

**Government of Pakistan**  
**Ministry of National Food Security and Research**  
**Pakistan Tobacco Board**  
**Peshawar**

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**Terms of reference (TORs) for hiring of Consulting Law Firm**

**BACKGROUND**

Pakistan Tobacco Board (PTB) has been established under Pakistan Tobacco Board Ordinance, 1968 (I of 1968) mainly to regulate, control and promote the export of tobacco, tobacco products, undertake research in tobacco and develop new tobacco growing areas. PTB intends to hire legal consultancy firm for legal services. Detailed information about the organization is available on website: [www.ptb.gov.pk](http://www.ptb.gov.pk)

**SCOPE OF SERVICES**

- I. Provide legal assistance against any litigation arising out of Pakistan Tobacco Board daily business affairs or during Cess contracts execution & implementation and administration.
- II. Representing and defending the client before any Courts of Law including but not limited to Magistrate/Civil/Labour Courts/Tribunals/Sessions/all High Courts of provinces/regions and Islamabad as the case may be/the Federal Shariat Court/the Supreme Court of Pakistan for the cases filed by the Client against Consultants/Contractors/ Suppliers/ Sub-Contractors/Employees etc. or vice versa;
- III. Interact on behalf of the Pakistan Tobacco Board with relevant federal and provincial government authorities as and when required with regard to Corporate/ Contractual/ Commercial/ Procurement/ Transactional/ Regulatory/ Employment/ Intellectual Property/ Banking/ Cess/ Tax and other legal matters;
- IV. Providing legal input/ assistance to proceed in Dispute Resolution at International/ National Forums as and when required;

- V. Negotiate and reply to legal notices and help the Pakistan Tobacco Board in sorting out issues out of courts through Alternate Dispute Resolution (ADR) mechanism;
- VI. The Legal Consultancy firm shall be willing to travel throughout Pakistan to represent the Client or help legal counsel remotely to defend in cases in the courts of as and required by the Pakistan Tobacco Board;
- VII. The Legal Consultancy firm shall update Chairman PTB and nominated officer in the PTB on all legal cases of PTB after hearing(s) in courts

### **Time Duration**

The duration of Consultancy Services will be initially for 1 year and will be subjected to renewal after elapse of the defined duration.

### **QUALIFICATION/ EXPERIENCE REQUIRED:**

Legal Consultancy firm shall have following qualification criteria, experience:

- I. Law Graduate (L.L.B) from HEC recognized University/Institution = 30 Marks
  - II. Having registration with the Supreme Court Bar Association = 20 Marks
  - III. Experience in legal consultancy or advisory services with any Government Organizations/Public Sector Entities = 10 Marks
  - IV. List of at least five cases of reported judgments (any High Court of provinces and Islamabad/Supreme Court of Pakistan) = 25 Marks
6. List of at least ten pending or decided cases of any High Court in provinces and Islamabad covering any of the following area: = 15 Marks
- Cess/Tax Cases in Tribunal
  - Corporate and commercial litigation
  - Procurement cases
  - Service law cases
  - Banking cases
  - Intellectual Property law cases
  - Insurance cases

**Note:** The Chairman PTB reserves the right to cancel the process of hiring process the consulting law firm at any stage without assigning reason as he may deem appropriate.