

**AGREEMENT WITH PRE-QUALIFIED SERVICE PROVIDER – (NAME OF THE FIRM)**

This agreement is made on this \_\_\_\_ day of \_\_\_\_ 2022 (the “Agreement”)

***By and between***

**Securities & Exchange Commission of Pakistan**, a statutory body established in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 with its head office located at **NIC Building, 63 Jinnah Avenue, Islamabad** (the "Commission", which expression shall, where the context so admits, include its successors in interest and permitted assigns of the One Part)

***And***

\_\_\_\_\_(the “Firm”, which expression shall, where the context so admits, include its successors in interest and permitted assigns of the Other Part)

Commission and the Firm shall hereinafter be referred to as the “Parties” collectively and the “Party” individually and interchangeably.

Whereas;

- a) The Commission is desirous of supply of stationery, toners and misc. items (“**Supplies**”) as per scope of work attached as Annex-A.
- b) The Firm represents and warrants that it has the requisite expertise and adequate skills to provide the supplies as required by the Commission.
- c) The Commission has agreed to engage the services of the Firm and the Firm has agreed to provide the same.

**Now, therefore**, upon the terms and subject to the conditions of this Agreement, it is hereby agreed by and between the Parties as under:

**1. Duration**

This Agreement will become effective on the \_\_\_\_\_ and will remain in effect for a period of **three years on open framework** (the “Term”) or until terminated in accordance with Clause 7 or 9. The termination of this Agreement will not;

(a) relieve either Party from any expense, liability or obligation or any remedy therefore which has accrued or attached prior to the date of such termination, nor

(b) cause either Party to lose, surrender or forfeit any rights or benefits which have accrued at the time of termination.

2. **.Definition**

In this Agreement, the following terms shall have the meanings assigned as under:

- a) “Commission” means the Securities and Exchange Commission of Pakistan.
- b) “Firm” means suppliers prequalified for **Supply of Stationery/toners/Miscellaneous Items** as per prequalification document.
- c) “Supplies” means the **Supply of Stationery/toners/Miscellaneous Items** to be provided by the Firm under this Agreement.

3. **Services**

- a) The Firm shall perform the Services under this Agreement as detailed in **Annexure-A**.
- b) The Firm shall perform and execute the Services at the times and in the manner as specified in **Annexure-A** to this Agreement with due care and skill in accordance with the best professional standards prevailing in similar industry to the satisfaction of the Commission.
- c) The Firm recognizes and assures that any Services performed under this Agreement and work done shall be the exclusive property of the Commission and the Firm shall have no right or claim to it.
- d) The Parties hereby agree that this Agreement does not in any manner restrict the Commission from the appointment of any other Firm for similar purposes. The Commission reserves the right of appointment concerning the subject matter of this Agreement and may appoint several Firms for the purpose of the Services stated herein.

4. **Responsibilities**

a) **Firm**

The Firm shall: -

- (i) ensure the effective performance and execution of Services detailed in **Annexure-A**.
- (ii) endeavor to effectively perform its obligations and ensure to satisfy the objective of the Commission regarding the Services.
- (iii) make appropriate documentation available to the Department.

b) **Commission**

The Commission shall:-

- (i) arrange for adequate and concise documentation in order to facilitate the Firm for the execution of Services to be rendered under this Agreement.
- (ii) facilitate the Firm regarding execution of the Services.
- (iii) provide adequate information necessary for the execution of the Services to be performed by the Firm.
- (iv) ensure that the terms of this Agreement are implemented as mutually agreed between the Parties.
- (v) Ensure timely payments in accordance with the Agreement.

5. **Payments**

- a) The fee shall be as per bid submitted against the requirement.
- b) The amount quoted in the bid shall be the total fee and if declared as most advantageous bid, shall be paid to the Firm subject to the satisfactory performance of Services.
- c) All payments as agreed shall be less any Government taxes which the Commission is required by law to deduct.
- d) The payments shall be made in Pak rupees through a mode as mutually agreed between the Parties.

6. **Proprietary Information/Confidentiality**

- a) During the course of the Agreement both Parties will share information of confidential and / or proprietary nature. Recipient agrees not to disclose any information to any third parties or to any of its employees except those employees who have a need to know the information to accomplish a stated task in accordance with the terms and conditions of this Agreement and

such employees shall be made aware that the information is confidential and shall be under a written contractual restriction on nondisclosure and proper treatment of confidential information that is no less restrictive than the terms of this Agreement.

- b) Notwithstanding the foregoing, recipient may disclose the disclosing Party's information if in the opinion of its counsel, disclosure is required by law; provided, however, that recipient will use all reasonable efforts to notify disclosing Party of the obligation to make such disclosure in advance of the disclosure so that disclosing Party will have a reasonable opportunity to object to the disclosure and that recipient requests confidential treatment of the disclosed information. Recipient agrees that it shall treat the confidential information with the same degree of care it accords to its own confidential information of a similar nature; provided that in no event shall recipient exercise less than reasonable care to provide the confidential information.
- c) The treatment accorded by the foregoing clause shall be binding on both the Parties and shall remain in force for a period of five (5) years from the date of execution or completion/termination of this Agreement.

## **7. Termination**

- a) Either Party may terminate this Agreement if the other Party fails to remedy a breach of the terms of this Agreement within fifteen (15) days of a written notice to do so.
- b) The Commission may terminate this Agreement if the Firm fails to provide the Services in accordance with this Agreement.
- c) The Firm may terminate this Agreement if the Commission fails to make payments in accordance with this Agreement.

## **8. Other conditions**

The Firms' liability for loss or damages arising in relation to the services, as a result of breach of contract, tort (including negligence) or otherwise, is limited to an amount equal to the fees paid by the Commission for the portion of the Firms' services or work giving rise to the liability.

In any event and to the extent permitted by law, the Firms will not be liable for any indirect, incidental or consequential loss, damages or expenses (including loss of profits or revenue, business interruption, loss of data or failure to realize anticipated savings or benefits) arising in any way in relation to the Services.

## **9. Force Majeure**

- a) The obligations of each of the Parties hereunder shall be suspended during the period and to the extent that such Party is prevented or hindered from complying therewith by "Force Majeure" (as hereinafter defined). In such event, the Party shall give notice of suspension as soon as reasonably possible to the other Party stating the date and extent of such suspension and the cause thereof. Any of the Parties whose obligations have been suspended as aforesaid shall resume the performance of such obligations as soon as reasonably possible after the removal of the cause and shall so notify the other Party.
- b) "Force Majeure" means any cause beyond the reasonable control of such Party including (in so far as beyond such control but without prejudice to the generality of the foregoing expression) strikes, lock-outs, labor disputes, natural catastrophe and compliance with any law or governmental order, rule, regulation or direction but solely restricted to laws, orders, rules, regulations, or directions of governmental agencies or bodies in Pakistan or of any other organization or commission or regulatory authority binding within Pakistan, provided that a lack of funds shall not constitute "Force Majeure".
- c) Nothing herein shall require the Parties concerned to settle strikes or labor disputes by acceding to demands deemed to be unreasonable by objectively evaluating the situation but subject to this, the Party concerned shall use its reasonable endeavors to remove, avoid and / or mitigate the effects of such circumstances.
- d) If the force majeure continues, or the carrying out of this Agreement is delayed, for a prolonged period or it becomes impossible to perform a material provision of this Agreement, either Party may terminate this Agreement by giving a fifteen (15) days' notice to the other Party.
- e) For the purpose of this clause, a prolonged period is one exceeding (30) days.

## **10. Dispute Resolution/Arbitration**

- a) The Parties shall attempt to amicably resolve any and all disputes as to the interpretation of the Agreement or as to the performance of either Party hereunder.

- b) If the Parties cannot settle any dispute or difference within thirty (30) days after first conferring, then such dispute or difference shall be settled through arbitration each party shall appoint one arbitrator and the appointed arbitrators shall then appoint an umpire. The award of the arbitrators or in case of a dispute between the arbitrators, the decision of the umpire shall be final and binding.
- c) If before initiation or during the pendency of the arbitration proceedings either of the parties applies to a court having jurisdiction for settlement of dispute otherwise, the other Party may apply for a temporary restraining order or preliminary injunction before filing of a written statement, where such relief is necessary to protect its interest pending completion of the arbitration proceedings. Prior to initiation of arbitration, the aggrieved Party will give the other Party a fifteen (15) days' prior written notice describing the claim and amount as to which it intends to initiate the proceedings.
- d) The arbitrators shall preferably be retired judges of High Courts of Pakistan. The arbitrators will have no authority to award or make any ruling, finding or award that does not conform to the terms and conditions of this Agreement.
- e) The place of arbitration shall be Islamabad, the arbitration shall be governed by the Arbitration Act, 1940 and the language of the arbitration shall be English.

11. Notices

- a) Any notice required to be provided pursuant to this Agreement shall be in writing and may be given by delivering the same by hand at, or by sending the same by prepaid first class post, telex or facsimile to, the registered addresses of the Parties or such other address as the Parties may notify to each other. Any such notice given as aforesaid shall be deemed to have been given or received at the time of delivery (if delivered by hand), the first Working Day next following the day of sending (if sent by telex or facsimile) and the second Working Day next following the day it is sent (if sent by post). Without prejudice to the foregoing provisions of this Clause, if the Party to which a notice is given does not acknowledge the same by the end of the third Working Day next following the day of delivery by sending, the Party giving the notice shall communicate with the Party which has not so acknowledged and, if necessary, re-deliver or re-send the notice.
- b) **Address for notices**  
For the purposes of this Clause, a Party may take the address and facsimile number of the other Party to be:
  - (i) the address and number set out below; or
  - (ii) where another address or number is notified by either of the Party to other Party, the last address of number so notified to it.

If to Commission:  
 Attn: Mr. Arshad Kamal  
 Designation: Add. Director (Admin)  
 Securities & Exchange Commission of Pakistan  
 NIC Building, 63-Jinnah Avenue Islamabad  
 Tel: +92-51-9207091-4

If to Firm:  
 Attn: Mr./Ms. \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel: \_\_\_\_\_, \_\_\_\_\_ Fax: \_\_\_\_\_

12. Relationship

The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.

13. Amendment

- a) No term and condition of this Agreement may be amended without the prior consultation and understanding between the Parties.
- b) This Agreement shall supersede any existing arrangements and or understandings between the Parties in relation to the terms agreed upon under this Agreement.

14. Applicable Law and Jurisdiction

- a) This Agreement is governed by the laws of the Islamic Republic of Pakistan.
- b) Disputes arising out of this Agreement are subject to the exclusive jurisdiction of the courts of Islamabad, to which the Parties irrevocably submit.

15. Stamp Duty

This Agreement shall be stamped in accordance with Stamp Act, 1899 by the Firm.

16. Annexure

The Annexures to this Agreement shall form an integral part of this Agreement and shall be interpreted accordingly. Pre-qualification document shall also be considered part and parcel of this Agreement.

In witness hereof the Parties have executed this Agreement on the day and year written above.

AGREED AND ACCEPTED

Securities and Exchange  
Commission of Pakistan

Pre-Qualified Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

WITNESS

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

WITNESS

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Scope of Work/Terms of Reference (TOR's)

Note: The specific requirement will be shared only with the prequalified firms during the pre-qualification period on as and when required by the Commission.

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