

**PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY**

**Terms of Reference (TOR)**

For

**“Approved Panel of Law Firms”**

For

Lahore Transport Company(LTC)

[www.ltc.gop.pk](http://www.ltc.gop.pk)

December, 2013

# **PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY**

## **TABLE OF CONTENTS**

- 1. Introduction**
- 2. Description of Work**
- 3. Criteria for Inclusion of a Law Firm on Approved Panel**
- 4. Payment of Fee etc**
- 5. Reservation of Rights**
- 6. Application Procedure**

# **PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY**

## **1. Introduction:**

Lahore Transport Company (LTC) is a wholly owned company of the Government of Punjab, and is registered under Section 42 of the Companies Ordinance, 1984. LTC is a regulatory body that has a mandate to develop and implement policies for the promotion of safe, comfortable, economical and efficient urban transport facilities and services for the citizens of Lahore. LTC, through its operator(s), is currently operating approximately 400 new environment friendly dedicated CNG/ AC buses in Lahore, in addition to a decent fleet of diesel buses/mazdas, gasoline wagons, thus meeting the commuting needs of general public.

## **2. Description of Work:**

Law Firms fulfilling the eligibility criteria may be included in the list of approved panel of lawyers. Any appropriate lawyer from the approved panel of lawyers may be engaged for defending/filing of court cases or providing other legal services to LTC.

No retainer fees shall be paid, and the quantum of fees will be decided and paid on a case to case basis as approved by the competent authority in each case in accordance with the ToRs.

## **3. Criteria for appointment of a lawyer:**

- i. Candidate must be an Advocate of the Supreme Court with active law practice. In case of firms, at least one of the lawyers of the applicant firm shall be an Advocate of the Supreme Court.
- ii. There must not be any conflict of interest i.e. candidate must not be providing legal assistance to any other person/entity so as to cause any sort of conflict of interest;
- iii. Candidate must be based in Lahore.
- iv. Candidate holding past experience of working with regulatory bodies / government/agencies and holder of L.L.M degree(s) shall be preferred.
- v. The panel of advocates may be revised, as and when deemed necessary by the competent authority. Inclusion in the approved panel shall not, for any purposes whatsoever, incur any liability on the part of LTC or otherwise guarantee hiring/engagement of any successful candidate in any case.
- vi. The cases shall be assigned by the competent authority to the appropriate lawyer on the basis of merit, as deemed appropriate.

## **4. Payment of Fee etc.:**

- i. Maximum fee to be paid in each case shall be determined keeping in view the nature of the case, financial implications of the case for LTC (if any) and competence of the lawyer. However, maximum fee that may be paid in a case shall not ordinarily exceed the respective limits fixed by the competent authority from time to time.

## **PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY**

- ii. Half of the agreed fee shall be paid at the time of assigning of the case, and the balance shall be paid at the time of final disposal of the case. However, the competent authority may consider payment of fee on other terms if the circumstances so require.
- iii. In case the lawyer engaged in a particular case has to travel outstation in connection with any case, the traveling and boarding expenses shall be paid as per actual.
- iv. No retainer shall be payable to any lawyer on the approved panel.

### **5. Reservation of Rights:**

- i. The competent authority reserves the right to reject any application or exclude the name of any lawyer from the list of approved panel of lawyers without assigning any reason.
- ii. Inclusion of a law firm in the approved panel neither guarantees assignment of cases, nor in any manner obliges the competent authority to hire the services of the respective lawyer/law firm. The competent authority reserves its right to assign any case/matter to any law firm.
- iii. The competent authority reserves the right to hire an appropriate lawyer in any case from outside the approved panel of lawyers on such terms and conditions as deemed proper.
- iv. The competent authority may revise the approved panel from time to time.

### **6. Application Procedure:**

Interested law firms may send their complete Profiles along with attested copies of their credentials at the following address latest by **December 30, 2013**.

## PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY

### SCHEDULE OF CHARGES

Sr. No.	Description	Amount (Rs.)
1.	Legal Opinion (all sorts of propositions)	
2.	Suit Filing (Civil Court)	
3.	Defense (Civil Court)	
4.	Suit Filing (District Court)	
5.	Defense (District Court)	
6.	Suit Filing (High Court)	
7.	Defense (High Court)	
8.	Suit Filing (Supreme Court)	
9.	Defense (Supreme Court)	
10.	Representation before Tribunals	
11.	Representation in Arbitration Proceedings	
12.	Drafting of Legal Documents:  i. Tripartite Agreements ii. Contract Awarding Agreements iii. Cross Border Agreements iv. Joint Venture Agreements v. Retainership Agreements vi. Memorandum of Understanding vii. Letters of Award viii. Banking documents including letters of hypothecation, mortgage deeds,	

## PANEL OF LAW FIRMS FOR LAHORE TRANSPORT COMPANY

	MODTDs etc. ix. Guarantees/bonds etc. x. Board Resolutions xi. Settlement Agreements	
13.	Miscellaneous Assignments	

**Note:** The competent authority reserves the right to assign any other tasks, upon which the charges/ fees will be settled by obtaining quotations from the pre-qualified Law Firms.