



SPECIAL TECHNOLOGY ZONES AUTHORITY

STZA, an autonomous body established under the Special Technology Zones Authority Act, 2021 invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

**RENEWAL OF SUBSCRIPTION OF MICROSOFT 365 BUSINESS
PREMIUM
FOR SPECIAL TECHNOLOGY ZONES AUTHORITY**

Bidders can submit their bid against any of the above listed item. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid bond/security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned and can also be downloaded from <https://www.stza.gov.pk/procurement/>

The method of selection will be based on quality and cost offered in lieu of this RFP (single stage two envelop method). The request for proposal, prepared in accordance with the instructions in the RFP documents, must reach at STZA, 16th Floor, New State Life Tower, Plot# 61, Jinnah Avenue, Islamabad on 1100 hrs. on or before 14th March 2023. The RFP will be opened on the same day 14th March 2023 at 1130 hrs. This advertisement is also available on PPRA website at www.ppra.org.pk.

Manager Procurement

Mehwish Iqbal

mehwish.iqbal@stza.gov.pk

Special Technology Zone Authority

16th Floor, New State Life Tower, Plot# 61, Jinnah Avenue, Islamabad



REQUEST FOR PROPOSALS

FOR

RENEWAL OF SUBSCRIPTION OF MICROSOFT 365 BUSINESS PREMIUM

FOR SPECIAL TECHNOLOGY ZONES AUTHORITY

Terms and Conditions for Bids and Bidders

1. The Procurement Agency is:

Special Technology Zones Authority (STZA)

16th Floor, New State Life Tower, Plot# 61, Jinnah Avenue, Islamabad

2. STZA invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

Purchase of Renewal of Subscription of Microsoft 365 Business Premium

through

SINGLE STAGE TWO ENVELOP METHOD.

3. Bids shall comprise a single package containing TWO separate envelopes. The Bidder shall prepare clearly mark each one as "TECHNICAL BID", and "FINANCIAL BID".
4. The Bid Bond to be enclosed sealed and labelled as "**BID BOND**", and should be with the technical bid envelop.
5. **BID Bond should not be placed within the envelope of financial bid/proposal and attached separately in a sealed envelope.**
6. Initially, only the envelope marked "**TECHNICAL BID**" shall be opened publicly. The envelope marked as "**FINANCIAL BID**" and **Bid Bond** shall be retained.
7. After the evaluation and approval of the technical bid, financial bids of the technically qualified bidders only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidders will be returned.
8. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order or demand draft in favor of Special Technology Zones Authority.
9. Bids not accompanied by bid bond/security or with less amount of bid bond/security will be rejected.

10. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
11. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to provide services to the Authority. **Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.**
12. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
13. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
14. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the STZA website: <https://www.stza.gov.pk/procurement/>
15. STZA reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
16. The bid validity period shall be 150 days.
17. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the STZA, Islamabad.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
20. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
21. The rates must be quoted strictly in accordance with our documents and Annex(s).
22. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
23. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
24. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Authority shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Authority.

25. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated/most advantageous bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
26. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder.
27. Selected service provider/supplier will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder. In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Authority.
28. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
29. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, if and as applicable.
30. Bidder must submit following undertakings on stamp paper in accordance with the Mandatory Eligibility Criteria checklist set out below.

Note: In case any bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected

31. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad.
32. All software-based items contain installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the principal).
33. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
34. The quantities required may increase/decrease according to STZA requirement.
35. The end user License, end user warranties and end user support services will be in the name of STZA for all equipment and software loaded on the equipment delivered.
36. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their

principals is to be submitted with the bid.

37. Payment shall be made after delivery, installation, and commissioning of complete equipment/licenses/services/renewals or in the manner specified in the contract executed with the successful bidder. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
38. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.

39. Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.

40. Sealed bids may be dropped in the tender drop box placed at 16th Floor, New State Life Tower, F-7, Jinnah Avenue, Blue Area, Islamabad.

41. Clarification if any on the requirements may be obtained from:

Manager Procurement
Mehwish Iqbal
mehwish.iqbal@stza.gov.pk

42. The bid bond/security of successful bidder will be retained and after installation and commissioning of complete equipment/licenses/services/renewals of ordered items and will be released after successful completion of the warranty period and verification/ confirmation by IT Dept. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
43. During the retention period the bid bond/ security, no interest / markup will be provided on this amount by Authority to bidder at the time of refund/ release of bid bond/ security.
44. In case 1st lowest evaluated/most advantageous bidder is unable to supply ordered items then the Authority reserve the right to award the contract to 2nd lowest evaluated/most advantageous bidder. In case 2nd lowest evaluated/most advantageous bidder is unable to supply ordered items then the Authority reserve the right to award the contract to 3rd lowest evaluated/most advantageous bidder.
45. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Authority.
46. The duration of the contract to be executed by STZA with the bidder shall be as required under the technical criteria mentioned in the Annexes hereto.
47. A draft of the contract with indicative terms and conditions have been provided in this RFP which may also be subsequently revised prior to execution.
48. The bids received after the due date and time will not be entertained.
49. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

50. The place of bid destination is:

Special Technology Zones Authority
16th Floor, New State Life Tower, F-7 Jinnah Avenue, Blue Area, Islamabad

51. The envelopes shall bear the following additional identification marks:

Bid for: **Purchase of Microsoft 365 Business Premium**
Bidder Name: XYZ
Attention: Ms. Mehwish Iqbal
Manager Procurement
16th Floor, New State Life Tower,
F-7 Jinnah Avenue, Blue Area, Islamabad

1. The deadline for the submission of bids is:

Date: 14th March 2023

Time: 1100 Hrs.

2. The bid opening shall take place at

16th Floor, New State Life Tower, F-7 Jinnah Avenue, Blue Area, Islamabad

Date: 14th March 2023

Time: 1130 Hrs.

A statement "Not to be opened before 1130 Hrs on January 10, 2022" shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

- | | |
|---|------------------|
| 1. Mandatory Eligibility Criteria and General Criteria | Annex "A" |
| 2. Functional Requirement and Technical Evaluation | Annex "B" |
| 3. Format for Technical Compliance Sheet | Annex "C" |
| 4. Format for Financial Bid | Annex "D" |
| 5. Cover Letter | Annex "E" |
| 6. Indicative Draft of Contract | Annex "F" |

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

Technical Bid should include Annexures A, B, C and E along with such supporting documentation as necessary or as required under the terms of this RFP.

Financial Bid should include Annexures D along with such supporting documentation as necessary or as required under the terms of this RFP.

Annex "F" contains the indicative terms of the draft contract which need not form part of the Bid but will be executed with the successful bidder subject such further changes as may be made in the sole discretion of STZA.

Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. These requirements must be furnished at the time of submission of Proposal. **Non-submission of any one of the following applicable requirements shall result in disqualification:**

General Criteria

#	Mandatory Eligibility Criteria Checklist 1	Mark
1.	Proof of Certificate of Incorporation or Registration or equivalent (attach proof)	Must
2.	Proof of NTN registration (Attach proof)- ACTIVE	Must
3.	Proof of GST Certificate registration (attach proof) - ACTIVE	Must
4.	<p>Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100or more that:</p> <p>(i) Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization; and</p> <p>(ii) Bidder is an active taxpayer and has submitted its tax return for the preceding fiscal year. Taxpayer list serial number (downloadable from FBR's website) is also to be mentioned.</p>	Must

General Criteria

Sn.	ATTRIBUTE	SPECIFICATION	Mark
1.	Geographical Presence	Regular office presence in Islamabad	MUST
2.	Relevant Experience	Experience in term of delivery & Installation /Service. Minimum 02 years <i>(attach work order/invoice/copy of contract as proof for 2021-2022)</i>	MUST
3.	Authorization	Please attach authorization or participation letter from the principal	Must
4.	Partnership	Please attach a valid partnership letter	Must
5.	Duration	Subscription Duration 01 year (12 Months)	Must
6.	Duration	Subscription Duration 03 years (36 Months)	Optional

Note: Bidders are required to submit the *filled, signed & stamped copy of the above checklist*

DELIVERY INFORMATION

To be delivered at STZA Office 16th Floor, New State Life Tower, Jinnah Avenue, Islamabad.

Functional Requirement and Technical Evaluation

Sn.	Item Description	Qty	Expiry Date
01	Microsoft 365 Business Premium	69	May 18, 2023
02	Microsoft Visio Plan 2	2	October 01, 2023
02	Microsoft Power Bi	2	October 01, 2023

Technical Evaluation Criteria

For One Year Subscription

Sn.	Item Description	Qty	Valid Till	Requirement
01	Microsoft 365 Business Premium	69	May 18, 2024	Must
02	Microsoft Visio Plan 2	2	October 01, 2024	Must
03	Microsoft Power Bi	2	October 01, 2024	Must

For Three Years Subscription (Optional)

Sn.	Item Description	Qty	Valid Till	Requirement
01	Microsoft 365 Business Premium	69	May 18, 2026	Optional
02	Microsoft Visio Plan 2	2	October 01, 2026	Optional
03	Microsoft Power Bi	2	October 01, 2026	Optional

Please attach compliance sheet for the above-mentioned table.

FORMAT FOR TECHNICAL COMPLIANCE SHEET

SR	ATTRIBUTE	SPECIFICATION	COMPLIANCE (YES/NO/ PARTIAL)	COMPLIANCE PROOF (PAGE NUMBER IN BID)

FORMAT FOR FINANCIAL BID ONLY

S#	Quoted Item (Brand, Model etc.)	Unit Price with allapplicable taxes	Total Price with allapplicable taxes
1.			

NOTE: Bid found in compliance of the mandatory requirements in technical evaluation and quoting lowestprice shall be selected.

Annex “E”

**COVER LETTER [TO BE ON THE LETTERHEAD OF THE BIDDER
COMPANY CONTAINING ADDRESS OF REGISTERED OFFICE AND
NECESSARY CONTACT INFORMATION]**

Dear Concerned,

Tender Name:

We are writing to express our interest in bidding for the procurement opportunity currently available at your organization. We believe that our company meets all the criteria mentioned in the RFP and we are confident that we can provide high-quality products/services that will meet your requirements.

[Company Name] is a [brief description of your company], and we have been providing [relevant products/services] to our clients for [insert number of years] years.

We understand that your organization is looking for a bidder who meets the requirements of the criteria mentioned in your request for proposals. We would like to assure you that our company meets all of these requirements.

[Insert credentials and expertise of your company]

We are submitting this cover letter as part of the first envelope, which is meant to showcase our qualifications and experience. In our proposal, we have included all the necessary information required by the procurement documents, such the technical bid, financial bid, and other relevant information.

We would be happy to provide you with additional information about our company and answer any questions that you may have. Thank you for considering our proposal. We look forward to the opportunity to work with your organization.

Our bid shall be valid for a period of one hundred and fifty days (150) days.

We understand that you are not bound to accept the lowest or any bid you may receive and that you may also cancel the subject tender at your discretion.

We do hereby declare that our bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid and that the undersigned is a duly authorized representative of our company.

Sincerely,

[Your Name] [Signature][Company Name] [Email Address] [Company Address]

Annex “F”

FORM OF DRAFT AGREEMENT (INDICATIVE AND SUBJECT TO FURTHER CHANGES)

This Agreement (the “**Agreement**”) is made at Islamabad on [Insert Date] (the “**Signing Date**”), by and between:

1. **SPECIAL TECHNOLOGY ZONES AUTHORITY**, an autonomous statutory body established pursuant to Section 3 of the Special Technology Zones Authority Act, 2021, with its registered office located at Special Technology Zones Authority, Prime Minister’s Office, Constitution Avenue, G-5, Islamabad, Pakistan (hereinafter referred to as the “**STZA**” which expression shall, where the context so permits mean and include its successors and permitted assigns); and
2. [INSERT NAME], a company incorporated under the laws of Pakistan, having its registered office located at [insert address] Pakistan (hereinafter referred to as the “**Consultant**” which expression shall, where the context so permits mean and include its successors and permitted assigns);

(STZA and the Consultant are hereinafter collectively referred to as the “**Parties**” and each individually as the “**Party**”).

WHEREAS:

- A. STZA is established as an autonomous statutory authority by the Cabinet Division, Government of Pakistan pursuant to Section 3 of the Special Technology Zones Authority Act, 2021, to, *inter alia*, develop and regulate special technology zones in Pakistan (hereinafter collectively referred to as the “**STZs**”), to accomplish its core strategic objectives of promoting (i) technology transfer, (ii) foreign direct investment, (iii) human capital development, (iv) innovation and entrepreneurship, research and development, (v) job creation, (vi) technology exports, and (vii) technology imports substitution.
- B. The Consultant is involved in the business of *inter alia*, [insert];
- C. STZA has duly selected the Consultant in accordance with the applicable procurement laws, through its request for proposal dated [insert] (hereinafter referred to as the “**RFP**”), to engage the Services (as defined hereinafter) of the Consultant. A copy of the RFP is attached as **Schedule A** to this Agreement.

- D. The Parties have agreed to enter into this Agreement to record the terms and conditions for the provision of Services (as defined hereinbelow) by the Consultant to STZA and the relationship between the Parties.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which is hereby acknowledged, intending to be legally bound, the Parties agree as follows:

1. KEY TERMS & CONDITIONS

1.1. SERVICES

- 1.1.1. The Service Provider shall procure software for and on behalf of STZA and provide ancillary services to STZA as more particularly set out in **Schedule B** of this Agreement to STZA and in accordance with the Terms of Reference of the RFP specified in Schedule A to this Agreement. (hereinafter referred to as the “**Services**”). STZA may also request any other services or certain additions and/or amendments to the scope of Services as required on mutually agreed terms between the Parties.
- 1.1.2. STZA may ask the Service Provider to perform additional services during the Term (as defined below) of this Agreement if the same is required in order to deliver the Services in a complete manner. The scope and consideration for such additional services shall be mutually agreed between the Parties.

1.2. TERM

- 1.2.1. This Agreement shall become effective on the Signing Date and shall continue for a period of one (1) year, unless otherwise terminated in accordance with the provisions of Section 2.1 this Agreement (hereinafter referred to as the “**Term**”).
- 1.2.2. The Parties may mutually agree to extend the term of this Agreement for such additional period as may be agreed between the Parties, no later than three (3) months before expiry of the Term or as otherwise mutually agreed between the Parties in writing

1.3. PAYMENT FOR THE SERVICES

- 1.3.1. As consideration for the provision of the Services by Service Provider, STZA shall give a one-time payment to the Service Provider of **PKR [Insert]**/- (hereinafter referred to as the “**Consideration**”) for the Term of this Agreement. The Consideration shall be inclusive of all the prevailing taxes including but not limited to sales tax on services, and withholding tax..
- 1.3.2. The payment of Consideration shall be made within thirty (30) business days subject

to the procurement of the relevant software and successful installation, delivery and commissioning of the software and licenses thereof as per the Services required from the Service Provider, to the reasonable satisfaction of STZA. .

2. MISCELLANEOUS PROVISIONS

2.1. DEFAULT AND TERMINATION

- 2.1.1. If the Service Provider defaults in the performance of, or compliance with, any term or condition of this Agreement, or is unable to perform its obligations under this Agreement, or otherwise engages in any illegal, criminal or fraudulent activity whatsoever (whether inside or outside Pakistan), STZA may terminate this Agreement with immediate effect by written notice..
- 2.1.2. Either Party may terminate this Agreement, at its convenience, by providing a one (1) month's advance written notice to the other Party.

2.2. CONFIDENTIALITY

- 2.2.1. The Parties acknowledge and agree that each Party shall treat all information concerning the other Party which comes to its knowledge pursuant to this Agreement, including all documents, plans, specifications, and the subject matter contained herein and any information, whether technical, financial or commercial, or otherwise, or any activities carried out pursuant to or in contemplation of entering into this Agreement, provided by a Party hereunder (the “**Disclosing Party**”) to the other Party hereunder (the “**Receiving Party**”) in connection with the performance of this Agreement which is in writing or communicated by any other means, as confidential information. This confidential information shall not be used or disclosed by the Receiving Party for any purposes other than those for which they have been prepared or supplied, unless otherwise permitted with the prior written consent of the Disclosing Party and/or required by the applicable laws.
- 2.2.2. Any subcontractor and/or third party appointed by the Service Provider subject to the prior written approval by STZA, shall abide by all the confidentiality obligations of this Agreement.
- 2.2.3. The confidentiality obligations shall survive termination and/or expiry of this Agreement shall be valid for a period of ten (10) years from the date of termination and/or expiry of this Agreement.

2.3. FORCE MAJEURE

- 2.3.1. Neither Party shall be liable for any failure or delay in performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances

beyond its reasonable control, including without limitation, force majeure events like acts of God, earthquakes, fires, floods, any act of war, act of terrorism, strikes, riots, change of law, governmental action, epidemic or pandemic.

- 2.3.2. Notwithstanding the foregoing, in the event of the occurrence of a such a force majeure event, the affected Party shall immediately notify the other Party, and both Parties shall mutually resolve the matter and reach a solution that benefits the Parties and allows the Parties to perform this Agreement to the maximum extent possible. If the Parties decide that the Services or any part thereof cannot be performed due to such an event, the Service Provider shall refund the relevant portion of the Fees on a pro-rata basis that has been paid by the STZA to the Service Provider for the Services that have not been performed as a result of the Force Majeure Event, if applicable.

2.4. GENERAL REPRESENTATIONS & WARRANTIES

- 2.4.1. Each Party hereby represents and warrants to the other Party that this Agreement has been duly executed and delivered by it and constitutes a legal, valid and binding obligation of such Party, enforceable in accordance with its terms and the applicable laws.

- 2.4.2. Each Party hereby represents and warrants that it is duly authorized to enter into this Agreement, to perform all obligations hereunder, and to grant all rights hereunder without violating the legal or equitable rights of any other person or entity, and that the execution and performance of this Agreement will not conflict with or result in a breach of or default under any of the terms or conditions of any agreement and/or arrangement to which either Party has agreed, or is a party, or may be bound.

- 2.4.3. The Service Provider, in addition to the above, warrants and represents as follows:

- 2.4.3.1. The Service Provider has the necessary qualifications and expertise to successfully procure, install and commission the software forming part of the Services (including, without limitation, granting STZA a valid license for Microsoft Office 365 Business Premium).

- 2.4.3.2. The execution, delivery and performance by the Service Provider of its obligations under this Agreement and each other agreement, document or instrument now or hereafter executed or delivered pursuant to this Agreement does not and shall not conflict with or violate the rights of any third party, or breach any other agreement or commitment to which the Service Provider is a party or by which the Service Provider is bound.

- 2.4.3.3. The Service Provider is duly authorized by Microsoft to use and license the intellectual property rights of the software to be procured as part of the Services (including Microsoft Office 365 Business Premium) to STZA as per the terms of the Agreement. The Service Provider shall provide all the necessary documents required for granting the licenses required pursuant to the Services (including, without limitation, for Microsoft Office 365 Business Premium), as and when may

be requested by the STZA.

- 2.4.3.4. The software to be procured as part of the Services (including, without limitation, Microsoft Office 365 Business Premium) shall be valid, authentic and legitimate.
- 2.4.3.5. The Service Provider shall be responsible for and perform all its obligations under this Agreement in a professional manner with the highest industry standards if applicable.
- 2.4.3.6. The Service Provider shall ensure quality check of the software to be procured as part of the Services (including, without limitation, Microsoft Office 365 Business Premium) and each components license under this Agreement and warrants that the same shall remain fully functional and perform in all material respects at all times for a continuous period of twelve (12) months.

2.5. INDEMNITY AND LIMITATION OF LIABILITY

- 2.5.1. The Service Provider hereby covenants, agrees and confirms that it shall indemnify, defend, and hold harmless the STZA and its respective subsidiaries, affiliates, successors and assigns and their respective directors, officers, employees and agents from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages and expenses (including, without limitation, reasonable attorneys', accountants' and experts' fees) arising out of or resulting from, in whole or in part: (i) any act, error or omission, whether intentional or unintentional, by the Service Provider or its officers, directors, employees or sub-administrators, related to or arising out of its obligations and responsibilities under this Agreement; or (ii) an actual or alleged breach by the Service Provider of any of its representations, warranties or covenants contained in this Agreement.
- 2.5.2. The Service Provider shall not be liable for: (i) any loss or damage suffered by the STZA arising out of or in connection with any act, omission, misrepresentation or error made by or on behalf of the STZA or arising from any cause beyond the Service Provider's reasonable control; or (ii) any delay in or omission of publication or transmission or for any error in any press or other publication unless such delay, omission or error is due to its own default or neglect.

2.6. ASSIGNMENT AND BENEFIT OF AGREEMENT

- 2.6.1. The Service Provider shall not be entitled to assign or transfer its rights or obligations (or any of them) under this Agreement without the prior written consent of STZA.
- 2.6.2. STZA shall have the right, power and authority to assign, novate and/or transfer this Agreement or any of its rights under this Agreement to any person with prior intimation to Service Provider, without affecting any rights of Service Provider hereunder.
- 2.6.3. This Agreement shall be for the benefit of and is binding upon the Parties hereto and their respective legal representatives, successors in interest, and permitted assignees.

2.7. COUNTERPARTS

2.7.1. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same agreement.

2.8. NOTICES

2.8.1. Any notice or other document to be served under this Agreement shall be in the English language and may be delivered personally, by email, or by a recognized courier at the addresses specified below or at such other address as may be notified in writing:

For STZA

Attention:

Address:

Telephone:

Email:

For Service Provider

Attention:

Address:

Telephone:

Email:

2.8.2. Any notice or document shall be deemed to have been served if delivered personally, or by email, or by recognized courier, at the time and date of delivery.

2.9. AMENDMENTS TO BE IN WRITING

2.9.1. This Agreement may be amended or supplemented only by agreement in writing signed by the Parties.

2.10. SEVERABILITY

2.10.1. The provisions of this Agreement are severable, and the invalidity, illegality or unenforceability of any provision shall in no event affect the validity of any other provision whatsoever, unless such provision is of a nature that the Agreement would not have been concluded without the said provision.

2.11. NO WAIVER

2.11.1. No failure or delay by any Party to this Agreement in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, and no single or partial exercise thereof shall preclude any other or further exercise thereof or the exercise of any other right, power or privilege. No waiver of any term, provision or condition of this Agreement shall be deemed to be or construed as a further or continuous waiver of such term, provision or condition.

2.12. GOVERNING LAW & DISPUTE RESOLUTION

2.12.1. This Agreement shall be governed by and construed in accordance with the laws of Pakistan.

2.12.2. Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, shall be referred to the respective senior managements of the Parties for resolution for amicable settlement.

2.12.3. In the event that the senior management is unable to resolve the dispute within thirty (30) days, all disputes arising out of or in connection with this Agreement shall be resolved in accordance with the provisions of the Arbitration Act, 1940 by a sole arbitrator to be mutually agreed between the Parties or by the Court in the event the Parties are unable to agree. The seat and venue of such arbitration shall be Islamabad, Pakistan. The language to be used in the arbitration proceedings shall be English.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives on the Signing Date.

<p>SPECIAL TECHNOLOGY ZONES AUTHORITY through its authorized signatory</p> <p>Name:</p> <p>Designation:</p> <p>CNIC No.:</p> <p>[INSERT NAME]</p> <p>through its authorized signatory</p> <p>Name:</p> <p>Designation:</p> <p>CNIC/ Passport No.:</p> <p>in the presence of:</p> <p>signature of WITNESSES</p> <p>1- Name:</p> <p>Address:</p> <p>CNIC/ Passport No.:</p> <p>2-Name:</p> <p>Address:</p> <p>CNIC/ Passport No.:</p>		<p>SIGNATURES</p> <p>.....</p> <p>.....</p> <p>SIGNATURES</p> <p>.....</p> <p>.....</p>
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