

Expression of Interest Pre-Qualification

**Hiring of legal Counsels/
Lawyers/Advisors on CUI Panel**



**COMSATS University Islamabad
Park Road, Islamabad**

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Notice for Expression of Interest

CUI -PS/26(07)/2691
Hiring Legal Counsels/Lawyers/Advisors - Panel
COMSATS University Islamabad (CUI)

1. COMSATS University Islamabad (CUI), a Public Sector Educational Organization invites sealed proposals from Tax registered individuals/firms/companies for **“Hiring of legal Counsels/Lawyers/Advisors on Panel”** for COMSATS University Islamabad, Principal Seat & Islamabad Campus.
2. Complete EoI containing necessary details, selection criteria & qualification is available free of cost on PPRA’s website at www.ppra.org.pk as well as CUI’s website at www.comsats.edu.pk
3. ***No bid will be accepted after closing time.***
4. Sealed proposals must reach the office of the undersigned, latest by **July 30, 2026 by 1100 hours.** The proposals will be opened in the presence of the bidders who choose to attend, **half hour after the closing time** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.

Contact Person and Submission



Muhammad Qasim
Senior Program Officer,
Treasurer Department,
3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
COMSATS University Islamabad
Tel: 0333-915-4790 / email: m.qasim@comsats.edu.pk

General Terms & Conditions of the Tender

No tender/bidder will be considered if it:-

- a) Is received without required documentation or deficiency of required documentation.
- b) Is received later than the date and time fixed for Tender submission.
- c) Is unsigned/ unstamped.
- d) Is signed/stamped by the unauthorized agent of the company.
- e) Is received by telephone/telex/fax/telegram.
- f) Is received without earnest money.
- g) Is in contradiction with the specification given by the CUI .
- h) Is received with any condition.
- i) Is in litigation with CUI.
- j) Has contested litigation against CUI at any legal forum.
- k) Is blacklisted by any organization AND/OR notified as black-listed on PPRA website.
- l) Is submitted more than one Bid, in the same bidding process. All except the first submitted bid will be rejected.
- m) Is submitted in Joint Venture.

Contact person and Submission of Bids:

Contact Person for all inquiries and clarification and bids submission will be the undersigned.

Muhammad Qasim

Senior Program Officer,

Treasurer Department, 3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

COMSATS University Islamabad

Tel: 0333-915-4790 / 051-9049-5060 / email: m.qasim@comsats.edu.pk

You may visit, write or call. However, written queries though email will be considered as official.

Language of Bid:

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and CUI shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in same language.

Price of the Bid:

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the contract. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable

taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

The premium rates will be valid for the duration of the contract.

In case of Tie in Rates, the bidder securing highest technical score, where applicable, will be awarded the contract. In case of tie in technical Score, CUI will award the contract to the bidder having the most IPD & reimbursement claims paid in previous year, as submitted in the bid.

Bid Currencies & Bid Security:

No bid security/earning money is required for this EoI.

Amendment of Bidding Documents:

Any prospective Bidder requiring clarification of the bidding documents may notify CUI in writing to the contact person in writing. CUI will respond in writing to any request for clarification of the bidding documents which it receives no later than seven (07) days prior to the deadline for the submission of bids.

CUI, at any time prior to the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting (If held) may modify the Bidding Documents by issuing addenda and will promptly publish the Addendum on its web page atleast 3 days before the deadline of submission and will become integral part of the EoI/tender document and will be binding on all bidders. It is responsibility of the bidder to visit CUI website and get the updated EoI/tender. No separate email will be sent to bidders.

The bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw its already filed bid and submit the revised bid prior to the bid submission deadline.

To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, CUI may, at its discretion, extend the deadline for the submission of Bids: Provided that CUI shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

Clarification of Bidding Document:

During evaluation of the bids, CUI may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

Sealing and Marking of Bids:

The bid shall be sealed in and shall be addressed to the CUI contact person; and bear the title of procurement Activity as mentioned in the tender notice. If the envelope is not sealed and marked as required, CUI will assume no responsibility for the bid's misplacement or premature opening.

Deadline for Submission of Bids:

Bids must be received by CUI at the address of the contact person, not later than the time and date specified in the Tender notice.

CUI may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of CUI and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late submission of Bids:

Any bid received by CUI after the deadline for submission of bids prescribed by CUI will be rejected and returned unopened to the 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.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Submission of Bidding Document:

The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

In case any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day OR CUI will inform of any other suitable date. In such case, the focal person may be contacted via email/cell number for confirmation of opening date.

Time and place will remain as initially mentioned in the tender notice.

Opening of Bids :

CUI will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the tender notice. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

Withdrawn bids will be returned unopened to the bidders.

Influencing the evaluation process:

No Bidder shall contact CUI on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e., 15 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the CUI , it should do so in writing.

Any effort by a Bidder to influence CUI during bid evaluation or bid comparison may result in the rejection of the Bidder's bid.

Notification of Evaluation Reports:

The Bid Evaluation report will be notified to all the participating bidders by email address provided in the bidding document.

Qualification & Evaluation of Bids:

CUI will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.

The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI deems necessary and appropriate.

CUI will technically evaluate and compare the bids which have been determined to be substantially responsive, as per Technical Specifications required.

No bidder shall be eligible for any margin of preference in Proposal Evaluation.

CUI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

CUI may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to CUI.

Prior to the detailed evaluation, CUI will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties will be deemed to be a material deviation. The CUI's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by CUI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Corrupt or Fraudulent Practices & Blacklisting:

CUI requires that Bidders, Contractors, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
 - iii. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- a. CUI will have the right to reject a proposal for award if it determines that the Bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
 - b. Any bidder/firm/company which is blacklisted by any organization and notified as blacklisted by PPRA will be considered as disqualified from the bidding process unless and until it is de-notified on PPRA website.

- c. CUI will sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing.

CUI's Right to Accept or Reject All Bids:

CUI reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of the grounds for the CUI 's action.

Notification of Award:

Prior to the expiration of the period of bid validity, CUI will notify the successful Bidder in writing by mail or by email that its bid has been accepted.

The notification of award will constitute the formation of the Agreement.

Upon the successful Bidder's signing the contract agreement , CUI will promptly notify each unsuccessful Bidder and will release its bid security.

Issuance of Contract:

At the same time as CUI notifies the successful Bidder that its bid has been accepted, the bidder shall immediately sign contract agreement. The Bidder shall bear all the stamp duties and expenses for the purpose of contract agreement.

Performance Security:

The performance security shall remain with CUI till the contract period/ pre-qualification period.

Special Terms & Conditions for assigning case to lawyer

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

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.

By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

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 Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	

Technical Evaluation Criteria:**Table 1: Mandatory Requirements:**

1. Declaration Form (Form No.2)	Mandatory
2. GST and NTN Registered	Mandatory
3. Active Taxpayer List (ATL) of FBR	Mandatory
4. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) that the individual/firm/company is neither blacklisted/barred by any institution nor suspended by any Bar councils	Mandatory
5. Valid Registration Valid Registration / License from respective Bar	Mandatory
6. Valid Membership Card from concerned Bar	Mandatory
7. 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
8. Attested degree of LLB from Higher Education Commission (HEC)	Mandatory
9. Submit cases which have been won by the counsel	Mandatory

Failing in any of the mandatory requirement will disqualify the bidder from the bidding process.

Table 2: Experience Requirements:

Category	Experience required	Required Document
Category A: Supreme Court	At least 8 years' experience having expertise of "Service Matters" especially for Educational Institutions.	8 years of Experience - List of Clients comprising of 10 Service Matter cases, and at least 5 related to educational institutions. - Documents of Successful verdicts/judgements obtained by the counsel
Category A: Advocate for High Courts /Tribunals/ Commissions	At least 8 years' experience having expertise of "Service Matters" especially for Educational Institutions.	6 years' Experience including Service Matters, especially for Educational Institutions - List of cases comprising of 8 Service Matter cases, including 4 related to educational institutions cases - Documents: Submit successful verdicts /judgements obtained by the counsel
Category B: Legal Counsels for Civil/District & Sessional/Special Courts	At least 5 years' experience in service/recovery and criminal matters.	4 years' Experience including 2 Service Matters, 2 Recovery Matters, and 2 Student Matters - Documents: Submit successful verdicts /judgements obtained by the counsel

Verifiable proof of the above is mandatory for verification by CUI as demanded in the above Tables. Proof of clients/cases is mandatory. Without proof, the bidder will be considered as non-responsive and dis-qualified. DO NOT attach any information or portfolio which is not requested. Only provide the demanded information.

Documents to be submitted by the bidders / Check List
(To be filled by Applicants)

This page must be placed on Top of the complete bidding document

Prepare & Submit the Bid in this Order

Detail	Yes	No
This Checklist - ON TOP		
ALL Pages are signed and stamped		
Declaration Form		
Proof of Registration – Income Tax / GST		
Latest Print out of FBR ATL		
Valid Registration / License from respective Bar		
Valid Membership Card from concerned Bar		
Letter from concerned Bar, duly signed and stamped by the President of the Bar		
Attested degree of LLB from Higher Education Commission (HEC)		
Experience (with proof)		