TERMS & CONDITIONS FOR EXPRESSION OF INTEREST FOR CONSULTANCY

The Utility Stores Corporation of Pakistan (Private) Limited (USC), a government-owned entity, invites Expressions of Interest (EOI) from individual legal consultants for the resolution of USC's immovable property issues pending with various authorities. This consultancy focuses on legal matters associated with asset management following the closure of operations and aligns with all applicable laws and procurement guidelines.

"Technical Proposal" and "Financial Proposal" be submitted through EPADS on the prescribed forms. The Technical Bids will be opened on the same day at (time as mentioned in advertisement) in the presence of the representatives of the bidders who may wish to attend whereas Financial Bids will be retained unopened. The date of opening of financial proposal of technically qualified bidders will be announced later. Financial proposals of technically unsuccessful bidders will be returned un-opened on the financial proposal opening day.

Consultant Qualifications

a. Must be a licensed lawyer/Law Firm with a minimum standing of ten (10) years.
b. Proven experience in resolving property, asset, or regulatory issues of a similar nature.
c. Experience with public sector organizations, ideally those that have undergone privatization.
d. Demonstrable expertise in Pakistani property law, asset transfer procedures, and regulatory approvals.

General Provisions:

The Consultant/ firm will provide the following documents along with proposal:

a. Firm complete Profile showing experience in similar field.
b. Copy of Income Tax and Sales Tax Registration Certificate of firm.
c. Profile of Staff Deployed including their Qualification & Experience, expertise in valuations, legal, finance, and procurement with an established governance structure and experience in handling large, complex asset disposals.
d. Evidence of conflict of Interest.
e. List of clients served for same issues
f. List of clients served in Public Sector Companies.
g. Demonstrated experience in real estate valuation, government assets disposals and public sector asset sales
h. Evidence of Pakistani property law, transfer procedures, regulatory approvals and PPRA procurement Rules.
i. The Bank Draft/ Pay Order of Rs. 15,000/- being the Tender Fee in favor of "Utility Stores Corporation of Pakistan (Pvt) Ltd" should be attached with the Technical Proposal.
j. Affidavit on Rs. 100/- stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government Organization.
k. Affidavit on Rs. 100/- stamp paper that all the information/documents submitted with the proposal are correct and if any information/documents found incorrect the USC reserve the right to disqualify and blacklist the firm.

l. All the pages of bidding documents and in case having any erasing/cutting/crossing or
over writing etc., therein, must be properly signed by the signing person of the bidder by the authorized signatory, who have been given power of attorney on firm letter head (be enclosed with bidding documents, if any), along with attested copy of his CNIC.

Application Instructions

- Submit an application letter (in English) with a detailed resume outlining relevant experience and qualifications.
- Provide evidence of bar registration and practice standing.
- Share a list of previous clients/projects handled in the areas of public sector asset disposal or privatization, if any.
- Supply a copy of the national identification card (CNIC).

Process and Deadlines

- All EOIs must be submitted electronically via E-PADS by 11:00 AM, 2nd February 2026. Late submissions will not be accepted.
- Only shortlisted candidates will be invited for further engagement.
- This is a consultancy arrangement and does not constitute an employment or permanent appointment with USC.

General Notes

- The consultancy will be awarded based on the legal expertise and suitability of the individual or firm. The financial terms and compensation will be negotiated with the finalized person or firm and shall be subject to approval by the USC Board of Directors.
- USC reserves the right to accept or reject any or all EOIs at any stage of the process, without assigning any reason.

Form of bid and the bidding process

Bids will be selected in accordance with the clause (b) of Para 36 of Public Procurement Rules 2004, as a Single Stage – One Envelope procedure. The bidding process will be as under:

a) The bid shall comprise a single package containing two separate proposals on prescribed formats and be submitted through EPADS. The proposals shall be uploaded as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" separately;
b) The envelope No.1 should contain the complete Technical Bid and Bank Draft/Pay Order/ Cheque of Rs. 15,000/- being the Tender Fee in favour of USC.
c) The bidder must fill the technical Performa and necessary information/ document must be attached with technical Performa in proper sequence as per Annexure-A
d) The bidder must quote his price as per format Annexure "B". The rate(s) quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words. Out of pocket expenses for the assignment shall be quoted separately.

e) In the first stage, the “TECHNICAL PROPOSAL” shall be opened and the as “FINANCIAL PROPOSAL” shall be retained without being opened;
f) The technical proposals of all the bidders shall be evaluated. The proposals which meet all the technical eligibility criteria laid down in this document shall be accepted for the second stage;
g) During technical evaluation no amendments in the technical proposal shall be permitted;
h) The financial proposals of selected bidders shall be opened publicly on working day. The financial proposals of the rejected bidders shall remain un-opened;
i) Both the proposals will be evaluated according to the evaluation criteria and the bidder scoring highest points shall be declared as successful.
j) USC will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid / proposal to be submitted in terms of this document.
k) Offer shall not be considered if received after the time and date fixed for its receipt.
l) A bidder (including its Personnel and Sub-Contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another client.

Bid Validity

The bid validity period shall be 90 days from the last date for submission of the bid.

Bid Security:

The Bidder shall furnish, as part of its bid, a fixed amount of Bid Security @ 1% of the estimated value of procurement to be determined by the Procuring Agency in Pak Rupees, in the shape of pay order/demand draft/ cheque/ bid declaration form in the name of Utility Stores Corporation of Pakistan (USCP) Islamabad. The bid security shall be valid for twenty-eight days (28) beyond the end of bid validity period. This shall also apply if the period of bid validity is extended. Unsuccessful bidder’s Bid Security shall be discharged or returned soon after announcement of the successful bids or upon signing of contract. The Bid Security in the shape of pay order/demand draft in original must be enclosed / sealed in separate envelope within the Bid sealed envelope and to be submitted to undersigned before closing hours of bids submission time. The scanned copy of the bid security must be uploaded in financial proposal on EPADS.

The successful Bidder’s Bid Security shall be discharged upon signing of contract, furnishing of the performance guarantee and confirmation/verification of the performance/bank guarantee by the USCP, Islamabad, with the Bank of the successful bidder. The bid Security may be forfeited:

(a) If a bidder withdraws its bid during the period of bid validity; or
(b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance guarantee.
(c) Any bid not accompanied by a required bid security in the original shall be rejected by the Procuring Agency as non-responsive.

PERFORMANCE GUARANTEE.

(a) Within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Agency (USCP) and in all cases prior to the signing of the Contract, the successful bidder should furnish the Procuring Agency with the performance guarantee @ 2% of the Contract amount in the shape of pay order/demand draft/bank guarantee/ cheque/ bid declaration issued by a scheduled bank of Pakistan in favor of USCP. The performance guarantee forms part of the contract.

(b) The proceeds of the performance guarantee shall be payable to USCP as compensation for any loss resulting from the firms failure to complete its obligations/task.

(c) The performance guarantee shall be returned by USCP to the firm not later than 45 days following the date of completion of the task and its contractual obligations satisfactorily under the Contract on the issuance of completion certificate.

(d) In case the firm commits any breach of or fails to fulfill any of the terms and conditions of the Bidding Document/Tender, the performance guarantee shall be forfeited with notice as per terms and conditions of agreement/tender. The USCP may also initiate the case for blacklisting as per Rule-19 of the Public Procurement Rules 2004.

(e) The performance guarantee shall be released after successful completion of the required services and subject to fulfillment of all the terms and conditions of the tender/contract agreement.

SCOPE OF WORK

- Coordination and due diligence with authorities for resolving property documentation and compliance issues.
- Legal review, drafting, and preparation of required sale deeds, transfer instruments, and related agreements.
- Implementation of compliance measures, including governance controls and audit-ready documentation.
- Advisory and preparation of documentation for asset disposal and transfers
- Assistance in correction and updation of properties record and revenue record.

Contact:

General Manager (Property)
Utility Stores Corporation of Pakistan (Pvt) Ltd.
Head Office, Jinnah Avenue, Blue Area, Islamabad
Phone: 051-9245136

Rejection / Acceptance of the Bid

a) USC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. USC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds. The client shall incur no liability, solely, by virtue of its invoking sub-rule (2) of Rule-33 of Public Procurement Rules, 2004 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if

any (As per sub-rule 3 of Rule 33 of Public Procurement Rules, 2004).

b) The Bid shall be rejected if it is:

i. Substantially non-responsive in a manner prescribed in this tender document;
ii. Submitted in other than prescribed forms, annexes, schedules, documents / by other than specified mode;
iii. Incomplete, partial, conditional, alternative, late;
iv. Subjected to interlineations / cuttings / corrections / erasures / overwriting;
v. The Bidder refuses to accept the corrected Total Tender Price;
vi. The Bidder has conflict of interest with the Client;
vii. The Bidder tries to influence the Bid evaluation / Contract award;
viii. The Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
ix. The Bidder fails to meet all the requirements of Bid Eligibility / Qualification Criteria;
x. The Bidder fails to meet the evaluation criteria requirements;
xi. The Bidder has been blacklisted by any public or private sector organization:
xii. The Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
xiii. The Bidder has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations;
xiv. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid;
xv. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document;
xvi. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
xvii. If the rates quoted by the Bidder are not workable or are on higher side.

EVALUATION CRITERIA

USC will use “Quality and Cost Based Selection Method” under “Single Stage One Envelope Procedure” of selection of Bidders under Public Procurement Rules 2004. Criteria for Technical and Financial Evaluation are enclosed. Scores will be allocated based on evidence available in the proposal only. The Assignment will be awarded to the Bidder with the highest total score based on the following weight ratios:

- 70% for Technical Score
- 30% for Financial Score

Technical and Financial Evaluation

i. Initial Screening

The following documents/ certificates are the pre-requisite and may be used for initial screening. The Bidder will go in the next stage if it fulfills all the requirement of initial screening which are as under:

1. The Bidder firm must have experience in land issues and transactions.
2. Declaration on stamp paper regarding non-black listing / delisting.
3. Declaration on stamp paper regarding provision of correct information/documents.

4. Tax Payer Registration Certificate (Income Tax / Sales Tax).
5. Bank Draft/Pay Order of Rs. 15,000/- (non-refundable) being the Tender Fee in favor of USC.

ii. <u>Technical Evaluation</u>

The Bidder Firms will be evaluated as per following criteria. Minimum score for competing in the next stage is 60%. The Financial Proposal of only that Bidder will be opened which secured 60% or more in the Technical Evaluation. (Technical evaluation performa attached at Annexure-A)

a) Consulting Firm's Profile

S. No.	Particulars	Total Marks	Range	Marks
1.	Must be a licensed lawyer/Law Firm with a minimum standing of ten (10 years).	10	10– 15	5
			15 & above	10
2.	Proven experience in resolving property, asset, or regulatory issues of a similar nature (5 years)	10	5– 10	5
			10 & above	10
3.	Experience with public sector organizations, ideally those that have undergone privatization (5 years)	10	5 – 10	5
			10 & above	10
4.	Demonstrable expertise in Pakistani property law, asset transfer procedures, and regulatory approvals (5 years)	10	5 – 10	5
			10 & above	10
4.	Experience of at least 3 Govt./ Semi Govt. Organization's Assets management in last 2 years (Detail attached)	10	03 – 10	5
			15 & above	10
5.	Experience of Public sector assets/project management experience at least 2 Years (List attached)	10	5 – 10	5
			11& above	10
6.	No. of project executed (List attached)	10	2& above	5
	Total Marks	60		

b) Engagement Team Profile
(CVs to be submitted as per format provided in Annexure C)

8.	The team should comprise of : • Engagement Partner - Team Leader • Partner/ Director - In Charge • Qualified Manager • Team of 15 staff excluding Partner/Director/Manager	20	Maximum 20 marks	
	Total Marks	20		

b) Approach & Methodology

11.	Technical Approach & disposals methodology	15	Maximum 15 marks	
12.	Work Plan	5	Maximum 5 marks	
	Total Marks	20		

j. Financial Evaluation

The financial proposal of only technically responsive Bidder firm who will obtain minimum 60 marks will be opened.

The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the USC accordingly. The technically eligible / Successful Bidder(s) / Tenderer (s) or their authorized representatives shall be allowed to take part in the Financial Proposal (s) opening.

Annexure –A

Technical Evaluation Performa

a) Consulting Firm's Profile

S No	Particulars	Numbers/Years
1	No of Partners/ Directors at least 4. (List of Partner Attached)	
2	No of qualified Employed by Firm Excluding Partners/ Directors at least 4. (List attached)	
3	No of Staff /trainees at least 15 (List of Staff/trainee attached)	
4	Experience of at least 3 Govt./ Sami Govt. Organization's Assets/project management in last 2 years (Detailed Attached)	
6	No. of projects executed in the last 2 years (list attached)	

b) Engagement team profile for USC
CV's to be Submitted as per format provided in Annexure –C

8.	The team should comprise of: . Engagement Partner / Team Leader . Partner/Director – In charge . Qualified Manager . Team of 15 Staff excluding Partners/ Directors Manager

C) Approach & Methodology

9	Technical Approach & Methodology (Detail Attached)
10	Work Plan (Detail Attached)

Signature:- _____
Name of Authorized Person:- _____
Designation:- _____
CNIC No:- _____
Stamp:- _____

Annexure-B

FINANCIAL PROPOSAL PERFORMA

Name of Firm	

Description	Fee (Rupees)	Out of Pocket Expenses (Rupees)	Total Amount (Rupees)
Consultation			
Project execution			
Total Cost of Financial Proposal			

In Rupees: _____

Note: -

1. The quoted rates should be inclusive of all applicable Government Taxes.
2. Please note that amount in figures and words should be reconciled. If the amount differs the lowest amount would be considered.

TIME LINES

Signature: - _____
Name of Authorized Person: - _____
Designation: - _____
CNIC No: - _____Stamp: - __

Annexure-C

CURRICULUM VITAE (CV)

1. Name of Personnel: _____
2. Current Position in Firm: _____
3. Date of Birth:
4. Nationality: _____

5. CNIC No. (If Pakistani): _____ or Passport No. : _____

6. Education:

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. Membership of Professional Associations: _____

8. Other Training[*Indicate significant training since degrees under 6 - Education were obtained*]:

9. Languages[*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10. Employment Record[*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of Assignment or Project: _____

Cost of Project: _____ Location: _____

Start Date: _____ Completion Date: _____

Client: ____

Main Project Features: _____

Position(s) Held: _____

Activities Performed: _____

Actual Time Spent on Project (in Months): _____

12. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____Date:
[*Day/Month/Year] [Signature of the proposed staff]*

_____Date: [*Day/Month/Year]*
[Counter Signature of authorized signatory]