Agreement

نوٹ: یہ ٹرانزیکشن تاریخ اجراء سے پندرہ دنوں تک کے لیے قابل استعمال ہے۔ اسی اسامیہ کی تصدیق بذریعہ ویب سائٹ، کیو آر کوڈ سے کی جاسکتی ہے۔

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ANNEX-I

CONTRACT AGREEMENT

This **OPERATION AND MAINTENANCE AGREEMENT** (hereinafter called the 'Agreement') is made and entered into the 6th day of July, 2026 by and between [**Overseas Pakistanis Foundation**] (hereinafter called the 'Company'), and [M/s B.E Engineers, ISB] represented by Mr. Muhammad Rafiq authorized representative, with its principal office at Office # 3, 2nd Floor, Sadiq Chamber, G-7 Markaz, Sitara Market, Islamabad (hereinafter called the 'Contractor').

WHEREAS the *Company* owns a Heating Ventilation and Air Conditioning plant and ancillary equipment (hereinafter referred to as '*HVAC System*') installed at its Head Office Building located at Shahrah-e-Jamhuriat, G-5/2, Islamabad and desires to contract for operation and maintenance of the HVAC System.

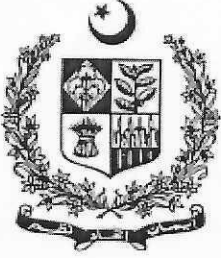
WHEREAS, the *Contractor* provides Operation and Maintenance Services and has agreed to provide those services for the *HVAC System* of the *Company* at monthly payment (hereinafter referred to as 'Agreed Price') and as per terms and conditions set forth in this *Agreement*.

NOW, THEREFORE, FOR VALID CONSIDERATION THE ADEQUACY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES DO HEREBY AGREE AMONST THEMSELVES AS FOLLOWS: -

1. The *Contractor* shall operate and maintain *HVAC System* at the *Agreed Price* amounting to Rs. **4,176,000/-** per year (Rs. 348,000/- per month) during normal office hours (i.e. from 0800 to 1600 hours currently) on all working days and overtime after normal working hours and/or holidays when required. The *Contractor* shall be responsible for maintaining the correct / desirable temperature during working hours daily. The *Contractor* may need to start the plant at earlier hours to maintain proper temperature at 08:00 AM. The *Contractor* may keep such fact in mind that no additional benefits will be allowed for overtime.
2. The *Agreement* shall remain valid for an initial period of one (01) year commencing from 01st July, 2026 (date). Upon expiry, the *Agreement* may be extended annually,



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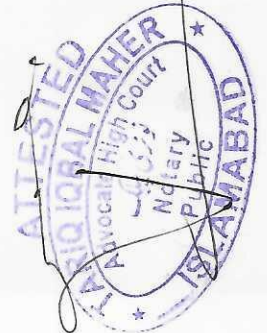
Purpose	: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(ccc)
Applicant	: Qadeerullah [14201-2136919-7]
S/O	: Nasrullah Jan
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Delisted On/Validity	: 21-Jul-2026
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Reason	: Agreement

نوٹ: یہ ٹرانزیکشن تاریخ اجراء سے پندرہ دنوں تک کے لیے قابل استعمال ہے۔ اسی اسامیہ کی تصدیق بذریعہ ویب سائٹ، کیو آر کوڈ سے کی جاسکتی ہے۔

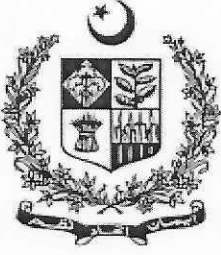
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subject to satisfactory performance and mutual consent, up to a maximum total period of three (03) years. A 10% increase in the *Agreed Price* shall be applicable on each annual extension.

3. No escalation in *Agreed Price* shall be payable to the *Contractor* except which is mentioned in the *Agreement*. The *Agreed Price* shall be inclusive of all increases in rates / wages of labour till the completion of the *Agreement*.
4. The *Contractor* shall deposit an amount equivalent to 10% of the quoted amount for entire year, as Security Deposit till completion of the *Agreement*. The *Company* shall return the Security Deposit to the *Contractor* on successful completion of the *Agreement* after deducting any damages to the HVAC System caused due to negligence of the staff deputed by the *Contractor* or any malafide intent of the *Contractor*.
5. The *Company* shall reserve the right to terminate the *Agreement* at any time due to unsatisfactory performance of the *Contractor* by giving one month notice to the *Contractor*. In case of termination of the contract, any damage caused to the equipment due to negligence of the *Contractor* will be recovered from the Security Deposit of the *Contractor*.
6. The *Contractor* will depute the following staff for operation / maintenance of the HVAC System: -
 - i. 01 x HVAC Engineer (Electrical / Mechanical) having valid registration with Pakistan Engineering Council (PEC) and at least 5 years' experience in operation & maintenance of HVAC Systems.
 - ii. 01 x Supervisor (Fully Skilled and conversant with the required work).
 - iii. 02 x Semi-skilled workers.
7. The *Contractor* shall submit names and qualifications of the Engineer, supervisory and maintenance staff which is proposed to be employed and having distribution of work for each member of the staff. In case of change of any staff member, the *Contractor* shall report the *Company* in writing. Deputed staff must have the required qualifications / experience as mentioned in the above clause. Moreover, all the staff deputed by the *Contractor* must be fully vaccinated for Covid-19. Vaccination Certificates will have to be submitted to the *Company* in this regard.
8. The *Contractor* shall ensure payment of its deputed staff according to minimum wages specified by the Government of Pakistan.
9. The *Contractor* shall submit a list of tools and equipment suitable and sufficient to meet day-to-day requirement for operation and maintenance of the HVAC System. Supply of cotton waste, normal lubricants and grease for maintenance of all



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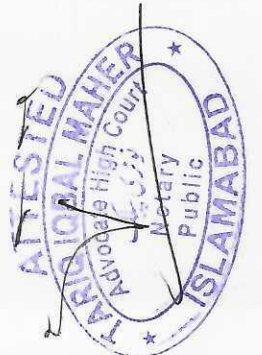
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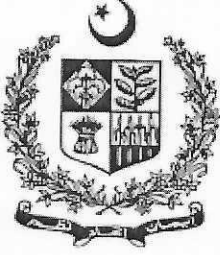
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equipment will be the responsibility of the *Contractor* and no extra payment will be made to the *Contractor* for these items. All consumables and minor tools shall be provided by the contractor. List to be submitted and approved before deployment.

10. The *Company* shall provide all material i.e. chemicals, necessary spares, electricity, gas, fuel & water for maintenance of the *HVAC System*.
11. The *Company* shall provide a suitable office room with necessary telephone facilities near or in the *HVAC System*.
12. Authorized agent / engineer of the *Contractor* shall remain available at the site during office hours for meetings. The *Contractor* shall notify OPF the addresses, telephone contact number of its agent / engineer to meet any emergency situation.
13. The orders given to the *Contractor's* agent verbally or in writing at site shall be considered to have same force as if they had been given to the *Contractor*.
14. The measurements for rectification of defects & replacement of parts etc. shall be decided by OPF. Major overhauling of any major breakdown will be done by the lowest bidder.
15. In case of any major breakdown of HVAC equipment requiring replacement or repair of major components (such as compressors, condenser coils, evaporator coils, motors, pumps, control panels, or other critical parts), the cost of such repair or replacement shall be borne by the Company, provided that the breakdown is not caused due to negligence, mishandling, improper maintenance, or fault of the staff / engineer deputed by the Contractor. The cause of the breakdown shall be determined through a joint inspection by representatives of the Company and the Contractor, and the findings shall be recorded in writing. The repair or replacement work shall only be carried out after approval of the competent authority of the Company based on a technical assessment and cost estimate. If it is found that any property including machinery, system & structure of the building is damaged, defaced or disturbed, the Contractor will be responsible for repair / replacement of the parts at their own cost within a minimum possible time, failing which the loss will be recovered from the firm with penalty.
16. The *Contractor* will be bound to provide its services with regard to smooth functioning of the *HVAC System* after office hours if officers / officials of the *Company* are sitting in the office. Further, in case the *Company's* Head Office is operational in gazette holidays including weekly holidays, the *Contractor* will also ensure availability of its technical staff on call.
17. Daily attendance of staff deputed on this job will be evaluated through Biometric Attendance System installed at OPF Head Office, G-5/2, Islamabad or manually.



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Reason	: Agreement

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

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18. The *Contractor* shall execute the maintenance & operation work of the *HVAC System* in accordance with the standard specifications laid down in operation / maintenance manuals of the respective manufacturers & as per instructions of the *Company*. Failure to follow OEM maintenance standards may result in early termination of contract
19. Cost of major breakdown shall be recovered from the *Contractor* if it necessitated due to any fault or negligence of the staff / engineer deputed by the *Contractor*. If it is found that any property including machinery, system & structure of the building is damaged, defaced or disturbed, the *Contractor* will be responsible to make good / replace at their own cost within a week's time, failing which the loss will be recovered from the firm with penalty.
20. The *Agreed Price* will be inclusive of all taxes. No extra payment on account of taxes will be made.
21. In case of any dispute in the Contract, the case will be put up to the Managing Director of the *Company* for arbitration / final decision.

IN WITNESS WHEREOF the parties hereto have caused the *Agreement* to be executed on the day, month and year first written in accordance with their respective laws.

FOR & ON BEHALF OF THE COMPANY

SIGN: [Signature]
Name: M. Waqar Khan Lodhi
Designation: Add. Director
CNIC: 37405-9949532-7

Witness - 01

SIGN: [Signature]
Name: Tawad Ahmad
CNIC: 36302-0278237-9

FOR & ON BEHALF OF THE CONTRACTOR

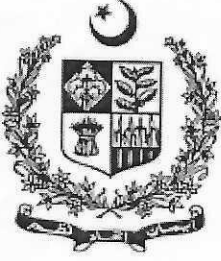
SIGN: [Signature]
Name: Muhammad Rafiq
Designation: Director
CNIC: 37405-0128249-1

Witness - 02

SIGN: [Signature]
Name: Shoaib Hussain
CNIC: 61101-3418598-5



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(Islamabad Capital Territory)



ICT-AF578C21B26EC825

PSID-1012300032628716513

Rs 100/-

One Hundred Rupees Only

Purpose	: AFFIDAVIT - 4
Applicant	: Shoaib Hussain [61101-3418598-5]
S/O	: Ulfat Hussain
Address	: Off. 2, Ground Floor, Sadiq Chamber, G-7 Markaz, Islamabad.
Issue Date	: 06-Jul-2026, 02:23:50 PM
Delisted On/Validity	: 21-Jul-2026
Paid Through Challan	: 2026E653FB7CF1F4
Reason	: Affidavit for Authorization

نوٹ: یہ ٹرانزیکشن تاریخ اجراء سے 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

SPECIAL POWER OF ATTORNEY

Know all men by these presents that, We **MR. ZAKA KHURSHID S/o KHURSHID ALI**, R/o House No. 613/B, Street No.6, Allabad, Chur Harpal, Rawalpindi, having CNIC No. 37405-0270611-1 & **MR. KALIM ULLAH S/o AMAN ULLAH**, R/o Shagi Banda Teeri, P.O. Khas, Banda Daud Shah, District Karak, having CNIC No. 14201-2136929-1, & **MR. TAHIR GULZEIB S/o GUL ZAMAN**, R/o House No.564-C, Allabad, Street No. 10, Rawalpindi Cantt. Having CNIC No. 37405-0256758-7, (Partner of M/s B.E Engineers Zarai Taraqiati Bank Limited, Head Office Building Islamabad) do hereby constitute, nominate and appoint **MR. MUHAMMAD RAFIQ S/o GHULAM RASOOL**, R/o House No. 60-C, Street No.18, Sector G-6/2, Islamabad) having CNIC No. 37405-0428249-1 as our true and lawful Special Attorney in our behalf in respect of M/s B.E Engineers Projects at OPF, Head Office Building Islamabad, do hereby authorize above named Special Power of Attorney to act and do the following acts, deeds, matters, and things on our behalf in connection with the aforementioned business:-

1. To look after supervise as manage the said business in all respect.
2. To enter into agreement and to make & receive payments on our behalf of the said company with OPF, Head Office, Islamabad, regarding the services provided by this business.
3. To sign all kinds of documents regarding above said business.

Generally to do each and every regarding this completion of the purposes stated above. All the acts, matters, deed and things which will be done by the said Special Attorney on our behalf regarding the subject matter shall be constructed as having been done by us and we do hereby ratify and confirm the same.

IN WITNESS WHERE off we have put our respective hands to this deed at Islamabad on this 06th, July 2026, in presence of the witnesses below:-

Executants:-
ZAKA KHURSHID
CNIC No. 37405-0270611-1

Executants:-
KALIM ULLAH
CNIC No. 14201-2136929-1

Executants:-
TAHIR GULZEIB
CNIC No. 37405-0256758-7



MUHAMMAD RAFIQUE

1. _____
2. _____
3. _____

WITNESSES

1. Shuaib Hussain
38403-1880798-1

2. Shoaib Hussain
61101-3418598-5

