

INVITATION FOR BIDS (IFB)
HIRING OF LEGAL ADVISOR ON RETAINERSHIP BASIS

Pakistan Stone Development Company (PASDEC), Ministry of Industries & Production, Government of Pakistan, invites proposals from eligible lawyers for appointment as Legal Advisor on retainership basis in accordance with the Companies (Appointment of Legal Advisers) Rules, 1975 and PPRA Rules.

Interested lawyers having relevant experience and office in Islamabad may submit their proposals. Bidding documents, detailed TORs and eligibility criteria are available at www.pasdec.org.pk and have also been uploaded on PPRA and EPADS websites.

Proposals must be submitted latest by 10:30 AM on 2nd October, 2026. PASDEC reserves the right to accept or reject any or all proposals as per applicable rules.



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INVITATION FOR PROPOSALS
APPOINTMENT OF LEGAL ADVISOR

Pakistan Stone Development Company (PASDEC), Ministry of Industries and Production, Government of Pakistan, Islamabad, invites proposals from eligible lawyers for hiring of **Legal Advisor** in terms of the Companies (Appointment of Legal Advisers) Rules, 1975. The engagement will be decided as per PPRA Rules. The interested Lawyers are invited to submit their bids in individual capacity as per following terms and conditions:

1. The potential Legal Advisor must have at least ten (10) years of experience as Legal Advisor of Company. Further, he/she must have contended at least 100 decided court cases. [CV, Enrollment Card as Advocate of High Court & NTN number shall be submitted with the bid.]
2. The Legal Advisor must be located in Islamabad.
3. The **Legal Advisor** will provide services on monthly retainerhip fee basis for;
 - a. **Legal Vetting** of documents/advertisements/contracts, etc., (including preparation of their more appropriate version, where required);
 - b. **Consultation Services** on legal matters [Board/Management];
 - c. Service of **Legal Notices**;
 - d. Issuance of response to legal notices/letters [after approval of the management];
 - e. Any other legal advise the management may request for business of the Company.
4. The successful Legal Advisor will be engaged on annual service contract (extendable).
5. The Legal Advisor can also be entrusted to file/plead/defend/appeal petitions/suits in lower and higher courts and act as **PASDEC's Legal Counsel**, against separate fee for each of such court cases.
6. Separate lump-sum fee should be quoted for month Retainerhip, fee for Lower Court and fee for High Court, [including court fees, attesting, photocopies, etc.]
7. The financial proposals of eligible bidders will be evaluated as per following weightage;

a. Retainerhip fee per month	50%
b. Fee for Lower Court	25%
c. Fee for High Court	25%
8. The bid must be submitted in sealed envelope, marked as "**Bid for Legal Advisor**".
9. Bids should be meant for cases in courts/venues in Islamabad/Rawalpindi. For cases in other cities, PASDEC will – in addition to agreed fee – make payment for travel, boarding & lodging on actual basis, or will arrange travel, boarding and lodging as allowed to Level III officers (DGM/Sr. Manager) of the Company, or as will be decided by the Board of Directors of PASDEC.
10. Sealed bids must be submitted to the undersigned latest by **10.30 am of 2nd October, 2026**. Bids will be opened at **11.00 am on the same day** in presence of the bidders present.
11. PASDEC reserves the right to accept or reject any, or all bids, by assigning reason, but is not liable to justify.

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Website: www.pasdec.org.pk

DOCUMENTS REQUIRED WITH BID:

1. CV (Min. 10 yrs experience as Company Legal Advisor).
2. High Court Advocate Enrollment Card.
3. NTN Certificate & FBR Active Taxpayer (ATL) proof.
4. Proof/list of 100+ decided court cases.
5. Office location proof in Islamabad.
6. Financial Proposal with lump-sum quotes for:
 - Monthly Retainership Fee
 - Lower Court Case Fee
 - High Court Case Fee (inclusive of court fees, attestation & photocopies).