



INVITATION FOR EXPRESSION OF INTEREST

FOR HIRING OF HORTICULTURE CONSULTANT

EOI ADVERTISEMENT

BOARD OF MANAGEMENT SUNDAR INDUSTRIAL ESTATE

INVITATION FOR EXPRESSION OF INTEREST FOR HIRING OF HORTICULTURE 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 prove Eligibility & Qualification criteria **The documents shall be inserted in a sealed envelope and sent at the address mentioned in the Data Sheet before the time specified therein.** company may submit their quotes on or before 10:00 am October 6th, 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

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.

The Horticulture Department at SIE has been summarized below:

- 26000 plants
- 65 gardeners
- 38000 plants in nursery
- 50 acres of allocated green areas (50% developed)

ABOUT THIS DOCUMENT

Board of Management Sundar Industrial Estate (BOM-SIE) intends to invite bids from reputed horticulture 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 a horticulture consultant for a 8-month period to transact the following:

- Preparation and monitoring of all horticulture procurement in line with PPRA rules
- Preparation and execution of all contract agreements
- Designing and executing a state-of-the-art horticultural development plan
- Full-time work with SIE Horticulture Department (9-to-5, 5 days a week) for the length of contract

INDICATIVE TERMS OF REFERENCE

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 or its designated project manager will visit SIE daily from 10 to 4 (Mon – Fri) for the duration of the contract (excluding public holidays and 21 additional off-days/leaves as per final contract.)

3. Job Description

Revision, design and execution on Horticulture Plan in line with standards set by PHA and as per the directions of BOM-SIE. The consultant will be responsible for turning the 1850-acre estate into an aesthetically pleasing, environmentally green industrial estate.

4. Deliverables

- Revision / Design of Existing Horticulture Plan into State-of-the-Art Horticulture Plan
- Development of all lanes / streets as per the same standards
- Overseeing Successful Procurement and Utilization of 100% horticulture budget through PPRA-guided tendering
- Ensuring transparency and zero corruption in procurement process
- Execution of Contracts & Cost Management / Time Management to ensure achievement of annual targets
- Event Organizing of State-of-the-Art Flower Show and Tree Plantation Campaign in liaison with Marketing Department BOM-SIE
- Development of Nurseries and Orchards to generate substantial revenue
- Development of several Floricultural developments, landscaping and hardscaping
- Develop and execute horticulture plan with focus on floriculture and self-sustainability (nurseries, etc.)
- Planning, submission and execution of Fertilizer and irrigation plans
- Designing of pop-up sprinkler systems
- Planning, submission and execution of Pest & Disease Control Action Plan
- Conduct training of horticulture staff on a monthly basis (and report highlighting achievement of identified outcomes)
- Preparation of Budget FY 2018-19

INSTRUCTIONS FOR INTERESTED PARTIES

Interested Parties are requested to submit the following documents. The documents shall be inserted in a sealed envelope and sent at the address mentioned in the Data Sheet before the time specified therein.

- 1. ProfileMandatory [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. Photographic Portfolio of Past Works.....Mandatory [Flag G]
- 8. Project Undertanding*.....Mandatory [Flag H]
- 9. CV of Individual Consultant or Proj. Manager.....Mandatory [Flag J]

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 to any clause or requirement of the Terms of Reference (TORs) or any other part of this document
- 5. Received from an individual or firm which is blacklisted or in litigation with any Public Sector Organization.

*The interested party must conduct a site visit at SIE - including it's nursery and parks - and submit a Site Report as part of it's Technical Proposal.

ELIGIBILITY & QUALIFICATION CRITERIA

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

The following qualifications are also required:

- At least 10 years' experience in the concerned field
- At least 5 years' experience working within the public sector
- Proven experience of having led relevant works / projects of at least 100 million within a span of two years
- Proven experience of having published, opened, executed and closed tenders in relevant field as per PPRA rules
- Experience of working with the PHA
- Graduate degree (Masters preferred) in relevant field
- Demonstrable Experience running profitable nursery and flower orchard

SHORTLISTING METHODOLOGY

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.

Sr.	Shortlisting Criteria	Weight
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
	Total Weight	100

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

General Profile and qualification / suitability for the task	10	Total Marks
Minimum 10 years	06	Min 6 Marks
11-15 years	02	Additional 2 Marks
Above 15 years	02	Additional 2 Marks
Experience and Past Performance	45	Total Marks
Minimum 5 years working with public sector	25	5 Marks / Assignment
Experience of leading projects worth Rs. 100 Mil	15	Marks
Minimum 1 year experience in public procurement	5	Marks
Qualification and Experience of Key Personnel	15	Total Marks

Proven experience working with PHA	05	Marks
Experience running a Nursery	05	Marks
Experience running a Flower Orchard	05	Marks
Financial Position	10	Total Marks
Audited Account statement for last 3 years	05	Marks
Registration with Income Tax department	03	Marks
No Litigation History	02	Marks
Project Understanding	20	Total Marks

DATA SHEET

1. **Name of Procuring Agency** Board of Management Sundar Industrial Estate
2. **Address for Submission** Gate #2. Sundar Industrial Estate,
Sundar-Raiwind Road, Lahore
3. **Address of Appointment** Sundar Industrial Estate, Sundar-
Raiwind Road, Lahore
4. **Name of EOI** Hiring of Horticultural Consultant
5. **Deadline for Submission** 10:00 am October 6, 2017
6. **Consultancy Tenure** 8 months

PROJECT UNDERSTANDING

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

1. Task / Project Understanding
2. Design Philosophy
3. Methodology
4. Timeline / Execution Plan (8-month spread)
5. Site Visit Report