



NATIONAL DEFENCE UNIVERSITY
Sector E-9, Islamabad

EXPRESSION OF INTEREST
(HIRING OF LEGAL CONSULTANCY FIRM)

National Defence University invites the applications from reputable registered Legal Consultancy Firms. The legal consultancy services will be on “As and When Required” basis. The eligibility criteria and documents containing all information are available for the interested firms on NDU website i.e www.ndu.edu.pk or can be collected from the office of the undersigned during office hours (1000 to 1400 hours, Monday to Friday).

Terms & Conditions:

- The interested firms will append bank draft/Pay-order equivalent to 2% of their offer in favour of National Defence University Islamabad as earnest money.
- The rate quoted should be valid for one year from the date of award of contract.
- The documents shall be accepted in the office of undersigned latest by **28 December, 2017** till 1100 hours. The same will be opened on **28 December, 2017** till 1130 hours in the presence of authorized representatives of firms who choose to attend.
- All government Taxes will be applicable as per law.
- The University reserves the right to withdraw / cancel the process.

Col Muhammad Yasin (Retd)
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National Defence University, Sector E-9, Islamabad
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Sector E-9, Islamabad

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1. National Defence University invites the applications from reputable registered Legal Consultancy Firms. The eligibility criteria of the firm should include following:

- The firm must be registered as a Law Firm.
- Legal Consultancy Firm should have professional team of at least 08 lawyers from which at least 03 foreign qualified (Bar-at-Law, LLM) full-time lawyers (of at least 5 year experience of corporate legal practice)
- Legal Consultancy Firm should have at least fifteen (15) year experience as a corporate legal consultant preferably dealing with government / semi government / autonomous bodies. Proof of experience (letters of engagement etc.) with at least two Govt. bodies, 1 semi Govt. bodies, 2 Corporate/ Private limited bodies should be provided.
- Firm must have NTN certificate, and must fall under the category of “FILER” of taxes.
- The Legal Consultancy Firm must have at least one partner with a practicing license of the Honourable Supreme Court and at least 4 partners with a practicing license of the Islamabad High Court.
- Legal Consultancy Firm should have its registered office in Islamabad and be able to provide multifunction legal consultancy including:-
 - ✓ Giving legal opinion.
 - ✓ Drafting and Vetting of all legal proposals/ agreement of NDU
 - ✓ Dispute adjudication pertaining to legal matters.
 - ✓ Deal with any legislation issues pertaining to the NDU including legal strategies and provide assistance in all legal matters.

- ✓ Preparation of legal cases and presenting them in High court or Supreme Court.
- ✓ Keeping up to date with legislation pertaining to NDU
- ✓ Providing legal opinion/endorsement on a day-to-day basis for conducting the business affairs of the university
- ✓ Interacting with relevant federal and provincial government authorities as and when required with regard to corporate, contractual and legal matters of the university.

2. The complete information regarding EOI can be collected from the office of the undersigned during office hours (1000 to 1400 hours, Monday to Friday).

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