

HIRING OF LEGAL CONSULTANCY FIRM

Punjab Safe Cities Authority (PSCA) invites applications from qualified, experienced and duly registered Firms/companies for the short-term consultancy services:

▪ LEGAL CONSULTANCY FIRM

Interested Firms may submit Technical & Financial Quotations (sealed) latest by **26-07-2022** till **02:00 hours**, at the following address which shall be opened at the same date at **02:30 hours**. The detailed ToRs are attached.

For obtaining any information, please feel free to contact at procurement@psca.gop.pk, Contact: (+92) (42) (99051605-7) Website: www.pzca.gop.pk

CHIEF LAW & PROCUREMENT OFFICER,
PUNJAB SAFE CITIES AUTHORITY,
PPIC3 Center, Qurban Police Lines,
Lahore

TERMS OF REFERENCE

“HIRING OF LEGAL CONSULTANCY FIRM”

1. BACKGROUND

The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an integrated Command, Control, and Communication system (PPIC3) for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes. In order to realize the vision of developing safe cities in the province, PPIC3 Centre has been developed for Punjab Police in the city of Lahore and other centers are being established in other larger cities of the province.

2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT

PSCA intends to hire a registered firm of legal consultants (the **Legal Consultant**), on the basis of its qualification and experience in accordance with Rule 46-A (*Selection process of firm of consultants*) i.e. “for short consultancy” of the Punjab Procurement Rules, 2014,(PPR-14) for the provision of certain legal consultancy services (as specified below) in relation to the Project.

3. SCOPE OF SERVICE

The Legal Consultancy Firm shall be required to provide the following consultancy services (the **Assignment**):

- i. To represent PSCA before any forum as and when required/on demand of PSCA and to attend the meetings at client's office or whenever necessary on client's requirement pertaining to legal issues occurred during the consultancy period.
- ii. To tender the legal opinion on the legal issues, take place and attend the meeting to discuss/negotiate/settlement with the third

party relating to legal issues or settlement/proposal may formed relating to PSCA matters/issues/projects/contracts of PSCA.

- iii. To formulate and vet the contracts, agreements, Memorandum of Understanding (MOU), applications, Legal drafts, for correspondence with the contract of PSCA and such kind of matters.
- iv. To depute any legal expert to render its opinion in PSCA office situated at PPIC3 Police Qurban Lines, Lahore during the office hours or as & when required by PSCA.
- v. Any other assignment for PSCA legal matters.

4. CONDITIONS OF EVALUATION

Following criteria shall be followed to evaluate the most suitable firm for the assignment:

Sr. #	Evaluation Criteria	Description	Maximum Marks
1.	Firm's experience	Firm Establishment 8 years or more = 50 Marks 6 years = 40 Marks 4 Years = 30 Marks 2 Years = 20 Marks 1 Year = 10 Marks	50
2.	Personnel capabilities	Human Resource/ Advocate(s) 4 or more members =10 Marks 3 members = 05 Marks Less than 03 members = 0 Mark	10
3.		Qualification of Person(s)/staff One or more person(s) is LLM or higher = 5 Marks LLB = 2 Marks	05
		One or more member as Financial Advisor	03
		Advocate of Supreme Court (one or more) = 2 Marks Advocate of High Court (one or more) = 1 Marks	02

		Court Cases	
	Relevant Experience	At least 05 Supreme Court reported cases = 15 Marks (Less than 5 cases = 0 Mark) At least 15 High Court reported cases = 10 Marks (Less than 15 cases = 0 Mark) At least 30 Lower Court Cases = 5 Marks (Less than 30 cases = 0 Mark)	15
4.		Experience of Consultancy 10 or more = 15 Marks Upto 5 = 10 Marks Less than 5 = 0 Mark	15
Total Marks			100
Passing Marks			80

5. EXPECTED DELIVERABLES

A monthly progress report on Consultancy Services shall be prepared and submitted by the Legal Consultant, including tasks enlisted under “Scope of Services”, as provided above.

6. TIME PERIOD

The duration of the engagement of the Legal Consultant/Firm for the assignment shall be for a period of Six (6) months as per the PPR-14.

7. PAYMENT SCHEDULE

The Payment Schedule shall be finalized at the time of Contract execution with the Qualified/Successful Consultant.

8. PROCESS OF HIRING

The firm shall be selected/hired on Least Cost Selection Method provided in Rule 45 (1) read with Rule 46-A of PPR-14 on the basis of applications/quotations submitted by the applicants. The process of this procurement shall be completed under the strict compliance of applicable laws/ PPR-14.