



**HIRING OF LEGAL CONSULTANCY FIRM
ON RETAINER SHIP BASIS**

Tender Fee: Rs. 1,000/-

TENDER No: PIFD/TENDER/2024-25/044

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PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN
LAHORE - PAKISTAN



Chartered by the Government of Pakistan

TENDER NOTICE

Pakistan Institute of Fashion & Design (PIFD) Lahore, solicits sealed written proposals in accordance with the Public Procurement Rules-2004 36 (b) based upon single stage two envelope bidding procedure from the Legal Firms having practicing license to provide Legal Consultancy Services on retainer-ship basis. The Operative Rule / Regulations for the instant procurement shall be PPRA Rules 2004 amended up to date. Interested bidders must submit their proposals as per PPRA rules and regulations for the

TENDER

HIRING OF LEGAL CONSULTANCY FIRM ON RETAINER SHIP BASIS)

(PIFD/TENDER/2024-25/044)

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal."
- Tender documents can be purchased by submitting a written request for **Rs. 1,000** (non-refundable) from the Treasurer's Office at the address below, during office hours (9:00 AM to 4:00 PM), excluding Saturdays and Sundays.
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **February 4th, 2025, at 11:00 AM**. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted or involved in litigation with PIFD will not be considered.
- This advertisement is available on the PPRA website www.ppra.org.pk and the PIFD website www.pifd.edu.pk.
- PIFD reserves the right to reject any or all bids under PPRA rules.

SECRETARY TO TENDER COMMITTEE
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)
51 J/III BLOCK, JOHAR TOWN, LAHORE
Tel: +92 42 99232951 - 57

SECTION-I: INVITATION TO BID

Pakistan Institute of Fashion and Design (PIFD) is a Federally Chartered Public Sector Degree Awarding Institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Pakistan Institute of Fashion and Design (PIFD), Lahore invites sealed applications from interested firms for hiring on a Retainer Ship basis for one year. The Tender Notice is also available at the official website www.pifd.edu.pk of the PIFD and PPRA website.

SECTION-II: INSTRUCTIONS TO THE BIDDERS

1. ELIGIBLE CONSULTANCY FIRMS

- 1.1 This Invitation is open to all tax registered and experienced Legal Firms.

2. COST OF PARTICIPATION

- 2.1 The Bidders shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. CONTENT OF BIDDING DOCUMENT

- 3.1 The document includes:-

- Instructions to Bidders
- Schedule of Requirements / Terms of Reference
- Application Forms

- 3.2 The Bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the documents or submission of documents not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in the rejection of the proposal.

4. LANGUAGE OF BID

- 4.1 The bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Bid, the translation shall govern.

5. BID SECURITY

- 5.1 Bidder will submit Bid Security/Earnest Money as part of Technical Bid **Rs. 15,000/-**, drawn in the name of "**Pakistan Institute of Fashion and Design, Lahore**"
- 5.2 The Bid Security will be in the form of CDR / Pay Order / Demand Draft / Banker's Cheque.

- 5.3 Cheque or Cross Cheque shall not be accepted at all.
- 5.4 The financial bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 5.5 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 5.6 The Bid Security may be forfeited if a Bidder:-
 - a) Refuses to accept the Letter of Acceptance of the Bid; or
 - b) Fails to furnish Performance Security.

6. BID VALIDITY

- 6.1 Validity period of the bid shall be 90 days.

7. DOCUMENT COMPRISING THE BID

- 7.1 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Bidder or his Authorized Representative. In case of copies, photocopies may be attested.
- 7.2 The Bids/Tenders should be submitted on the basis of single stage two envelope bidding procedure (Envelop-A "**Technical Proposal**" and Envelop-B "**Financial Proposal**").

A. TECHNICAL PROPOSAL

- I. The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the financial proposal opening. The financial proposals of the bidders who failed in the Technical stage will not be opened.
- II. The Technical Proposal Form (Annexure-B) as given in the Bid/Tender Document shall be filled, signed & stamped in all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- III. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- IV. **Detail and Order of Documents to be furnished with Technical proposal [Envelope A]:**The Bidder must provide Documents in the following Order:
 - I. Firm Profile
 - II. Technical Proposal Form duly signed & stamped by the Bidder (Annexure 'B')
 - III. List of Clients
 - IV. NTN Certificate
 - V. Certificate of Registration with PRA
 - VI. Income Tax Return of the FY-2023-24.

- VII. Detail of In-house Expertise
- VIII. Certificate on non-litigation (Annexure 'A')
- IX. Copies of Practicing Licenses of the Senior Partners issued by Pakistan Bar Council or relevant High Court OR Session Court OR Civil Court Bar Councils
- X. Affidavit / Bidder's Undertaking (on Stamp Paper)
- XI. Tender Document duly signed and stamped each page by the bidder

B. FINANCIAL PROPOSAL

- I. The Financial Proposal of the bidder shall include the price break up of taxes/duties on prescribed format. All taxes/duties as applicable shall be responsibility of the bidders.
- II. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- III. The quoted price will be inclusive of all taxes, duties, levies, insurance etc.
- IV. Bidder shall provide Income Tax Certificates.
- V. PIFD will deduct taxes at source, as per prevailing rules / regulations of the Government.
- VI. In case services or part thereof are exempted from levy of tax, bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.
- VII. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- VIII. **Details to be furnished with financial proposal [Envelope B]**
 - Financial Proposal Covering Letter (**Annexure 'D'**).
 - Financial Proposal form duly signed and stamped by the Bidder (**Annexure 'E'**).

C. SEALING THE BID

The Proposal Envelops (Envelop-A & Envelop B) shall be placed in an Envelope and sealed appropriately. The cover shall be marked as Bid Reference "**PROPOSAL FOR THE HIRING OF LEGAL CONSULTANCY FIRM ON RETAINER SHIP BASIS**" the "**FROM**" address and the "**TO**" address shall be written on the sealed envelope without fail otherwise the Technical Proposal is liable for rejection

8. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- 8.1 Bidders shall furnish, as part of its documents establishing, the Firm's eligibility and its qualifications to perform the contract if its proposal is accepted.

- 8.2 The documentary evidence of the Firm's eligibility to proposal shall establish to the Procuring agency's satisfaction that the Firms at the time of submission of its proposal, is legally established in Pakistan.
- 8.3 The documentary evidence of the Firm's qualifications to perform the contract if its proposal is accepted shall establish to the Procuring agency's satisfaction:
- 8.4 Firm must possess and provide evidence of its capability, experience, and qualification, criteria as stipulated in the Tender documents.

9. DEADLINE FOR SUBMISSION OF BIDS

- 9.1 The Bid should be addressed and submitted to the Secretary, Tender Committee, Pakistan Institute of Fashion and Design (PIFD), 51-J/III, Johar Town, Lahore, during office hours in working days not later than the Bid closing time and date specified in the Tender Notice. Bids submitted unsealed, incomplete or submitted by fax/email will be summarily rejected.
- 9.2 The PIFD may, at its discretion, extend this deadline for the submission of bids by amending the documents in accordance with Clause 7, in which case all rights and obligations of the PIFD and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

10. LATE BIDS

- 10.1 Any proposal received by the PIFD after the deadline for submission of bids prescribed by the PIFD in the Tender Notice will be rejected and returned unopened to the Bidder.

11. REJECTION OF BIDS

- 11.1. Any offer not received as per the terms & conditions of the tender is liable to be rejected.
- 11.2. No offer shall be considered if:
 - 11.2.1. Received without Bid Security/Earnest Money
 - 11.2.2. A cash receipt (original or photocopy) for the purchase of the Tender is not attached with the offer.
 - 11.2.3. Received after the Bid closing date and time.
 - 11.2.4. Failed to submit the Bid online on EPADS.
 - 11.2.5. The tender is un-signed.
 - 11.2.6. The offer is ambiguous.
 - 11.2.7. The offer is conditional.
 - 11.2.8. The offer is from the firms who are blacklisted/suspended by any Government Department.
 - 11.2.9. The offer is received by email / Fax.
 - 11.2.10. The Senior Partners / Associates are not registered with Pakistan Bar Council or relevant High Court / Session Court / Civil Court Bar Councils.

11.2.11. The firm is not registered with Inland Revenue Department or Punjab Revenue Authority.

11.2.12. PIFD further reserves the right to accept or reject any or all tenders without assigning any reason.

12. BID EVALUATION

12.1. All the received Bids will be evaluated on the following grounds:

- a) 70% marks be allocated for technical bid and 30% marks for financial bid.
- b) Firms most closely conform to the prescribed specifications.
- c) In case of any arithmetic error in the total tender amount, quoted item rate will be taken as a touchstone to work out the correct tendered amount.

SECTION-III: SCHEDULE OF REQUIREMENTS/TERMS OF REFERENCE

PIFD intends to hire legal services on a Retainer Ship basis for a minimum 10 billable hours per month as prescribed below:

A. RETAINER SHIP SERVICES

1. The retainer shall be obligated to provide the following Retainer Ship Services up to Ten (10) Billable Hours during a month in consideration of the Retainer Ship Fee payable on a quarterly basis:
 - a. To remain as a retainer and to neither accept a brief from nor represent any person against the PIFD;
 - b. **To Render Following Services:**
 - i. Rendering Legal opinions and advices;
 - ii. Preparation of briefs, memorandums etc;
 - iii. Preparation, negotiating, reviewing, amending and vetting of Statutes, Rules, Regulations, Agreement(s), Deed(s) or any other legal instrument(s);
 - iv. Vetting of minutes of the meeting of the Statutory Bodies, letters, Speaking Orders, Communication, and Correspondence etc;
 - v. Amendments and renewals of existing agreements and instruments;
 - vi. To attend meetings of the Statutory Bodies, Committees of the Statutory Bodies, Contractors or such parties as required on invitation; and any task assigned by the Client requiring the role of Legal Adviser.
2. In case, the Retainer Ship Services do not consume Ten (10) Billable Hours in a month, Un-used Billable Hours shall be carried forward to the next month up to a maximum of two (02) subsequent months. Upon completion of three (03) months, the unused Billable Hours, if any, shall lapse.
3. In case, more than Ten (10) Billable Hours are consumed to perform Retainer Ship Services in a month, the extra Billable Hours shall be adjusted against the Ten (10) Billable Hours for the next month up to a maximum of two (02) subsequent months. Upon completion of

three (03) months, the extra Billable Hours, if any, shall be charged at the Hourly rate.

4. The Legal Consultancy Firm will be hired on Retainer Ship basis initially for a period of one year. The period may be extended as per PPRA Rules.

B. PARTICULARS OF THE DEALING COUNSEL:

Name of Partner	
Registration Number of the Partner	

Name of Senior Associate	
Registration number of Senior Associate	

C. PAYMENT

Payment for services shall be released on a quarterly basis through the Office of the Treasurer of PIFD, Lahore, within 30 days of receipt of the invoice provided that, the invoice is complete, accurate, and to the entire satisfaction and according to the instructions of the PIFD. A satisfactory report is also furnished by PIFD. PIFD will deduct taxes at source, as per prevailing rules/regulations of the Government.

D. DISPUTE RESOLUTION

In case of any dispute arising between the bidder and PIFD, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'A'.

Application Forms

Annexure 'A'
(To be printed on stamp paper)

AFFIDAVIT/BIDDER'S UNDERTAKING

Ref: Tender No. PIFD/TENDER/2024-25/044

1. We M/S-----hereby undertake that as a result of contract between us and Pakistan Institute of Fashion and Design (PIFD), Lahore for the subject Tender, if any conflict / dispute arise regarding the execution of work, we shall not resort to any court of law. The dispute / difference, if any, shall be settled as per relevant clauses of the tender document issued by the PIFD.
2. We have examined the Bid Documents and we undertake to meet the requirements regarding services required and are prescribed in the Bid Documents.
3. It is certified that the information furnished here in and as per the documents submitted is true and correct and nothing has been concealed or tampered with.
4. We have read the provisions of Bid Documents and confirm that these are acceptable to us. We further declare that additional conditions, variations, and deviations, if any, found in our response shall not be given effect to.
5. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We also declare that M/S----- is not involved in any litigation and has never been blacklisted by any organization in Pakistan.

Authorized Signature & Stamp

TECHNICAL PROPOSAL FORM**A. Firm /Organization Information**

S.NO	REQUIRED INFORMATION	RESPONSE
1	Legal Name of the Firm:	
2	Year of Registration / Establishment of the Firm:	
3	National Tax Number:	
4	Core business area(s) of the Firm:	
5	What is The Legal Status Of Your Firm /Organization? <i>[Attach Copy(s) of Registration Certificate(s)]</i>	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Private Ltd Company <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Others (Please specify) (Check the relevant one box only).
6	Name & Designation of 'Head of Organization/Firm'	
7	Mobile Number:	
	Phone Number(s):	
	Email Address:	
	Fax Number:	
	Office Address:	
	Website Address:	
8	Name and Designation of the 'Contact Person:	
	Mobile Number:	
	Phone Number(s):	
	E-mail Address:	

B. Key Management Staff Information

S.NO	REQUIRED INFORMATION	RESPONSE		
1	Name			
2	Designation			
3	Age			
4	Years of Association With The Firm			
5	Core Professional Area of Work			
6	Assigned Tasks in This Firm			
7	Please Name Similar Assignment Undertaken By the Individual			
8	Specific Role of the Individual in This Activity			
9	Please Provide Information on Additional Experience In the Field Of Legal Consultancy:			
	Position	Employer	Duration	
			From	To
	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Specialty

(Use extra page if required)

TECHNICAL EVALUATION CRITERIA

Factors	Maximum Marks	Documents to be Attached	Information to Be Filled In By The Bidder
Registration of Senior Partners with Lahore High Court Bar Council (No of years): 05 to 10 years: 05 Marks More than 10 years: 10 Marks	10	Firm's Profile	
Partners of the Firm: 2 to 5 Partners: 05 Marks 5 to 10 Partners: 10 Marks	10	Resumes	
Office Location (at Lahore) Sub-Office: 05 Marks Head Office: 10 Marks	10	-	
Number of Advocates (other than partners) on the Payroll of the Firm: Associates: Less than 10: 02 Marks More than 10: 05 Marks	5	Resumes	
Experience of Senior Partners in Corporate & Commercial Matters: 2 to 5 years: 05 Marks 5 to 10 years: 10 Marks More than 10 years: 15 Marks	15	Year Wise List of Cases	
Domain Experience of the Firm (Universities / Service Matters): Public Sector Departments: 2 to 5: 02 Marks More than 5: 05 Marks Private Sector Departments: 2 to 5: 02 Marks More than 5: 05 Marks	5+5=10	Year wise list of clients to which Legal Adviser Ship Services (at least 1-year contract with the client) provided by the Firm.	
General litigation Experience of Most Senior Associate: 2 to 5 years: 05 Marks More than 5 years: 10 Marks	10	Year Wise List of Cases	
Reported Judgments of Senior Partner (In last five years): 05 to 10: 05 Marks More than 10: 10 Marks	10	List of Reported Judgments	
The Senior Partner / Member of the firm who is the advocate of the Supreme / High Court of Pakistan shall be called for an interview. PIFD reserves the right to call for an interview the Senior Partner / Member of the Firm who is the advocate of the Supreme / High Court and he/she must be available for interview as and when called.	20	-	

Note: The firm securing overall 60% points shall qualify for financial bid opening.

Annexure 'D'
(To be attached with Financial Proposal)

Dated: -----/-----/2025

To
Secretary Tender Committee
Pakistan Institute of Fashion and design
57-J/III Johar Town Lahore

Subject: Financial Proposal Cover Letter

Dear Sir,

With Reference to Tender No.----- Please find attached
Financial Proposal for the sum of Rs. _____/- (Amount in
words _____). This amount is
inclusive of all taxes.

Yours sincerely,

Authorized Signature & Stamp

FINANCIAL PROPOSAL / PRICE SCHEDULE FORM

Tender Name	HIRING OF LEGAL CONSULTANCY FIRM ON RETAINER SHIP BASIS
Firm / Company Name	
Mailing Address	
NTN #	
Authorised Person Name & Contact Number	

Bid Amount (Inclusive of all Taxes)	Rate of 10 Billable Hours per Month	Amount (Rs.)
		In words:
	Rate Per Hour (Excess of 10 Billable Hours)	Amount (Rs.)
		In words:
Earnest Money	Total Amount	Amount (Rs.)
	CDR /DD /Pay Order#	
	Name of Bank	

Sign & Stamp of Authorised Person

CHECK LIST

The bidder must attach this list along with the Bid

ENVELOPE A: Enclosures of Proposal		ATTACHED	PAGE #
1	Check List	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2	Covering Letter	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3	Firm / Company Profile	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4	Technical Proposal Form duly signed and Stamped by the Bidder	<input type="checkbox"/> YES <input type="checkbox"/> NO	
5	List of Clients	<input type="checkbox"/> YES <input type="checkbox"/> NO	
6	Copy of Income Tax Registration Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7	Affidavit/Undertaking on the Stamp Paper	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8	Registration Certificate of Pakistan Bar Council or relevant High Court Bar Councils.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9	Income Tax Return FY 2023-2024	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10	Bid Security in the form of CDR	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Note: <i>All the above documents and any other supporting document must be numbered and the page number must be mentioned in the column specified for the purpose.</i>			
Total Number of pages attached with the Technical Bid		-----	Pages
11	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		
ENVELOPE B: Financial Proposal			
12	Financial Proposal/Price Schedule Form duly filled, signed & stamped by the bidder	<input type="checkbox"/> YES <input type="checkbox"/> NO	

FEE DESPOST SLIP - For PPRA Use Only

IBL ISLAMIC BANKING		Deposit Slip	
		Customer Copy	
Branch:		Date:	20 01 20 25
Account Title:	Public Procurement Regulatory Authority		
IBAN:	PK H A B B 0 0 9 5 4 9 9 1 3 1 0 0 7 9 1		
Currency:	<input checked="" type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type:	<input type="checkbox"/> Current <input type="checkbox"/> Savings
Credit Card No.			
<input type="checkbox"/> CASH			
BANK / BRANCH	IBBL	CHEQUE / INSTRUMENT NO.	6101
			15000/-
			15000/-
Total Amount in Words:	Fifteen Thousand Only		
Depositor's Name:	ERVIS I	Fund Transfer Customer Account	
Contact No.:	0321-4755423	Branch: 5039-IBB EXPO CENTER LAHO	
Depositor's CNIC No.:	35202-9674964-3	From Account: PK36HABB005039XXXXXX851	
Depositor's Account No.:	20161400307303	To Account: PK17HABB0004540013100701	
		Amount: *****15,000.00 PKR	
		Charges: *****.00 Date: 2025-01-20	
		Teller: UG66 Time: 14.25.19.213000	
Received By:	Depositor's Signature		
	25442789		