

**COMSATS University Islamabad
Abbottabad Campus**



Expression of Interest

Retender/Legal/03 (2024-2025)

**Hiring of legal Counsels /
Lawyers/Advisors - Panel**

December 06, 2024

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

EXPRESSION OF INTEREST

Hiring of Services

1. EOI Notice

1. COMSATS University Islamabad (CUI) Abbottabad Campus, a public sector University of the Ministry of Science & Technology (MoST) invites Expression of Interest (EOI) through EPADS from the Consultant Firms/ Consultant/Individual, registered with Income Tax and Sales Tax Department of FBR as Legal services provide and also on Active Tax Payer List (ATL) of FBR and KPRA for the below mentioned services. Method of selection (Quality Based) will be used.

Sr. No	Title	Tender Reference No	Bid Receiving & Opening Date Time	CDR Amount
01	Hiring of Legal Services Counsel/Lawyer/Advisor Panel	Retender/Legal/03 (2024-2025)	January 15, 2025, 1100 Hrs & January 15, 2025 1200 Hrs	20,000

2. Expression of Interest documents containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at (www.eprocure.gov.pk) The Scan copy of EIOI to be uploaded through EPADS and hard-copy of sealed bidding document must be submitted physically on the closing date on the address given below.
3. The complete Tendering process shall be carried out through EPADS. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their bidding documents. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
4. The expression of Interest, should be prepared in accordance with the instructions given in the EOI documents. The closing date & time of submission is mentioned as above. The EOI will be opened on same day & time as mentioned above in the table.
5. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



Purchase Officer

COMSATS University Islamabad, Abbottabad Campus

University Road, Tobe Camp, Abbottabad

Tel: 0992-383591-6, 0992-383863

Email: nisarahmed@cuiatd.edu.pk

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 that 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. Any lawyer/firm contested litigation against CUI at any legal forum.
2. The bidder should be on the Active Taxpayer List for Sale Tax and 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 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 the opening of the bid.
9. CUI shall disqualify any firm(s), at any stage; if 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 demand.

12. Applicable taxes will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified by the concerned authorities.
13. Acceptance or Rejection of the Exemption Certificate is at the discretion of CUI and a refund (if any) may be claimed from FBR.
14. 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

15. 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 a case-to-case basis.
16. The short-listing will be initially for one year and renewable as per PPRA and CUI rules.
17. 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
1. Professional Tax Certificate for the year 2024-25 from the Excise and Taxation Office	Mandatory
2. KPRA registration will be mandatory for successful individual lawyers / firms / counsels etc. after evaluation	Mandatory
6. Active Taxpayer List (ATL) of FBR Income tax as Active Status as "Active" and Compliance Level is 100%	Mandatory
7. 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
8. Valid Registration Valid Registration / License (s) from respective Bar	Mandatory
9. Valid Membership Card from the concerned Bar	Mandatory
10. Letter from the concerned Bar, duly signed and stamped by the President of the Bar. The letter should bear the Name, CNIC number, Registration number, License number & Membership number	Mandatory
11. Attested degree of LL.B from H.E.C	Mandatory

Category	Experience required	Required Document
Category A: Advocate for Supreme Court of Pakistan with valid licenses for the Supreme Court and High Court	At least 18 years of experience of practice in the High Court and expertise in "Service, Academics, Revenue, Recovery and Taxation matters" related to educational Institutions.	Provide a list accompanied by attested copies of at least 30 decided cases of Service (10), Academics (05), Revenue (05), Recovery (05), and Taxation (05) matters from the High Court, specifically related to educational institutions.
Category B: Advocate for High Courts with a valid license for High Court	At least 12 years' experience of practice in the High Court and expertise in "Service, Academics, Revenue, Recovery and Taxation matters" related to educational Institutions.	Provide a list accompanied by attested copies of at least 15 decided cases of Service (05), Academics (03), Revenue (03), Recovery (02) and Taxation (02) matters from the High Court, specifically related to educational institutions.

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 offense.

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