

LAHORE TRANSPORT COMPANY

APPOINTMENT OF LAW FIRM ON RETAINER-SHIP BASIS

Terms of Reference (TOR)

For

“APPOINTMENT OF LAW FIRM ON RETAINER-SHIP BASIS”

For

Lahore Transport Company (LTC)

www.ltc.gop.pk

**APPOINTMENT OF LAW FIRM ON RETAINERSHIP-BASIS FOR
LAHORE TRANSPORT COMPANY**

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APPOINTMENT OF LAW FIRM ON RETAINER-SHIP BASIS FOR LAHORE TRANSPORT COMPANY

1. Introduction:

Lahore Transport Company (hereinafter referred as "LTC") is registered under section 42 of the company's ordinance, 1984 and is limited by guarantee of Government of Punjab (hereinafter referred as "GoPb"). 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 /Mazda's, gasoline wagons, thus meeting the commuting needs of general public.

2. Description of Work:

Law Firm fulfilling the eligibility criteria may be appointed on retainer-ship basis for 'Banking/Corporate Affairs & Employee affairs'. Any appropriate Law Firm from the approved Panel of Law Firms or appointed retainer Law Firm may be engaged for defending /filing of court cases or providing other legal services to LTC. Law Firm will be responsible to provide consultations, advices and opinions on all sort of banking, corporate, and employee affairs of LTC. Moreover, it includes drafting and/or correspondence, replies to queries and completion of documents for dealing with Banks, Corporate and Employee affairs.

Retainer-ship fees shall be paid within first seven days of the month whereas engagement of Law Firm providing other legal services (not mentioned in this 'TOR') may be paid on case to case basis as approved by the competent authority.

3. Criteria For Appointment of Law Firm on Retainer-ship Basis:

- i. Law Firm should at least have one advocate of Supreme Court and four advocate of High Court. Law Firm should provide complete profile including but not limited to list of clients (stating experience and relationship with clients) and details of partners/associates meeting the criteria mentioned herein above. (experience with clients relating to banking/corporate affairs and employment issues will be given preference)
- ii. There must not be any conflict of interest i.e. Law Firm must not be providing legal assistance to any other person/entity in conflict with 'LTC' so as to cause any sort of conflict of interest.
- iii. Law Firm shall provide legal consultancy on day to day matters, as and when required by LTC. Nonetheless, all sort of litigation (in lieu to banking/corporate affairs and employee issues), in any judicial/quasi-judicial forum, shall be included.

- iv. Law Firm should have registered office in Lahore.
- v. Law Firm holding past experience of working with regulatory bodies/government/agencies and holding experience of transport industry shall be preferred.
- vi. The appointment of Law Firm on retainer-ship basis may be revised, as and when deemed necessary by the competent authority. Appointment 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.
- vii. The cases shall be assigned by the competent authority to the appropriate lawyer on the basis of merit, as deemed appropriate.
- viii. Law Firm shall be appointed for a period of one (1) year and the services may be extended for a further period of one (year) by mutual consent of appointed 'Law Firm' and 'LTC' ('Parties') with same terms and conditions. The renewal of the term shall be executed with an increment of ten percent (10%) of retainer fees with mutual consent of both parties.

4. Payment of Retainer-ship Fee etc.

- i. Professional Retainer Fee shall be paid within first seven days of commencing month and shall be determined by LTC keeping in view the nature of the scope of work, financial implications of LTC (if any) and competence of the Law Firm.
- ii. In case the Law Firm engaged in a particular case and has to travel outstation in connection with any case, the traveling and boarding expenses shall mutually be agreed between LTC and the Law Firm.

5. Reservation of Rights:

- i. The competent authority reserves the right to reject any applications received at LTC or exclude the name of any Law Firm without assigning any reason.
- ii. Appointment of Law Firm on retainer-ship basis neither guarantees assignment of cases, nor in any manner obliges the competent authority to hire the services of the respective 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 Law Firm in any case from outside the approved panel of Law Firms and Retainer Law Firm on such term an conditions as deemed proper.
- iv. The competent authority reserves the right to terminate the services of the appointed Law Firm on Retainer-ship basis upon non-satisfactory performance and without assigning any reason.
- v. The competent authority reserves the right to verify information provided by the interested 'Law Firm' and may reject the proposal without assigning any reason in case of misrepresentation.

6. Application Procedure:

Interested law firms should send their complete Profiles including copies of their credentials and proposal/invoice (on letter head) for providing legal services as mentioned above on retainer-ship basis at the 4th Floor, I.E.P Building, Liberty Roundabout, Gulberg III, Lahore latest by 04th June, 2015.