

**COMSATS University Islamabad
Abbottabad Campus**



Re-Expression of Interest

Hiring of legal Counsels / Lawyers/Advisors - Panel

October 27, 2021

**Tobe Camp, University Road Abbottabad
Tel: 0992-383591-96, Fax. 0992-383441**



Re-Request for Expression of Interest (No. CUI/ATD/08/Legal (2021-2022))

Hiring of legal Counsels/Lawyers/Advisors - Panel

COMSATS University Islamabad (CUI), a public sector University of Ministry of Science & Technology (MoST) invites sealed bids from Income Tax registered individuals/firms/companies for **“Hiring of legal Counsels/Lawyers/Advisors-Panel”** for COMSATS University Islamabad, Abbottabad Campus.

2. The individuals/firms/companies should be on the Active Taxpayer List (ATL) of FBR and registration with KPRA as service provider would be mandatory for successful participant/bidder after EOI evaluation. The complete bidding document is placed herewith **free of cost**. The EOI must be accompanied with the **earnest money of Rs. 20,000/-** in the form of Call Deposit/Bank Draft (refundable), in favor of COMSATS University Islamabad, Abbottabad Campus (**NTN: 9010420**).
3. The EOI prepared in accordance with instructions in the bidding document must reach at **“Purchase Office, COMSATS University Islamabad, Abbottabad Campus, University Road, Tobe Camp, Abbottabad”** latest by **November 25, 2021 by 1100 hours (Sharp)**. **NO EOI/BID WILL BE ACCEPTED AFTER THE CLOSING DATE AND TIME**. Bids will be opened on the same day **half an hour** after the closing time i.e. **(11:30 hours)** at **“Purchase Office, COMSATS University Islamabad, Abbottabad Campus”** in the presence of bidders who wish to participate and attend. This advertisement and complete documents are also available on PPRA's website at **www.ppra.org.pk** as well as CUI's website at **www.cuiatd.edu.pk/tender**



Mr. Nisar Ahmed, Purchase Officer
COMSATS University Islamabad (CUI), Abbottabad Campus
(A Public Sector University of Ministry of Science & Technology)

University Road, Tobe Camp, Abbottabad

Ph: 0992-383863/0992-383591-6

www.comsats.edu.pk

“SAY NO TO DRUGS”

General Terms & Conditions

1. No proposal will be considered if:
 - i. Received without required documentation or found incomplete.
 - ii. Received later than the date and time fixed for submission thereof
 - iii. The Proposal is unsigned/unstamped.
 - iv. The Proposal is signed/stamped by the unauthorized agent of the Firm/company.
 - v. The Proposal is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization.
 - vi. The Proposal is received by telephone/telex/fax/telegram.
 - vii. Received without earnest money.
 - viii. In contradiction with the specification given by the CUI.
 - ix. Without sample of the items, where particularly demanded.
 - x. Any lawyer/firm contested litigation against CUI at any legal forum.
2. The bidder should be on the Active Taxpayer List for Income Tax of FBR.
3. No advance payment will be permissible.
4. In case, the selected/successful bidder(s) imposes any conditions at a later stage; its earnest money will be forfeited AND/OR it will be barred from further work with CUI for a period determined by CUI.
5. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of the bid.
6. CUI reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.
7. In case of any clarification in the proposal, please visit the office of the undersigned before the closing date.
8. No request for correction will be entertained after opening of the bid.
9. CUI shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous, or incomplete.
10. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain the same as mentioned in the tender notice.
11. Do not submit any other document other than demanded.

12. Applicable taxes will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned authorities.
13. Registration with KPRA as service provide would be mandatory for successful participant after EOI evaluation.
14. Acceptance or Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.
15. Any proposal/tender received by CUI after the deadline will be returned unopened to the concerned bidder. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.

Additional Terms & Conditions

16. This process will short-list legal counsels/lawyers and will be kept on the Panel list of CUI for various categories. Other details of fees, expenses, methodology etc. will be requested from all short-listed panel of counsels/lawyers (for the said category) on case to case basis.
17. The short-listing will be initially for one year and renewable as per PPRA and CUI rules.
18. COMSATS University Islamabad may demand further details of the cases from enlisted individual/firm/company, if required and the individual/firm/company shall be under an obligation to provide the information for scrutiny and selection process.

Eligibility & Qualification

Detail	Criteria
1. Draft of Earnest Money	Mandatory
2. Declaration Form (Form No.2)	Mandatory
3. NTN Registration Certificates	Mandatory
4. Active Taxpayer List (ATL) of FBR Status as "Active" and Compliance Level is 100%	Mandatory
5. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from an Oath Commissioner) OR letterhead that the individual/firm/company is neither blacklisted by any institution nor suspended by any Bar Council	Mandatory
6. Valid Registration Valid Registration / License from respective Bar	Mandatory
7. Valid Membership Card from concerned Bar	Mandatory
8. Letter from concerned Bar, duly signed and stamped by the President of the Bar. The letter should bear name, CNIC number registration number, license number & membership number	Mandatory
9. Attested degree of LL.B from H.E.C	Mandatory

Category	Experience required	Required Document
Category A: Advocate for Supreme Court of Pakistan	At least 5 years' experience of Supreme Court of Pakistan. Having expertise of "Service Matters" especially for Educational Institutions.	List accompanied of attested copies of at least 10 cases of Service Matters out of 05 must be related to educational institutions.
Category B: Advocate for High Courts/Tribunals/ Commissions	At least 8 years' experience having expertise of "Service Matters" especially for Educational Institutions.	List accompanied of attested copies of at least 08 cases of Service Matters out of 04 must be related to educational institutions.
Category C: Legal Counsels on Retainer Basis	At least 10 Years litigation experience at High Court's level; vetting / drafting of contracts / agreements & Memorandum of Understandings; and experience of providing legal opinion on different issues from time to time including labour laws, human resource related issues and issues arising out of any organizations including educational institutions.	List of clients (out of 04 must be related to educational institutions) with evidence.

Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of Earnest Money AND/OR Blacklisting for future tendering with CUI AND/OR Bar from business with CUI for a period as deemed appropriate depending on nature of offence.

Tender/EOI No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
NTN.	
Valid Telephone No.	
Valid Mobile No.	
Valid E-mail (For All Official Correspondence)	
Signature & Stamp (Authorized Representative)	