

No. D. 5164 /26 DW
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Directorate of Works & Services)

June 24, 2026

M/s Al-Raza Engineering,
Workshop: NB-181 Nazimabad,
Saidpur Road, Rawalpindi.
Cell No. 0333-5156149

ACCEPTANCE LETTER / WORK ORDER

Subject: **ANNUAL CONTRACT OF "OPERATION & ROUTINE MAINTENANCE OF HVAC PLANT INSTALLED AT PARC HQs. BUILDING, SECTOR G-5/1, ISLAMABAD."**

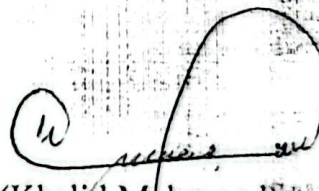
I am pleased to inform you that the Competent Authority has approved your bid opened on 21.05.2026 for the work titled "Operation & Routine Maintenance of HVAC Plant installed at PARC HQs. Building, Islamabad, for two years extendable for another year on same rates, terms & conditions. A remuneration @ Rs. 164,000/- (Rupees One Hundred Sixty Four Thousand only), Per Month will be paid with an annual Contract cost of Rs.1968,000/-and 3,936,000/- for two years.

You are therefore advised to:

- 1) Take over the HVAC Plant w.e.f. 01-07-2026 for Operation & Routine Maintenance according to the terms & conditions laid down in by PARC in the bidding documents.
- 2) You will sign the Contract Agreement @ Rs.1000/-on judicial stamp paper within ten days of issuance of Acceptance Letter.
- 3) You will provide list of technical skilled staff deputed for the work as mentioned in the tender documents.
- 4) You will provide list of tools & equipment required for daily maintenance of HVAC plant.
- 5) The Contract will be governed according to the terms & conditions annexed with this Letter of Acceptance and the monthly payments shall be made after satisfactory operation and routine maintenance of HVAC Plant during the month according to Clause (viii) of General Terms & Conditions.
- 6) You have to arrange & provide name of Boiler Engineer to Boiler Inspector, Government of the Punjab during winter at your own cost. This is pre-requisite before Boiler Inspector will issue certificate.

- 7) The fee of Boiler Inspection fixed by Government will be paid by PARC. You have to get time for inspection from Boiler Inspector, Government of the Punjab and arrange transport for his inspection. There might be other expenses relating to his inspection. Such expenses have to be borne by you.
- 8) You have to arrange T&P and cleanliness materials at plant. The list of tools & plants and cleanliness materials can be collected from ATO PARC, at any time. I would personally check their availability at plant site.
- 9) Your Earnest Money of Rs.150,000/- shall be kept as Security Deposit during currency of the Contract and will be released after expiry of the Contract on successful completion.
- 10) In case of any dispute between the Employer and the Contractor, the dispute shall be settled as per provisions of Arbitration act 1940 (Act. No. X of 1940). The place of Arbitration shall be at Islamabad. The matter shall first be referred to the Director (Works) PARC. In case of dissatisfaction on his decision, the matter shall be referred to the Chairman PARC and the decision of the Chairman PARC will be considered as final and binding

You are requested to contact the undersigned for taking over HVAC plant w.e.f. 01-07-2026 after which its security and safety shall be your responsibility during contract period.


(Khalid Mahmood)
24/6/2
Sr.Estae Officer/STO (Civil) PARC

Accepted by

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CC:-

- Director (Works), PARC.
- Mr. Muhammad Naveed, ATO (Civil), PARC.