



**COMSATS University Islamabad (CUI), Lahore Campus**  
Defence Road, Off Raiwind Road, Lahore

042-111001007 ext 875

CUI-LHR-TN-26-1895

Case No.4536

# Invitation to Bid

## for

### Registering as a Legal Firm/Individual Lawyers on CUI's Pre-Qualified Pool/Panel for CUI-Lahore Campus

Category of procurement	Services
Procurement Method/ Procedure	Open Competitive Bidding/ <b><u>Single Stage One Envelope Procedure</u></b>
Submission Type	By Uploading File on PPRA EPADS or through submission of <b><u>sealed envelop</u></b>
Tender Fee	<b><u>Rs. 2,500/-</u></b> <i>also email the Scan Tender Fee Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i>
Bid Security Amount	<b><u>Rs.25,000/-</u></b> <i>also email the Scan CDR Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i>
Bid Closing date/ time	<b><u>February 20, 2026, 1100 hrs</u></b> (Bids will be opened after 30 minutes)
Bid Validity days/ Date	<b>120 Days</b>
COMSATS University Islamabad, Lahore Campus, Tax Free Number (TFN)	9013701-9

**Invitation to Bid**  
**for**  
**Registering as a Legal Firm/Individual**  
**Lawyers on CUI's Pre-Qualified**  
**Pool/Panel**  
**(On case to case and monthly retainership basis as per**



**BoQs requirement/ scope of service)**

**COMSATS University Islamabad**  
**Lahore Campus**

# Invitation to Bid

COMSATS University Islamabad (CUI) is a public sector, multi-campus University chartered by the Federal Government of Pakistan that operates under the administrative control of Ministry of Science and Technology (MoST), Government of Pakistan. CUI Lahore Campus intends to establish a pool of law firms/ individual lawyers for provision of legal and advisory services ensuring effective representation of CUI Lahore campus during litigation, other court affairs and providing legal opinions.

All eligible /interested tax registered individuals/firms/companies are invited to submit their bids for the purpose within in due date, in accordance with the tender document. Complete tender document containing necessary details, terms and conditions, evaluation criteria & other details is available free of cost on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk) and PPRA EPADS. No bid will be accepted after closing date.

Sealed proposals must reach the office of the undersigned, latest **by February 20, 2026 by 1100 hours**. The bids will be opened in the presence of the bidders who choose to attend, half hour after the closing time at COMSATS University Islamabad, Lahore campus.



M. Imran Qureshi  
Deputy Registrar (Procurement)  
COMSATS University Islamabad  
Lahore Campus,  
Defence Road, Off Raiwind Road, Lahore

## Instruction to Bidders

1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.
2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of COMSATS University Islamabad (CUI), Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.
3. Please submit the rates on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise the bid (s) may be rejected.
4. The bid proposal should be in Pak Rupees inclusive of all applicable taxes.
5. All prices should be valid for at least One Year. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in tenders / works.
6. The contract will be executed and managed in satisfactory conditions up to the entire satisfaction of CUI, Lahore Campus.
7. The bid should be submitted **in a sealed envelope up to \_February 20, 2026\_ before 1100 hrs and will be opened on the same date at 1130 hrs in the presence of available bidders.**
8. **It is the sole responsibility of the bidder to** comply with the applicable laws, be national or international.
9. CUI, Lahore Campus reserves the rights to accept or reject the bid if;
  - a. Received without earnest money
  - b. Received later than the date and time fixed for tender submission
  - c. The tender is unsigned/ unstamped
  - d. The offer is ambiguous
  - e. The offer is conditional
  - f. The offer is from a firm/company/individual, which is black listed by any Govt. Office.
  - g. The offer is received by telephone/telex/fax/telegram.
  - h. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
  - i. Termination of Contract on Unsatisfactory grounds.
  - j. Rates are not quoted on our BoQs
  - k. Multiple rates may also lead to the rejection of bid / item.

## Tender Fee & Earnest Money/CDR

10. Documents along with Pay Order / Demand Draft amounting to Rs.2,500/- as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
11. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order of amounting to Rs. 25,000/- as Earnest Money crossed in favor of "COMSATS University Islamabad, Lahore Campus", which shall be released after the successful completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

## **Performance Security:**

12. CUI, Lahore Campus will withhold CDR as performance security and will be released at the end of successful fulfillment of the contract.
13. Failure of the successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event CUI may make the award to the next lowest evaluated Bidder or call for new bids.

## **Procedure of Open Competitive Bidding**

14. COMSATS University Islamabad, Lahore Campus, will follow **Single Stage One Envelope Procedure** as per the PPRA rule.

## **Sealing and Marking of Bids:**

15. The bid shall be sealed in an envelope and shall be addressed to the CUI contact person, as below; and must bear the title of procurement.

Deputy Registrar Procurement,

Purchase Office, COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

## **Contract Duration & Extension:**

- This initial contract would be valid for one year from the date of signing of the contract and renewable on annual basis on the same terms & conditions with the consent of both the parties, subject to satisfactory performance, to be evaluated and decided by CUI.

## **Scope of Services:**

The qualifying law firm/ individual will be registered in a pool of pre-qualified legal counsels that may be engaged for legal services required during the contract period, which will likely include but not limited to the following:

1. Representing and defending the CUI Lahore Campus before all sorts of Courts of Law including but not limited to Magistrate/Civil/Labour Courts/Tribunals/Sessions/Federal Ombudsman all High Courts of Pakistan as case may be/Federal Shariat Court/Supreme Court for the case filed by the CUI Lahore and against the CUI Lahore etc. as per requirements of the BoQs.
2. To defend CUI Lahore Campus as a legal counsel/attorney on case-to-case basis in Supreme Court, High Courts, Civil Courts, Session Courts, Special Courts (such as FOSPAH, PIC or

- like/equivalent) and Service Tribunals etc. of competent jurisdiction including but not limited to (as required by the Procuring agency).
3. Scope of service for monthly retainership contract, will likely encompass but not limited to rendering legal opinions and advice (even on emails and letter heads as requested) and drafting, vetting, and reviewing of all legal or other documents of CUI, such as proposals, agreements, undertakings, pleadings, rules, regulations, and statutes, validating the narratives and recommendations etc. For embarking on a Retainership Contract the lawyer will be obliged to provide the following:
    - a. Valid license for practicing in at least High Court of law or equivalent
    - b. Supporting letter from the Attorney General of Pakistan as Law recommending the lawyer qualifying to be on retainership contract with a public sector university/institution.
  4. Further following services will remain obligatory under any kind of contract with CUI Lahore Campus:
    - a. Assisting CUI Lahore Campus in dispute resolution and adjudication by formulating legal strategies and providing comprehensive support in all legal matters related to **service/recovery and criminal matters.**
    - b. Handling legislative and regulatory matters pertaining to CUI Lahore Campus, while remaining updated on all applicable laws, regulations, and forthcoming legislation.
    - c. Dealing with matters relating to human resource and employee cases, students in litigations against CUI, and any other legal issues arising at any department of CUI Lahore Campus.
    - d. Providing legal assistance in the process of contract development, contract management and contract administration, negotiations, legal endorsement of performance guarantees or any other guarantee and signing of contract agreement.
    - e. Preparing replies to the legal notices/show cause notices etc., received by CUI Lahore.
    - f. Provide legal assistance against any litigation arising out of CUI Lahore's daily business affairs or during contract administration etc.
    - g. Attending meetings/hearing sessions on invitation with concerned inside and outside the Campus as directed for legal conversations/negotiations

## Terms & Conditions of the Contract

1. There must not be any conflict of interest i.e. Law Firm /individual must not provide legal assistance to any other person/entity against "CUI LAHORE CAMPUS" till the expiry of contract with CUI LAHORE CAMPUS.
2. Law firm /individual has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the IP.

3. Every renewal in contract period will be for one year from the date of expiry which may be extended annually further subject to performance on same rate and terms & conditions.
4. Rates quoted shall remain valid for a period of **120 days** from the date of opening of proposals/bids.
5. All direct & indirect taxes will be deducted in accordance with the provisions of Government laws amended time to time.
6. Advance payment of services upto 40% of the case/s against CUI in litigation will be released by CUI Lahore as per agreed upon rate for an overall case in the contract at the time of issuance of Power of Attorney (PoA) for the case. Remaining 60% of payment will be made in two parts/halves, first half (30%) on confirmation of consistent and satisfactory representation for CUI by the law firm /individual on every date of a delegated case in the Court and remaining half (30%) on conclusion of the case.
7. Payment to the lawyer in retainerhip contract will be made on monthly basis as per the agreed upon rate till validity of the contract and subject to satisfactory performance in supporting monthly queries on legal matters.
8. Provision of next case/s will depend on the quality of services by the legal firm/individual in the cases assigned to it.
9. CUI will make contract with more than one bidder for establishing the pool of law firms/ individual lawyers. The case will be assigned to the law firm/ individual having lowest evaluated quoted cost in respective category, subject to meeting all other requirements mentioned in the tender document. However, CUI may assign case to the next lowest evaluated law firm/ individual in following cases;
  - a. Unsatisfactory performance of the lawyer.
  - b. Unavailability of the lawyer.
  - c. Expertise of a lawyer in particular area/ domain relevant to a case.
10. The Legal Firm /individual must respond efficiently for providing legal service timely.
11. There may be multiple legal assignments/cases at a time during contract period.
12. In case of any dispute regarding services; the decision of the CUI LAHORE CAMPUS shall be final & binding.
13. For cases in Courts inside as well as outside Lahore, no TA/DA will ever be admissible.

## Conditions for Eligibility

The successful individuals/firms/companies, fulfilling the following criteria, will be considered as eligible for the bidding process:

1. The individuals/firms/companies must be tax registered and be an active **tax filer**.
2. The individuals/firms/companies must have at least
  - a. One partner enrolled/ eligible to work as an Advocate of the Supreme Court of Pakistan (for category A only, as given in the financial proposal table) with at least 5 years' experience in "Service Matters" especially for Educational Institutions

- b. One partner enrolled / eligible to work as Advocate of the High Court with at least 5 years’ experience in “Service Matters” especially for Educational Institutions
  - c. One partner enrolled / eligible to work as Advocate Civil/ District & Session Court and other special courts with at least 5 years’ experience in service/recovery and criminal matters
3. The individuals/firms/companies must have its registered office located in Lahore.

## Evaluation Criteria

Following mandatory requirements must be met failing which the bid will be rejected.

Description	Requirement
<p><b><u>Tax Registration</u></b></p> <p>Active Taxpayer List (ATL) of FBR – Status as “Active”</p>	Mandatory
<p><b><u>Proof of non-blacklisting</u></b></p> <p>Affidavit on legal paper of appropriate value (duly attested from Notary Public) OR letterhead stating that the individual / firm / company is neither blacklisted by any institution nor suspended by any Bar Council</p>	Mandatory
<p><b><u>Office Location:</u></b></p> <p>Lahore</p>	Mandatory
<p><b><u>Bar council Registration</u></b></p> <p>Valid Registration / License from respective Bar. 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 &amp; membership number</p>	Mandatory
<p><b><u>Lawyers Profile:</u></b></p> <p>Please provide complete profile and CVs of lawyer(s) with Verified Copy of Valid Licenses of Supreme Court of Pakistan along with proof of license issued for more than 3 years along with HEC verified degrees. Attach list of lawyers containing name, qualification, designation and enrollment status as Advocate Supreme Court (ASC), Advocate High Court (AHC), as the case may be. Enrollment certificate(s) from concerned Bar Council and Bar Association of Pakistan /Punjab must also be attached (as applicable).</p>	Mandatory
<p><b><u>Relevant Experience</u></b></p> <p>Provide list of successful cases of representing public sector organizations, specifically higher education sector institutions (HEIs), in relevant courts with proof of proving legal support in relevant court cases</p>	Mandatory

## Financial Proposal

Legal Services as per Terms of Reference	<b>Quoted Cost (Rs.)</b> <b>per case (for category A,B,C,D)</b> <b>per month (for category E)</b>  <b>inclusive of all (applicable) taxes, and</b> <b>other related expenses</b>
<b>Category A:</b> Fee for Handling of legal cases related to Supreme Court of Pakistan	
<b>Sub total amount of Category A Rs.</b>	
<b>Category B:</b> Fee for Handling of legal cases related to High Courts/ Tribunals/ Commissions/Equivalent	
<b>Category C:</b> Fee for Session/Special Courts/ Equivalent	
<b>Category D:</b> Fee for Handling of legal cases related to Civil/ District Courts	
<b>Category E: (on Retainership Contract for payment per month)</b> Fee for providing legal advices related to day to day matters including but not limited to legal advice, including drafting, vetting/validating, and review of all legal documents of CUI, such as proposals, agreements, undertakings, pleadings, rules, regulations, and statutes and any other	
<b>Sub total amount of Category B, C, D &amp; E Rs.</b>	