

**TERMS OF REFERENCE (TORs) FOR HIRING OF LEGAL ADVISORY  
SERVICES**

**SCOPE OF SERVICES:**

Provide legal assistance against any litigation arising out of University daily business affairs or during contract administration or O&M of the projects of University;

Representing and defending the Client before the Courts of Law including but not limited to Magistrate/Civil/Labour Courts/Tribunals/Sessions/All High Courts of Pakistan as the case may be/Federal Shariat Court/Supreme Court for the cases filed by the Client against Consultants/Contractors/ Suppliers/ Sub-Contractors/Employees etc. or vice versa;

Interact on behalf of the University with relevant federal and provincial government authorities as and when required with regard to Corporate /Contractual / Commercial/ Procurement/ Transactional/ Regulatory/ Employment/ Intellectual Property/ Banking and other legal matters;

Providing legal assistance in Dispute Resolution at International/ National Forums as and when required;

Negotiate and reply legal notices and help the University in sorting out issues out of courts through Alternate Dispute Resolution (ADR) mechanism;

The Legal Advisor shall be willing to travel throughout Pakistan to represent the Client and defend in cases in the courts of as and required by the University;

**TIME DURATION:**

The duration of Advisory Services shall not exceed twelve (12) months and shall be subject to renewal after elapse of the defined duration.

**QUALIFICATION/ EXPERIENCE REQUIRED:**

Qualification shall be based on Legal Advisor's meeting with the following qualification criteria, experience record and quality of its personnel capabilities and other relevant information as demonstrated by the Legal Advisor's response. Failing to fulfill any of the criteria listed below will leads to disqualification. Candidate getting highest marks will be selected as 1<sup>st</sup> preference however 2<sup>nd</sup> and 3<sup>rd</sup> place candidate could also be considered in case of unforeseen event or 1<sup>st</sup> preference candidate not signed the contract.

1. Law Graduate (L.L.B) from an HEC recognized University/Institution = 30 Marks
2. At least 10 years practicing experience in the High Court, Preference will be given to those who have registration with the Supreme Court Bar = 20 Marks
3. Experience with Government Organizations/Public Sector Entities = 10 Marks
4. List of cases of Reported Judgments = 10 Marks
5. List of pending or decided cases of Supreme Court: = 15 Marks

- Corporate and commercial litigation

- Procurement cases
- Service law cases
- Banking cases
- Intellectual Property law cases
- Insurance cases
- Matters before SECP

6. List of pending or decided cases of High Court: = 15 Marks

- Corporate and commercial litigation
- Procurement cases
- Service law cases
- Banking cases
- Intellectual Property law cases
- Insurance cases
- Matters before SECP

**TERMS & CONDITIONS:**

1. Honorarium will be paid @ Rs. 20,000/- per month.
2. Remuneration will be paid @ Rs. 15,000/- per case for lower judiciary, Rs. 25,000/- per case for High Court, Rs. 50,000/- per case for Supreme Court (all including Munshiana)
3. No Separate charges will be paid upon seeking any legal advice by the University
4. Legal advisor of the University will not plead any case in any court of law against the University.