

Overseas Pakistanis Foundation

Ministry of Overseas Pakistanis & Human Resource Development
Government of Pakistan

(Publicity & Marketing Cell)

No. OPF/1/P&MC/Media/2026

14th September, 2026

Mr. Ali Tayyab Naqvi
Director Sales
M/s Clixosoft
291 A, Johar Town, Lahore,
Ph: 0322 7501472

Subject: WORK ORDER – HIRING OF MEDIA OUTREACH AND WEBSITE MANAGEMENT SERVICES FOR OPF

I am directed to refer to your proposal in response to Request for Proposal (RFP) regarding inviting proposals for Hiring of Media Outreach and Website Management Services, presentation before committee and subsequent correspondence.

2. The authority is pleased to award the contract for Media Outreach and Website Management Services for OPF to M/s Clixosoft as given below:

a) Scope of Work / Services

As per Scope of Work mentioned in RFP documents.

b) Contract Period/ Price

1 Year (including 3 months trial period) from the date of issuance of this Work Order.
Total Amount of Rs. 8,280,000/- per year / Rs. 690,000/- per month (Inclusive of All ancillary expenses for satisfactory performance of complete services during the Contract Period), payable as per contract agreement.

c) Performance Security

As per contract agreement.

d) Deliverables

All outputs, reports, designs, content, campaigns, website updates, analytical reports, source files, databases, credentials, documentation and other deliverables required under the Contract.

e) Governing Documents

- RFP Document.
- Contract Agreement dated 14.09.2026
- This Work Order

3. You are requested to commence agreed services with immediate effect.



(M. Faizan e Mustafa)
Assistant Director
Ph: 051 9048375

E-STAMP
(Islamabad Capital Territory)



ICT-CD73FB1E9B076E06

PSID-1012300032637255102

Rs 1,200/-

One Thousand Two Hundred Rupees Only

Deed Name	: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(ccc)
First Party	: OVERSEAS PAKISTANIS FOUNDATION [38302755787]
Second Party	: CLIXOSOFT MEDIA AGENCY [3830275578787]
Receipient	: MUHAMMAD IRFAN [38302-7557878-7]
Issue Date	: 11-Sep-2026, 02:45:02 PM
Stamp Duty Paid by	: CLIXOSOFT MEDIA AGENCY [3830275578787]
Paid Through Challan	: 2026779DF6E9734A

Please Write Below This Line

CONTRACT AGREEMENT

This Contract is made and executed at OPF Head Office G-5/2 Islamabad, Pakistan, on this 11 day of September, 2026.

BETWEEN

M/s Clixosoft, an FBR/GST registered firm, having its Head Office at 291-A, Johar Town, Lahore, Pakistan, through its duly authorized representative, hereinafter referred to as the **“Contractor”** or **“Party of the First Part”**, which expression, where the context so permits, shall include its successors, permitted assigns, legal representatives and authorized personnel;

AND

Overseas Pakistanis Foundation (OPF), an autonomous organization under the administrative control of the Ministry of Overseas Pakistanis & Human Resource Development, Government of Pakistan, having its Head Office at OPF Head Office Building, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad, Pakistan, through its duly authorized representative, hereinafter referred to as the **“Client”** or **“OPF”** or **“Party of the Second Part”**, which expression, where the context so permits, shall include its successors and permitted assigns.

The Contractor and OPF are hereinafter individually referred to as a **“Party”** and collectively as the **“Parties.”**

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATION

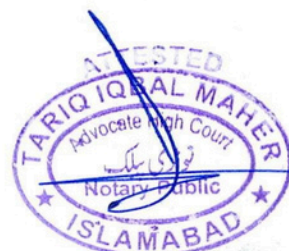
Unless the context otherwise requires:

1.1 Services: Cover all media outreach, website management, data protection and security, digital communication, content development, social media management, website administration, monitoring, reporting, technical support, creative work, maintenance and all other services, deliverables and activities specified in the Contract Documents.

1.2 Contract Documents: are the documents listed in Clause 2.

1.3 Contract Price: Total amount of Rs. 82,80,000/- for one year inclusive of all the ancillary expenses incurred, payable by OPF to the Contractor for satisfactory performance of the complete Services during the Contract Period.

1.4 Data: All data, records, documents, photographs, videos, graphics, passwords,



credentials, databases, correspondence, personal data, website content, social-media information, institutional information and any other information belonging to or relating to OPF.

1.5 Deliverables: All outputs, reports, designs, content, campaigns, website updates, analytical reports, source files, databases, credentials, documentation and other deliverables required under the Contract.

1.6 Material Breach: Any breach which substantially affects or is reasonably capable of affecting the performance, security, reputation, legal interests, confidentiality, public image or operational requirements of OPF, including persistent non-performance, failure to perform material items of the Scope of Work, unauthorized disclosure of information, data breach, misrepresentation, fraud, abandonment of Services, or repeated failure to rectify deficiencies.

2. CONTRACT DOCUMENTS

The following documents shall constitute and form an integral part of this Contract:

- a. Letter of Acceptance/Award Letter;
- b. Work Order/Purchase Order;
- c. this Contract Agreement;
- d. Request for Proposal dated 14.03.2026;
- e. Scope of Work and Schedule of Requirements;
- f. Special Conditions/Terms of Reference, if any;
- g. Contractor's Technical Proposal;
- h. Contractor's Financial Proposal;
- i. approved work plan, implementation plan and deployment plan; (As per RFP Documents)
- j. written clarifications, addenda, amendments and instructions issued by OPF during the procurement process or Contract Period; and
- k. any other document expressly incorporated into the Contract in writing.

2.1 No Oral Variation

No oral statement, assurance, representation, discussion or understanding shall amend, waive, vary or supersede any provision of this Contract.

Any amendment, variation, relaxation or waiver shall be valid only if made in writing and approved by the Managing Director, OPF, subject always to applicable procurement laws, rules and procedures.

3. EFFECTIVE DATE AND COMMENCEMENT OF SERVICES

3.1 This Agreement shall be executed on the date on which it is signed by both Parties (14.09.2026). The Contract shall remain valid for a period of **one (01) year** starting from 14.09.2026 to 13.09.2027.

3.2 Any extension or renewal shall be subject to satisfactory performance and approval of the Managing Director, OPF. No automatic right of renewal shall accrue in favor of the Contractor.

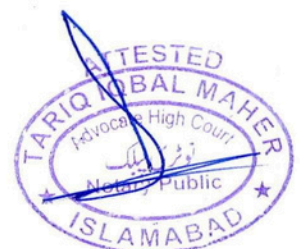
4. CONTRACT PRICE AND PERFORMANCE SECURITY

4.1 The total Contract Price shall be:

PKR 8,280,000/- (Pak Rupees Eight Million Two Hundred Eighty Thousand Only) for the term of one (01) year, payable in twelve (12) equal monthly payments of PKR 690,000/- (Pak Rupees Six Hundred Ninety Thousand Only). Quarterly payment shall be payable by the Client through a crossed cheque or online transaction, subject to the Contractor having rendered the Services to the satisfaction of the Client and in accordance with the terms and conditions of this Agreement.

4.2 The Contract Price shall be firm and fixed throughout the Contract Period and shall include all costs necessary for complete performance of the Services, including but not limited to:

- a. salaries, remuneration and reimbursement benefits of Contractor's personnel;
- b. transportation and communication expenses;
- c. equipment, software and technical resources;
- d. content creation and creative resources;
- e. website management and technical support;
- f. administrative and operational expenses;



- g. duties, levies and applicable taxes;
- h. insurance and statutory obligations;
- i. incidental and ancillary expenses; and
- j. all other costs required for complete and satisfactory performance of the agreed services.

4.3 No additional payment shall be admissible merely because the Contractor underestimated its costs, resources, manpower, time or operational requirements.

4.4 The Contractor shall furnish, within **seven (7) days** of execution of this Agreement, a **Performance Security equivalent to ten percent (10%) of the total Contract Price**, amounting to **PKR 828,000/- (Pak Rupees Eight Hundred Twenty-Eight Thousand Only)**, in the form of an **irrevocable and unconditional Bank Guarantee** issued by a scheduled bank acceptable to the Client.

4.5 The Performance Security shall remain valid throughout the entire Contract Period or until all contractual obligations of the Contractor have been fully and satisfactorily discharged, whichever is later.

4.6 The Client shall be entitled to invoke and encash the Performance Security, in whole or in part, without prejudice to any other rights or remedies available to it under this Agreement or applicable law, in the event of any material breach, failure to perform, unsatisfactory performance, non-compliance with the contractual obligations, or failure by the Contractor to remedy any default within the period specified by the Client.

4.7 Where the Performance Security is partially or wholly encashed, the Contractor shall, upon written demand by the Client, replenish the Performance Security to its original amount within **seven (7) days**.

4.8 Subject to the Contractor having duly and satisfactorily performed all its obligations under this Agreement and there being no outstanding claims, liabilities, or breaches, the Performance Security shall be released/returned by the Client after expiry of the applicable validity period, without any markup, interest, or other payment thereon.

5. SCOPE OF SERVICES AND CONTRACTOR'S RESPONSIBILITY

5.1 The Contractor shall perform the entire Scope of Work specified in the Contract Documents diligently, professionally, continuously and within the prescribed timelines.

5.2 The Contractor shall provide all personnel, expertise, equipment, infrastructure, software, technical resources and other resources necessary for satisfactory performance.

5.3 The Contractor shall not selectively perform only those activities which it considers convenient, commercially beneficial or separately remunerable.

5.4 Any activity expressly included in the Scope of Work, Schedule of Requirements or Contractor's Technical Proposal shall be deemed included in the Contract Price.

5.5 Failure to perform any material component of the Scope of Work shall constitute a contractual default and may result in withholding of payment, imposition of liquidated damages, requirement for rectification, recovery of additional costs, risk-and-cost execution, termination and/or any other remedy available to OPF.

6. PERFORMANCE OBLIGATIONS AND EXISTING/NON-COMPLETED WORK

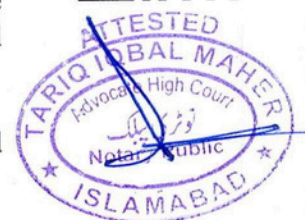
6.1 The Contractor expressly confirms that it has understood the complete Scope of Work and shall perform every contractual obligation in accordance with the required standards.

6.2 Where any activity, deliverable or service was communicated to or agreed with the Contractor during the procurement/implementation process and is also reflected in the RFP, Scope of Work, Technical Proposal, Work Order or any written direction issued by OPF, the same shall be treated as part of the Contractor's contractual obligations.

6.3 The Contractor shall not rely upon any alleged oral understanding to avoid performance of an obligation which forms part of the written Contract Documents.

6.4 Any existing deficiency, omission, incomplete activity or outstanding Deliverable identified by OPF shall be communicated to the Contractor in writing, and the Contractor shall, at its own cost and without any additional payment, rectify, complete or deliver the same within the period specified by OPF.

6.5 Where the Contractor raises any identified deficiency, omission, incomplete activity or outstanding Deliverable, it shall submit a reasoned and documented written response to OPF immediately without any delay, receipt of the relevant notice, clearly identifying the grounds of such dispute and the specific provision of



the Contract Documents upon which it relies. Mere denial or a general assertion that the work is outside the Scope of Work shall not constitute a valid dispute.

6.6 Failure by the Contractor to raise a specific and reasoned objection within the period prescribed shall be deemed, for purposes of contractual administration, to constitute acceptance of the identified deficiency and the requirement to rectify, complete or deliver the same, without prejudice to any rights or remedies available to OPF under this Contract or applicable law.

6.7 If the Contractor fails to rectify, complete or deliver the identified work within the period specified by OPF, such failure shall constitute a breach of the Contract and OPF may, subject to the Contract Documents and applicable procurement rules, take one or more of the following measures:

- a. withhold or defer payment relating to the deficient, incomplete or unperformed Services until satisfactory compliance;
- b. impose and/or recover liquidated damages;
- c. recover any additional reasonable cost incurred by OPF in obtaining substitute services or remedying the default, to the extent permissible under the Contract and applicable law;

6.8 Any action taken by OPF under this Clause shall be without prejudice to its right to pursue any other contractual or legal remedy available under the Contract or applicable law.

7. Monetization Target and Performance Failure

7.1 The Contractor shall, within six (06) months from the commencement of the relevant Services, develop, submit for OPF's approval, implement and actively pursue commercially viable strategies for monetization of OPF's approved digital/media platforms and related assets, in accordance with the Scope of Work and approved targets. The Contractor shall submit a detailed monetization strategy and implementation plan to OPF within thirty (30) days of commencement of the Services, identifying the proposed revenue streams, implementation milestones, measurable targets, required resources, timelines and projected outcomes.

7.2 Failure of the Contractor to meet any material monetization milestone or target, will result in withholding of payment attributable to the deficient Services, imposition of applicable liquidated damages, recovery of additional costs, adverse performance evaluation and/or termination of the Contract in accordance with its terms and applicable procurement rules.

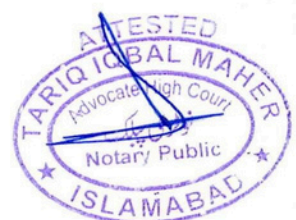
8. Performance Indicator: Growth in Followers

8.1 The Contractor's satisfactory performance in respect of social media and digital outreach services shall, inter alia, be assessed on the basis of measurable month-on-month growth in the number of followers/subscribers of OPF's official social media and digital platforms.

8.2 The Contractor shall maintain and submit, along with each monthly performance/progress report, platform-wise statistics showing: (a) the number of followers/subscribers at the beginning of the reporting month; (b) the number of followers/subscribers at the end of the reporting month; (c) the net increase or decrease during the month; (d) the percentage growth during the month; and (e) the activities undertaken by the Contractor to achieve such growth.

8.3 Repeated failure to achieve the prescribed KPI for two (02) consecutive months or three (03) months during the Contract Period shall constitute unsatisfactory performance and may constitute a contractual breach, entitling OPF to take appropriate action under the Contract, including requiring corrective measures, imposing applicable contractual consequences, and/or termination in accordance with the Contract and applicable procurement rules.

8.4 The Contractor shall not use bots, fake accounts, purchased followers, automated or deceptive engagement, or any other artificial means to achieve the prescribed follower-growth target. Any such activity shall constitute a Material Breach of the Contract and may result in immediate contractual action, including termination, without prejudice to any other remedy available to OPF under the Contract or applicable law.



9. PERFORMANCE REPORTING, VERIFICATION AND PAYMENT

9.1 The Contractor shall submit a comprehensive monthly performance/progress report to OPF in the first week immediately succeeding calendar month, covering all Services performed and Deliverables completed during the preceding calendar month.

9.2 The monthly performance/progress report shall, at a minimum, contain the following:

- a. Services performed;
- b. Deliverables completed;
- c. pending and outstanding activities;
- d. performance against agreed targets and timelines;
- e. media and outreach activities undertaken;
- f. website management and maintenance activities undertaken;
- g. social media and digital performance, where applicable;
- h. technical issues encountered and measures taken for their resolution;
- i. analytics, statistics and measurable results;
- j. complaints, incidents or other performance-related issues;
- k. proposed corrective and improvement measures; and
- l. any other information or supporting material reasonably required by OPF.

9.3 Upon receipt of the monthly performance/progress report, the concerned Division of OPF, including P&MC, as the case may be, shall examine and verify the Contractor's performance against the approved Scope of Work, contractual requirements, agreed targets and Deliverables and shall furnish a performance report/certificate regarding the satisfactory or otherwise performance of the Contractor in the second week of the month.

9.4 Subject to satisfactory performance being duly verified and certified by the concerned Division of OPF/P&MC, and subject to submission of a complete and valid invoice and fulfillment of all other contractual and statutory requirements, the payment shall be processed/released quarterly.

9.5 Failure by the Contractor to submit the monthly performance/progress report within the prescribed time, or submission of an incomplete or materially deficient report, shall constitute a contractual breach. In such event, OPF shall be entitled to withhold processing and/or release of the payment for the relevant month until the requisite report is duly submitted, completed and accepted by the concerned Division of OPF.

10. TAXES, DUTIES AND STATUTORY COMPLIANCE

10.1 The Contractor shall be solely responsible for all taxes, duties, levies, statutory payments, registrations, employee-related obligations and other liabilities applicable to it in connection with the Contract, subject to taxes required by law to be deducted at source by OPF.

10.2 The Contractor shall maintain valid FBR/GST registration and all other registrations required for lawful performance.

10.3 Failure to maintain the required tax/statutory status, furnish valid tax documentation or comply with applicable tax law shall constitute a breach.

10.4 OPF may withhold or deduct any amount required by law and may suspend processing of an invoice where legally required documentation is not furnished.

10.5 The Contractor shall indemnify OPF against any liability, demand, penalty, surcharge, claim or cost arising from the Contractor's failure to discharge its statutory obligations.

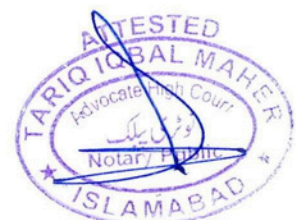


11. CONFIDENTIALITY AND DATA PROTECTION

11.1 The Contractor shall maintain strict confidentiality regarding all OPF information obtained or accessed during performance of the Contract.

11.2 Confidential Information shall include, without limitation:

- a. official correspondence;
- b. personal data;
- c. databases;
- d. website credentials;
- e. passwords and access keys;



- f. internal documents;
- g. unpublished content;
- h. photographs, videos and media material;
- i. strategic and institutional information;
- j. security-related information; and
- k. any information reasonably understood to be confidential.

11.3 The Contractor shall not disclose, reproduce, publish, transfer, sell, exploit or otherwise use Confidential Information except strictly for performance of this Contract and with Client's authorization in writing within time prescribed by client.

11.4 Any legally compelled disclosure shall, to the extent legally permissible, be notified in writing within 24 hours to OPF unless OPF specifies a shorter period due to the seriousness of the incident and the contractor will be under strict liability to recover the lost data within 48 hours of such breach at its own cost.

11.5 Any unauthorized disclosure shall constitute a **Material Breach**.

11.6 Without prejudice to any other remedy, OPF may immediately suspend the Contractor's access to OPF systems/data and may require immediate return/deletion of all information.

11.7 The Contractor shall indemnify and hold harmless OPF, its employees and authorized representatives against all direct losses, liabilities, claims, damages, costs and expenses arising out of or resulting from any unauthorized access, use, disclosure, transmission, copying, retention, loss or compromise of OPF's Confidential Information or Data caused by or attributable to the Contractor or its employees, agents, or representatives. Such unauthorized access, use, disclosure, transmission, copying, retention, loss or compromise shall constitute a material breach of this Contract and, where the conduct constitutes an offence under any applicable law, OPF shall be entitled to refer the matter to the competent law-enforcement, regulatory or other authorities for appropriate criminal proceedings, without prejudice to OPF's rights to pursue contractual, civil or other remedies available under applicable law.

12. OWNERSHIP, POSSESSION AND CONTROL OF DIGITAL PROPERTIES, ACCOUNTS AND ONLINE PLATFORMS

12.1 All domain names, hosting accounts, website credentials, social-media accounts, digital assets and official OPF online properties shall remain under the ownership and control of OPF.

12.2 The Contractor shall not change, transfer, lock, withhold or retain access credentials for the purpose of creating leverage over OPF.

12.3 The Contractor shall maintain proper records of all credentials and shall provide updated credentials, source code and backups to OPF whenever requested.

12.4 Upon expiry or termination, immediate and complete handover of all digital assets, credentials, source files, databases and relevant documentation shall be mandatory.

12.5 Withholding or disabling OPF's access to its own digital assets shall constitute a **Material Breach** and may result in immediate termination and recovery proceedings.

13. CONFLICT OF INTEREST

The Contractor shall immediately disclose any actual, potential or perceived conflict of interest affecting its performance. The Contractor shall not undertake any activity that compromises or may reasonably be perceived to compromise its independent and proper performance of the Contract.

14. NO WAIVER

Failure or delay by OPF in exercising any right or remedy shall not constitute a waiver of that right or remedy. Any waiver shall be valid only if made expressly in writing by Managing Director, OPF.

15. SURVIVAL

The provisions relating to confidentiality, data protection, intellectual property, indemnity, audit, records, payment adjustments, liabilities and dispute resolution shall survive expiry or termination to the extent their nature requires continued operation.



16. NOTICES

16.1 All contractual notices shall be made in writing and delivered by hand, registered post/courier or official email to the authorized representatives designated by the Parties.

16.2 The Parties shall promptly notify each other of any change in their official address or authorized representative.

16.3 A notice concerning breach, termination, suspension or other material contractual action shall be issued through an official and verifiable mode of communication.

17. DISPUTE RESOLUTION

17.1 The Parties shall initially endeavour to resolve any dispute through good-faith negotiation between their authorized representatives.

17.2 If the dispute is not resolved through negotiation, the matter may be placed before the **Managing Director, OPF**, for arbitration- being sole arbitrator, without prejudice to the rights of OPF under applicable law.

17.3 Nothing in this Clause shall prevent OPF from approaching a competent court or authority for urgent injunctive, protective, recovery or other relief where legally permissible.

18. JURISDICTION

Subject to the applicable arbitration mechanism and law, the competent courts at Islamabad shall have jurisdiction in respect of matters arising from or relating to this Contract.

IN WITNESS WHEREOF

The Parties have executed this Agreement through their duly authorized representatives on the date, month and year first above written, in the presence of the witnesses named below.

FOR AND ON BEHALF OF M/s CLIXOSOFT

Party of the First Part / Contractor

Signature: _____

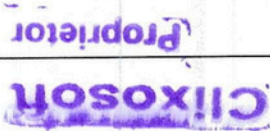
Name: Mahmud Khalid

Designation: CEO

CNIC: 35202-1634786-9

Date: _____

Official Stamp: _____



WITNESSES

Witness No. 1

Signature: _____

Name: Muhammad Nazeem

CNIC: 61101-7465775-1

Address: OPF Islamabad

FOR AND ON BEHALF OF OVERSEAS PAKISTANIS FOUNDATION (OPF)

Party of the Second Part / Client

Signature: _____

Name: Adeel Ahmed

Designation: Dir

CNIC: 61101-8374483

Date: 14 Sep 2026

Official Stamp: _____



Witness No. 2

Signature: _____

Name: QAMAR ABBAS

CNIC: 12101-0929808-1

Address: _____

