

Bidding Document

**TENDER FOR HIRING OF LEGAL
CONSULTANCY FIRM**

Under PP Rules, 2014 (Amended)

Document Issuance Date: 13th November, 2023



Quaid e Azam Solar Power (pvt) Ltd

Terms of Reference for Legal Consultancy Firm

The scope of work of legal Consultancy firm is as below:

1. To assist the company in all corporate matters.
2. To assist the CEO in various legal issues of the company.

Deliverables:

The Firm will depute a full time Legal Consultant for QASPL wit the below mentioned deliverables:

1. To coordinate with all the relevant departments and assisting the company on corporate aspects of the legal matters.
2. To provide the consultancy, opinions and assistance to CEO on and legal issues of the company

Duration: 12 Months

Terms of Payment

Sr No.	Milestone	Percentage Amount
01	Submission of all the deliverables on timely basis	100%

Estimated Budget

Estimated Budget: PKR 2 million PKR inclusive of all applicable taxes.

(B) Evaluation Criteria (Part of technical Proposal)

Sr. No.	Mandatory Requirements	Yes/No
1	Company Profile	Must Meet
2	NTN Certificate	Must Meet
3	PRA Certificate	Must Meet
4	A list of 2 relevant Consultancy assignments completed by the applicant. (Copies of P.O/Completion Certificates to be attached)	Must Meet
5	Undertaking on letter head regarding non-Blacklisting from any public and private institution	Must Meet
6	Bid Security 2% (PKR 40,000/-) of Estimated Budget of PKR 2,000,000/- in the form of P.O/CDR in the name of Quaid-e-Azam Solar Power (Pvt) Ltd	Must Meet
7.	Each page of the bidding document must be signed and stamped	Must Meet
8.	Bid security will be enclosed with Technical Bid	Must Meet

Letter of Application

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no. and e-mail address]

Date:

To:

Chief Executive Officer

Quaid-e-Azam Solar Power Pvt Ltd

Mailing Address: 3rd, Floor, 83-A, E/1, Main Boulevard Gulberg III, Lahore.

Dear Sir:

We, the undersigned, offer to provide the consultancy services _____ in accordance with your Request for Quotation dated *[Insert Date]* and;

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Procuring Agency.
- (b) Our quotation shall be valid and remain binding upon us for the period of 90 days.
- (c) We declare on oath that the Bidder:
 - i. is not in bankruptcy or liquidation proceedings;
 - ii. has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
 - iii. is not making any misrepresentations or concealing any material fact and detail;
 - iv. has not been convicted of, fraud, corruption, collusion or money laundering;
 - v. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
 - vi. does not fall within any of the circumstances for ineligibility or disqualifications

- (d) We undertake to execute the Contract on the basis of fees quoted by us.
- (e) Our quotation is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (f) We understand that this whole procurement process will be governed under PPRA Rules, 2014.

We undertake, if our quotation is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated ToRs.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain, Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Bidder (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

The undersigned declares that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Firm)

Quaid-e-Azam Solar Power Pvt Ltd

FORM FOR QUOTATIONS (Financial Bid)

Sr. No.	Description	Costs (PKR)
1	Provision of Legal Consultancy Services as per Terms of Reference (TORs)	
Total Cost including all applicable taxes		