



State Life

Insurance Corporation of Pakistan

Tender Notice

LAD/PO/06/2022

HIRING OF LAW FIRM / LEGAL CONSULTANT ON RETAINERSHIP

State Life Insurance Corporation of Pakistan, a Public Sector Insurance Corporation, intends to hire the services of a qualified Law Firm/Legal Consultant on a monthly retainership basis, having 07 years' practice as an Advocate of the High Court in (i) Labour & Service Matters (ii) Corporate Laws, for its Principal office in Karachi.

Details of the required services, eligibility criteria and terms and conditions are mentioned in the following Tender Document.

Tender Document

March, 2022

Submission Date for Sealed Bids: 14-04-2022 at 11:00 a.m. and publicly opened on the same day i.e. 14th April, 2022 at 11:30 a.m. Principal Office, State Life Building No.9, Dr. Ziauddin Ahmed Road, P. O. Box 5725, Karachi – 75530.

Ph : 021-99204591

UAN : 111-111-888

INVITATION TO BID

1. BACKGROUND

The State Life Insurance Corporation of Pakistan is owned by Government of Pakistan and was established under the Life Insurance (Nationalization) Order, 1972. The major function of State Life Insurance Corporation of Pakistan is to carry out Life Insurance Business; however, it is also engaged in other related business activities such as investment of policyholders fund in Government securities, Stock market, Real Estate etc.

2. INVITATION TO BIDS

State Life Insurance Corporation of Pakistan (hereinafter referred as "SLIC") invites sealed bids/proposals for hiring of Law Firm (tax registered and experienced Law Firm) for one year from the date of contract having expertise in Labour, Services, Income Tax, General Sales Tax including all Provincial Tax, Corporate and Insurance Laws/Matters. Technically and financially qualified Law Firm will be offered contract of one year which may be extended annually (for further two tenures annually) per performance/satisfaction of SLIC. Extension of contract will be on same cost and same terms & conditions if mutually agreed by selected firm and SLIC.

3. INSTRUCTION TO LEGAL FIRMS

SLIC will follow Public Procurement Rules, 2004 (PPRA) and the Procurement of Consultancy Services Regulations, 2010 for the entire bidding process. The least cost method shall be adopted for selection of law firm. SLIC will adopt single stage two envelopes bidding procedure to call for proposals. The bid shall be a single package containing the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the SLIC. The SLIC shall evaluate the technical proposal in the manner prescribed in the section - 8 given in this document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the SLIC shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids of firms whose technical proposals are found nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of SLIC evaluation criteria as provided in section "Technical Proposal" and "Financial proposal" of the document. The scope of activities set the basis of technical approach to be adopted by the potential law firms. The law firms who will get require marks in technical evaluation will be called for financial bid opening.

4. CONDITIONS FOR ELIGIBILITY

The successful Law Firm, fulfilling the following criteria, will be considered as eligible law firm for the bidding process:

4.1 Eligibility for Law Firm

- i. The firm must be registered as a Law Firm.
- ii. Firm must have NTN certificate, and must fall under the category of "FILER" of taxes.
- iii. The Legal Firm must have at least one partner with a practicing license of the Honourable Supreme Court and two partners with practicing license of the Hon'ble High Court.
- iv. Legal Firm must have its registered office in Karachi.

5. SCOPE OF SERVICES:

- a. Rendering legal opinions and advices, drafting and vetting of all legal documents i.e., proposals/agreements, undertakings, pleadings, rules, regulations and acts etc., of SLIC.
- b. Dispute adjudication pertaining to legal matters, to assist SLIC for legal strategies and provide assistance in all legal matters of SLIC.
- c. To deal with legislative issues pertaining to SLIC while, keeping itself update with all promulgated insurance laws and forthcoming legislation.
- d. To deal with matters/issues pertaining to SECP, FBR, SRB.
- e. Providing legal assistance in the process of contract development, contract management and contract administration, negotiations, legal endorsement of performance guarantees or any other guarantee and signing of contract agreement.
- f. Interact on behalf of the Corporation with Federal and relevant Provincial government authorities as and when required with regard to corporate/contractual/ commercial/ legal matters of the Corporation.
- g. Providing legal assistance in negotiations, meditations and alternative dispute resolution at International/ National Forums on as and when required basis.
- h. Replies to the legal notices/show cause notices etc., received by the Corporation.
- i. Provide legal assistance against any litigation arising out of Corporation's daily business affairs or during contract administration etc.
- j. Representing and defending the Corporation before the Courts of Law including but not limited to Magistrate/Civil/Labour Courts/Tribunals/Sessions/Federal Ombudsman all High Courts of Pakistan as case may be/Federal Shariat Court/Supreme Court for the case filed by the Corporation and against the Corporation etc.
- k. Negotiation and reply legal notices/show cause notices and help the Corporation in sorting out issues out of Courts through Alternate Dispute Resolution (ADR) mechanism.
- l. The Law Firm shall be willing to travel throughout Pakistan to represent the Corporation and defend the SLIC in cases.

6. TERMS AND CONDITIONS

- a. There must not be any conflict of interest i.e. Law Firm must not be providing legal assistance to any other person/entity against "SLIC" till the expiry of contract with SLIC.
- b. Contract period will be for one year from the date of signing of contract which may be extended annually twice on same rate and same terms & conditions for further term/terms by mutual agreement of both parties.
- c. Prices quoted shall remain valid for period of 180 days from the date of opening of technical proposals/bids.
- d. All direct & indirect taxes will be deducted in accordance with the provisions of Government laws amended time to time.
- e. If the bidder completely fails to provide services a week after prescribed period of service delivery and didn't comply with the reminders, the case of Legal Firm may be put to relevant authorities to declare him as "Black Listed".

- f. Payment of services will be made on the satisfactory completion of services.
- g. The each work will be assigned with a time frame and the successful bidder/law firm will complete the assignment/work in the given time.
- h. The Legal Firm must response efficiently for providing legal service timely.
- i. There may be multiple legal assignments at a time during contract period.
- j. In case of any dispute regarding services; the decision of the SLIC shall be final & binding.

7. **GUIDELINES**

- a. The financial proposal of technically qualified legal firms will be opened for further evaluation.
- b. Documents submitted to SLIC will not be returned.
- c. All expenses related to participation in this bidding process shall be borne by the applicants Law Firm.
- e. Documents shall be submitted in a sealed envelope. The envelope containing proposal shall be received on the postal address given below latest by 14th April, 2022 at 11:00 a.m.
- f. SLIC reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- g. SLIC reserves the right to verify any information provided by the applicant law firm
- h. Question for any query and information regarding bidding documents please contact undersigned in writing a letter or an e-mail by or before close of business on 11th March, 2022.

8. **TECHNICAL PROPOSAL EVALUATION CRITERIA**

Technical proposal should contain required and any additional information with **copies of all required documents** should be attached in technical proposal for evaluation. The technical proposal of eligible Law Firm will be evaluated on the bases of following details:

SR.NO.	CATEGORY	MARKS
01.	Qualification of the Legal Consultancy Firm, partner having following: Bar-at-Law with 7 years experience (20 marks). Master with 8 years experience (10 marks). LL.B with 10 years experience (10 marks).	40
02.	Experience in Labour Laws/Service Matters for atleast 12 years (20). Experience in Labour Laws/Service Matters for atleast 10 years (15). Experience in Labour Laws/Service Matters for atleast 07 years (10).	20

03.	Experience Income Tax, General Sales Tax including all Provincial Tax for atleast 12 years (20 points). Experience Income Tax, General Sales Tax including all Provincial Tax for atleast 10 years (15 points). Experience Income Tax, General Sales Tax including all Provincial Tax for atleast 07 years (10 points).	20
04.	Experience in Corporate Laws/Matters for atleast 12 years (20 points). Experience in Corporate Laws/Matters for atleast 10 years (15 points). Experience in Corporate Laws/Matters for atleast 07 years (10 points).	20

Note: *The firm securing overall 60% points with atleast 50% in categories 2, 3 & 4 shall qualify for financial bid opening.*

Postal Address:

Divisional Head (P&GS)
State Life Insurance Corporation of Pakistan
Principal Office, State Life Building No.9,
Dr. Ziauddin Ahmed Road, Karachi.
Ph: 021-99204591 Fax: +92-21-99202845
E-mail: dhpgs@statelife.com.pk