



**EXPRESSION OF INTEREST**

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**FOR HIRING OF ENVIRONMENTAL CONSULTANT**

**BOARD OF MANAGEMENT  
SUNDAR INDUSTRIAL ESTATE**

**INVITATION FOR EXPRESSION OF INTEREST FOR  
HIRING OF ENVIRONMENTAL CONSULTANT**

Board of Management Sundar Industrial Estate (BOM-SIE), working under Punjab Industrial Estate Development & Management Company (PIEDMC), a Semi-Government Organization - invites EOI's from reputed consultants (individuals / companies) registered with the Income Tax / Sales Tax Departments, who are on Active Taxpayers List of the Federal Board of Revenue and registered with the PRA (if required).

Expression of Interest (EOI) documents containing Terms of Reference are available free of cost for the interested firms from the address mentioned below as well as PPRA website (<http://ppra.punjab.gov.pk>) and the website of the procuring agency (<http://www.sie.com.pk/downloads>).

Interested company may submit their quotes on or before 10:00 am October 6<sup>th</sup>, 2017.

**SECRETARY  
0320-5400502**

**Board of Management Sundar Industrial Estate  
Gate # 2, Sundar – Raiwind Road, Lahore.**

**TELEPHONE 92 42 35297291~3    FAX 92 42 35297080**

## **PROFILE & INTRODUCTION**

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### **ABOUT SIE**

Sundar Industrial Estate is a state-of-the-art industrial estate which was inaugurated in February 2007 and is the first project assigned to the Punjab Industrial Estates Development & Management Company (PIEDMC). It is spread over 1850 acres near Raiwind, Lahore.

Environment Department SIE is responsible for facilitating Resident Industrialists in meeting Environmental Compliance standards, which are prerequisites for initiating construction and production.

The department also executes the solid waste management process as well as cleanliness of the entire of the estate.

### **ABOUT THIS DOCUMENT**

Board of Management Sundar Industrial Estate (BOM-SIE) intends to invite bids from reputed procurement consultants (individual or firm) registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and registered with PRA (if required)

### **SCOPE OF WORK**

BOM-SIE wishes to engage an environmental consultant for a 8-month period to transact the following:

- Responsible for efficient working of Environment Department with focus on alleviating issues faced by resident industrialists
- Providing legal environment-related advice to resident industrialists
- Keep updated BOM-SIE on Punjab Environment Protection Act Amendments and Notifications issued by EPD time to time.
- Addressing of Environmental Complaints within SIE
- Development of state-of-the-art solid waste management plan
- Collaboration with Engineering Department to improve Sewage, Storm water and Effluent

## Disposal System

- Develop Feasibility Analysis for Combined Effluent Treatment Plant
- Execution of all Environment-related procurements
- Development of Road Cleanliness Plan/Schedule
- Liaison and negotiation with relevant government departments for favorable outcomes
- Development of HSE Plan for Estate as well as implementation of HSE Plan of BOM-SIE Buildings/Offices
- Coordinating with relevant consultant during development of Disaster Management Plan

## **INDICATIVE TERMS OF REFERENCE**

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The individual / firm hired for the purpose shall be engaged as per the following details:

### **1. Duration**

8 months from date of signing of contract

### **2. Engagement Hours**

The consultant shall be engaged with BOM-SIE for a minimum of 90 working days during office timings (9 am to 5 pm) within the 8 month duration of the contract.

### **3. Job Description**

- The contractor shall be responsible for efficient working of Environment Department with focus on alleviating issues faced by resident industrialists. The job description will be focused on developing, executing, monitoring and controlling revised solid waste management and road cleaning plans. **Over sight of Bi-Annual Environmental Monitoring.**

### **4. Deliverables**

- Successful implementation of system for efficient management of petty purchases
- Execution of all environment-related public procurements and RFQ's successfully
- Development and Execution of Solid Waste Management and Road Cleanliness Plans
- Environmental Monitoring Report on bi-annual basis after successful conducting of Environmental Monitoring (Ambiant Air, Ground Water, RO/Drinking Water, Waste Water, Effluent) as per the organizations' requirements.
- Comprehensive Environmental Analysis Report alongside the first Environment Monitoring Report providing an in-depth overview of the estate from an environmental prospective while suggesting remedies / solutions
- Feasibility Analysis for Combined Effluent Treatment Plant
- **HSE Plan for Estate as well as BOM-SIE Buildings/Offices**
- Conducting events/PR activities on all Environment-related Days (as identified by the United Nations)

## INSTRUCTIONS FOR INTERESTED PARTIES

Interested Parties are requested to submit the following documents to prove Eligibility & Qualification criteria requirements.

1. Profile .....Mandatory [Flag A]
2. Bid/Quotation.....Mandatory [Flag B]
3. List of Major Clients.....Mandatory [Flag C]
4. Evidence of Academic Credentials..... Mandatory [Flag D]
5. NTN Certificate/Evidence of being Taxpayer..... Mandatory [Flag E]
6. Evidence of Experience.....Mandatory [Flag F]
7. Project Understanding..... Mandatory [Flag G]
8. CV of Individual Consultant or Proj. Manager..... Mandatory [Flag I]
9. **Environment Consultants (Individual / Companies) should registered with Environment Protection Department as per (Registration of Environmental Consultants) Regulations, 2017.**

EOI of any party will not be considered if:

1. Received without the required documentation or evidence
2. Received later than the date mentioned herein.
3. The EOI is unstamped or unsigned by an authorized agent of the entity.
4. The interested party does not agree in spirit with the scope overviewed within this document.
5. Received from an individual or firm which is blacklisted or in litigation with any Public Sector Organization.

## **ELIGIBILITY & QUALIFICATION CRITERIA**

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The interested party must meet the following conditions to be eligible for submission of an EOI:

- Income Tax / Sales Tax Registered
- PRA Registered (if required by law for said purpose)
- Active Taxpayer
- Environment Protection Department Registration

The following qualifications are also required:

- At least 8 years' experience in the concerned field
- At least 3 years' experience working within the public sector
- At least 3 years' experience working within industrial environ
- Proven experience of having worked with EPA in a project environment
- Demonstrable understanding of public procurement in relevant field as per PPRA rules
- Graduate degree (Masters preferred) in relevant field
- Diploma or Certificate in HSE related field (NEBOSH preferred and Relevant Project Management experience (PMP preferred)

## **SHORTLISTING METHODOLOGY**

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1. To qualify, applicant must meet **all** eligibility requirements as well as the necessary qualification requirements to meet the aggregate of 60 marks out of 100.
2. The Consultants shall be evaluated on the basis of the CV and other submitted documents and only qualified consultants shall be eligible to participate in the RFP for the concerned scope of work.
3. Broad criteria as tabulated here shall be used to evaluate the submitted documents and shortlist interested parties.

<b>Sr.</b>	<b>Shortlisting Criteria</b>	<b>Weight</b>
1	General Profile and qualification / suitability for the task	10
2	Experience in the specific assignment and Past Performance	45
3	Qualification Experience of the Key Personnel	15
4	Financial Position	10
5	Methodology	20
	<b>Total Weight</b>	<b>100</b>

Marks for the above table shall be awarded as per the criteria below. Documentary proof for each work is to be attached with letter for verification of the client

<b>General Profile and qualification / suitability for the task</b>	<b>10</b>	<b>Total Marks</b>
Minimum 8 years	06	Min 6 Marks
10-15 years	02	Additional 2 Marks
Above 15 years	02	Additional 2 Marks
<b>Experience and Past Performance</b>	<b>45</b>	<b>Total Marks</b>
Minimum 3 years working with public sector	25	5 Marks / Assignment
Minimum 3 years working within industrial environ	15	Marks
Minimum 1 year experience in public procurement	5	Marks
<b>Qualification and Experience of Key Personnel</b>	<b>15</b>	<b>Total Marks</b>
Proven experience working with EPA	05	Marks



NEBOSH Certification	05	Marks
Project Management Certification / Diploma	05	Marks
<b>Financial Position</b>	<b>10</b>	<b>Total Marks</b>
Audited Account statement for last 3 years	05	Marks
Registration with Income Tax department	03	Marks
No Litigation History	02	Marks
<b>Project Understanding</b>	<b>20</b>	<b>Total Marks</b>

## **DATA SHEET**

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|------------------------------------|---|
| <b>1. Name of Procuring Agency</b> | Board of Management Sundar Industrial Estate                      |
| <b>2. Address</b>                  | Gate #2. Sundar Industrial Estate,<br>Sundar-Raiwind Road, Lahore |
| <b>3. Name of EOI</b>              | Hiring of Environmental Consultant                                |
| <b>4. Deadline for Submission</b>  | 10:00 am 6 <sup>th</sup> October, 2017                            |
| <b>5. Consultancy Tenure</b>       | 8 months  |

## **PROJECT UNDERSTANDING**

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Please attach this page as the cover page of your technical proposal – which shall include the following sections in separate pages.

1. Task / Project Understanding
2. Work Methodology
3. Timeline / Execution Plan (8-month spread)