

Terms of Reference (TOR)

Introduction:

K-Electric (KE) Limited, hereafter referred to as the "Company," is a vertically integrated utility company. The Company is responsible for the generation, transmission, and distribution of electric power to its industrial, commercial, and domestic users primarily within Karachi Metropolitan, which is the largest city in Pakistan. The Company's service area spans approximately 6026 square kilometers, including certain parts of Thatta (up to Gharo - Sindh) and Lasbella Districts (up to Bela - Baluchistan).

INVITATION TO TENDER FOR GARDENING SERVICES & RENTAL INDOOR PLANT SERVICES

K-Electric (KE) Limited is hereby inviting sealed bids through Ariba for the Obtaining Services of Gardening Services & Rental Indoor Plant Services. The contract period will be for a duration of three (3) years from the date of contract execution. There is a possibility of extending the contract period based on the fulfillment of agreed service levels, as mutually agreed upon by both parties.

Gardening Services & Rental Indoor Plant Services - Multi Year Contract	
KE PR No. 1600001921	
Services Code	Services Description
3000277	Gardening services - KE House
3000277	Gardening services – Elander Road Power House
3000277	Gardening services – KE DNA
3000277	Gardening services – Al Mava
3000277	Gardening services – Civic Centre
3000277	Gardening services – Safety House
3000277	Gardening services – Region Office R II
	Rental Indoor Plant Services (IR Dept., Fleet Mgt, Meter Dept, EC Dept., Procurement, Mega Centre Tipu, Smart Grid BLK L & A & Health Care

Interested vendors are requested to submit signed and stamped copy of this tender document by email from their official email ID to the following addresses:

muzammil.ahmed@3posp.pk

usama.manai@ke.com.pk

asim.shamsi@ke.com.pk

The E-mail for EOI should contain the subject line " Contract of Gardening Services & Rental Indoor Plants Services" identifying the party interested in bidding. Please provide the following details in the email:

Contact person's name:

Designation:

Official address:

Phone number:

Email address for future correspondence:

The deadline for submission is no later than **Aug 22, 2023**.

Additionally, please complete the Ariba vendor registration form by clicking the following link:

<http://k-electric.supplier.mn1.ariba.com/ad/selfRegistration/>

Important Points to Note:

- All proposals must be submitted exclusively through SAP Ariba (E-Procurement Tool). No offers outside this platform will be entertained.
- **This contract will be based on quantities, and the unit prices provided should remain locked for the entire duration of the contract.**
- The contract's validity will be for 36 months from the date of contract signing.
- The unit prices provided in the proposal should remain unchanged for a minimum of 3 years until the validity of the contract.
- KE will issue Release Orders (RO) specifying the required quantities, which the vendor must supply within the agreed timeline.
- KE reserves the right to distribute the quantities among multiple suppliers within the scope of this contract.
- Payment terms for this contract will be "60 days after the submission of invoices.
- Performance bond in the amount of 10% of the total Contract value shall be submitted in the form of a Bank Guarantee. The performance bond is to be provided within 30 days of contract signing and will remain valid for 12 months.
- KE's standard terms and conditions will apply to all release orders, unless otherwise specified.
- The tender documents must include detailed specifications, tender terms and conditions, and vendor instructions.
- KE reserves the right to reject any bid and withdraw the bidding process at any time, without incurring any liability towards the affected bidder(s) or any obligation to inform them.
- The quotation provided must remain valid for a minimum of 120 days.

(Section A)

Scope of Work

Gardening Services:

Brief Scope of Work: Vendor is to provide gardener to maintain flowers, trees, & green spaces on KE property with fast service and good value for money.

Gardener Responsibilities: Includes monitoring the health of all plants and greenspaces, watering & feeding plants, trimming trees & shrubs, fertilizing & mowing lawns, weeding gardens & keeping green spaces & walkways clear of debris and litter. Staff deputed must know how to use & maintain landscaping equipment & chemicals while following health & safety regulations.

Requirements:

- Maintain seasonal plants, trees, flowers & green spaces
- Mow, trim & fertilize green spaces & remove weeds
- Maintain equipment like mowers, trimmers, etc.
- Sound knowledge on plants, pests & solutions/controls
- Experience as a gardener
- Extensive knowledge of regional plant life cycle
- Plantation from germination of seeds to seedling and beyond (fruits, vegetables, etc. as per local environment of Karachi)

Rental Indoor Plants:

Services shall include all supervision, tools, materials, equipment, supplies and expertise to perform Indoor Plant Care Services at KE premises.

Services shall focus on a horticultural program for maintaining the health and appearance of all plants, including replacement of plants as needed or requested. Services shall be provided by trained plant care and maintenance service technician(s).

Service functions and procedures shall include, but not be limited to:

Twice a week Maintenance of Interior Plants

Perform services twice a week basis to ensure cleanliness and that plants are free of pests and unsightly or damaged leaves at all times. Services will be scheduled during the hours of 9:00 AM to 12:00 PM (Noon), on Wednesday & Monday of each week, but may be rescheduled as needed if there are

Watering:

Inspect soil moisture levels and replenish as necessary to meet requirements of plants.

Pest and Disease Control:

Inspect for soil and foliar insect pests, diseases and other such infestations. Take action and treat before there is any sign of damage. Treat all plants for fungus gnats with both a systemic and contact pesticide to prevent outbreaks as required. Upon request, the Contractor shall furnish the Project Manager with documentation of such compliance.

Material Safety Data Sheets (MSDS):

Provide MSDS information to the DAS EAM Operations Manager on all chemicals used in the RESIDENCE. Approval for chemical use shall be the responsibility of DAS EAM.

Pruning:

Prune each species in accordance with the particular variety's needs.

Fertilization:

Regularly inspect the various species and, at the proper time, apply the type and amount of fertilization required to promote lush, green foliage.

pH level:

A least once per year, test soil pH levels and make necessary adjustments to bring levels to into the acceptable range for each potted plant on a year-round basis.

Rotation of Plant:

Rotate plants as necessary, relative to any predominant light source, in order to maintain attractive shape. All plants must retain an upright position without stakes.

Cleaning:

All foliage will be cleaned, trimmed, and kept free of dust and dirt. Clean decorative containers and remove debris from soil surface as required at each visit.

Silk Plant Cleaning:

Clean the silk plants during each twice a week service, if needed.

Checking Soil Levels:

Maintain proper growing medium nutrient levels and add new soil as necessary.

Environmental Knowledge:

Monitor light conditions, humidity and temperature.

Preventive Maintenance:

Perform preventative maintenance to avoid potential problem areas.

INSTALLATION/REPLACEMENT POLICIES:

The Residence must be left clean of litter and debris when work is complete.

All planting and preparation of the plants shall be done at Vendors place of business or in a predetermined area approved by Residence Manager.

Vendor may propose changes in plants at any time throughout the year for the Residence to enhance current décor or to change the look of the surrounding area with new plants. Such proposals shall be sent to the Residence Manager for review and/or approval, and shall include an itemized Cost Estimate of the suggested recommendations. Substitution or changing of plant materials shall not be permitted unless authorized in writing by DAS EAM.

All plant replacements must be installed on a timely basis. Residence Manager will expect prompt replacement of any plant that is not of quality standards. Replaced plants will not be turned over to State staff and must be removed from the Residence.

Upon completion of installation or replacement, Residence Manager and Contractor shall inspect the installation or replacement. Deficiencies shall be corrected by the Contractor at no additional cost to the State, prior to final approval and any invoice being paid.

Vendor shall understand basic design concepts and principles in combination with horticultural benefits and follow proper guidelines throughout the Residence.

Vendor shall never remove plants or decorative containers off Residence premises due to decline or neglect without written approval from Residence Manager.

Vendor will not be held liable for plants that have suffered physical abuse, theft, temperature extremes, or inadequate care by unauthorized personnel. Contractor must document this information the day of the noticed occurrence and communicate with Residence Manager. Contractor may suggest solutions to correct or replace the damaged plants in an itemized Cost Estimate for replacement.

PLANT REPLACEMENT:

Vendor shall not replace any plant(s), which deteriorates in health and appearance so as to become of a lesser specification, grade and value from that which was originally installed, without first consulting or notifying the Residence Manager and confirmed in writing.

Either Vendor or Residence Manager may make the decision to replace; upon request from the Residence Manager, Contractor shall perform any such replacement(s). Upon suggestion by Contractor, Residence Manager will review and may authorize replacement.

Turnaround time for replacements is a maximum of two (2) weeks and may be less to maintain quality standards for the Residence at all times.

Location Work Detail:

Elander Complex:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment.
2. Vendor will provide 02 Mali on regular basis (Timing 08:00AM To18:00PM) & 01 supervisor will visit twice a week and should be meet with Admin in charge/Location in charge.
3. Appropriate spray to the plants once a month.
4. Nutrition and fertilizers/ sweet earth as and when required.
5. Appropriate tools and equipment to include but not limited to various e.g. scissors, cutter, khurpi, spray gun, spray pump, water sprinkler and watering pipes etc.
6. Vendor will provide tools and PPEs

KE DNA:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment.
2. All areas of KE DNA inside/outside including astride the parking on Nallah.
3. Vendor will provide 02 x Mali on regular basis (Timing 08:00AM To 18:00PM).
4. Required spray to the plants once a month.
5. Nutrition once a month.
6. Vendor will provide tools and PPEs as per company policy

Civic Centre:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment.
2. Vendor will provide 01 x Mali for 03 days in a week (Monday, Wednesday & Friday) Timing 08:00AM To 18:00PM.
3. Required spray to the plants once a month.
4. Nutrition once a month.
5. Vendor will provide tools and PPEs as per company policy



Al Mava House:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment.
2. Vendor will provide 01 x Mali for 03 days in a week (Monday, Wednesday & Friday) Timing 08:00AM To 18:00 PM.
3. Required spray to the plants once a month.
4. Nutrition once a month.
5. Vendor will provide tools and PPEs as per company policy

Safety House Firozabad Centre:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment company in all areas /premises of Firozabad Centre.
2. Vendor will provide 02 Mali (appropriately equipped with required tools/equipment) on regular basis from 8.00AM to 17.00PM (excluding Sundays).
3. Required spray to plants once a month or as on requirement basis.
4. Nutrition treatment once a month or as on requirement basis.
5. Vendor will provide tools and PPEs as per company policy

KE House:

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment. All areas of KE House in/outside including astride the Parking on Nallah & House 75B.
2. Vendor will provide 02 Mali on regular basis (Timing 08:00 AM To 18:00 PM) & 01 supervisor will visit twice a week and should be meet with Admin in-charge / Location in-charge.
3. Required spray to the plants once a month.
4. Nutrition once a month.
5. Vendor will provide tools and PPEs
6. Appropriate tools and equipment to include but not limited to various, scissors, cutter, khurpi, spray gun, spray pump, water sprinkler and watering pipes etc.

GARDENING SERVICES @ REGION OFFICE R-II

1. Gardening Services including water, trimming of grass, Plantation of Seasonal flowers, dispose trash which is create from gardening for neat & clean environment in all areas /premises of Region office II.
2. Vendor will provide 02 gardeners On regular basis (timing 08:00am to 16:00pm) in-charge will visit twice a Week and should be meet with admin In-charge/location in-charge.
3. Appropriate spray to the plants Once a month.
4. Nutrition and fertilizers / sweet Earth as and when required.
5. Appropriate tools and equipment to include but not limited to Various scissors, cutter, khurpi, Spray gun, spray pump, water Sprinkler and watering pipes etc.
6. Vendor will provide tools and PPEs.

PPEs Details:

- Uniforms - four pairs, per year (2winters and 2 summers).
- Safety shoes - two pairs, per Year.
- Googles, mask & safety helmet must be wear at the time using
- Plants insecticides.

Rental Indoor Plant Services

IR HR

- 10 indoor plants will be placed in **IR HR area** will be covered. Height of plant 3 feet up to 7 feet
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Fleet Management

- 50 indoor plants will be placed in Fleet Management area will be covered. Height of plant 3 feet up to 7 feet.
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Meter Department

- 40 indoor plants will be placed in MTD Check; MTD MCA & MTD Lab & Store area will be covered. Height of plant 3 feet up to 7 feet
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Energy Conservation Department

- 25 indoor plants will be placed in Energy Conservation department area will be covered. Height of plant 3 feet up to 7 feet.



- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Mega Centre Tipu Sultan, Customer Care

- 10 indoor plants will be placed in Mega Tipu Sultan & Customer Centre area will be covered. Height of plant 3 feet up to 7 feet
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Smart Grid Dept 3rd Floor Blk L ERPH

- 50 indoor plants will be placed in Smart Grid Dept 3rd Floor Blk L ERPH area will be covered. Height of plant 3 feet up to 7 feet.
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Smart Grid Dept 2nd Floor, Block- A Elander Complex.

- 50 indoor plants will be placed in Smart Grid Dept 2nd Floor, Block- A Elander Complex area will be covered. Height of plant 3 feet up to 7 feet.
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Nazimabad Healthcare Centre

- 50 indoor plants will be placed in Nazimabad Health care Centre area will be covered. Height of plant 3 feet up to 7 feet
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Elander Healthcare Centre

- 50 indoor plants will be placed in ERPH Healthcare Centre Blk M area will be covered. Height of plant 3 feet up to 7 feet
- Replacement of plants will be vendor's responsibility
- Vendors representative will visit thrice a week to maintain the plants.

Visit:

Vendor should visit all locations before submission of proposal, details of user department are as under

Aamer Khan

DM Administration

UAN: +92 21 387 09132 (Ext: 7009)

Cell: 0345 8217035

KE House, 39-B, Sunset Boulevard, DHA Phase-II, Karachi



(Section B)

Technical and Commercial Score Card

Bid Evaluation

The total points allocated for the technical and organizational strength component of the bid is sixty (60).

If the technical component achieves 50% points (out of 60 Points), the bid will be considered technically responsive. Those bids scoring less than 50% will not be considered for financial bid opening.

The Contract validity will be of three (03) years from the signing of the Contract subject to satisfactory performance of services.

KE shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposals that do not conform to the specified requirements. After submission, no amendments in the technical or financial proposal shall be permitted. Conditional discounts shall not be considered in evaluation.

The offer must be valid for hundred and twenty (120) days from date of the bid submission.

The quoted prices shall be treated as final until the time duration of the Contract i.e. three (03) years.

Based on scorecard, KE will evaluate and enter into formal Contract with the successful Service Provider accordingly. Non-confirming bids against TORs, techno-commercial scorecard and ITB will be rejected.

Technical Evaluation

The technical evaluation of the bid shall be according to the below scorecard. All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with proofs.

TECHNICAL SCORE CARD

1	Technical Score Card	Weightage 60%
1.1	A minimum of 3 years combined experience in running gardening services of a utility, banking and/or multi-national company	20%
1.2	Past experience as a gardening firm is mandatory	10%
1.3	Well equipped with plants life cycle and use of related machines /equipment/ chemicals to undertake the assignment/project	10%
1.4	Clientele with success stories of two or more completed/ongoing projects and minimum 3 strong references from clients for completed/ongoing project	10%
1.5	Relevant experience /Competence & capability of resources engaged to undertake the scope of the project as a gardener.	20%
1.6	Engagement plan from planting of seeds to seedlings, seasonal flowers, fruits, etc. with GOS- Admin for the entire year to be shared	20%

Financial Evaluation

2	Financial Score Card	Weightage 40%
2.1	Quoted Price	Marks 35
2.2	Performance Bond	Marks 2.5
2.3	Payment Terms	Marks 2.5
2.4	SCOC – Supplier Code of Conduct	Yes/No
2.5	KE Standard terms and conditions	Yes/No
2.6	KE HSEQ form SP-022	Yes/No
2.7	Compliant to CHSEQ KE Corporate Policy	Yes/No

(Section C)

ITB – Instructions to Service Provider (Service Provider)

Mandatory Requirements

The Suppliers Code of Conduct (referred to as “SCOC”), KE standard terms and conditions, KE HSEQ form SP-022 and KE corporate CHSEQ policy must be endorsed/signed by the Service Provider and to be submitted at Ariba along with quotations.

Performance Guarantee

The Service Provider shall furnish a performance guarantee in the shape of pay order/ retention/performance bond from a recognized bank operating in Pakistan in favor of KE of the amount equivalent to 10% of the total contract value.

Pay order/performance bond to be submitted within Sixty (60) days of the issuance of Contract Release Order (referred to as the “CRO”) by KE. In case of pay order/performance bond not preferred then retention amount equivalent value (10%) will be retained from each monthly invoice.

The pay order/performance bond will be released after the completion of the Contract period i.e. three (03) years

Penalties

Service Provider agrees to comply with all the terms and conditions of this TOR including any ancillary instructions issued apropos the Services thereof in true letter and spirit. Failure to comply with such instructions or KE policies, shall attract following penalties;

S. No.	Violation	Line of Action
1	1st Violation	Warning Letter
2	2nd Violation	PKR 10,000 - 50,000 (payable to KE)
3	3rd Violation	PKR 51,000 – 100,000 (payable to KE)
4	4th Violation	Termination of Agreement immediate effect

Such penalties will only be imposed after due diligence procedure by KE on compliance or non-performance by the Service Provider. Such penalties shall be in addition to and not in derogation of any other rights or remedies KE may have under the Agreement or at law.

Disclaimer

The information contained in this document has been prepared to assist the interested parties in making their own evaluation with respect to the process. In all cases, the interested parties are required to conduct their own due diligence, investigation, and analysis. None of KE or its directors, officers, employees or advisors may make any representation or warranty, express or implied, as to the accuracy or completeness of this document or the information contained herein and none of KE or its directors, officers, employees or advisors shall have any liability for the information contained in, or omitted from this document, nor for any of the written, oral, electronic or other communications transmitted to the interested parties in the course of the their investigation and evaluation in relation to vehicle services sought by KE and submission of its expression of interest pursuant to this document. Only those representations and warranties that are made in a definitive written agreement, when and if executed, and subject to any limitations and restrictions as may be specified in such definitive written agreement, shall have any legal effect. Each interested party shall be responsible for its own independent evaluation and assessment and should consult its own professional advisors.

Acknowledgment of above TORs:

(Name, Authorized signature, date & company stamp): _____





Submitting Proposal?

For submission of proposal and accessing, Ariba Registration is mandatory. For self-registration of new vendor, please visit the following link:
[https://s1.mn1.ariba.com/Sourcing/Main/aw?awh=r&awssk=0UXR69U2&realm=k\[1\]electric&dard=1](https://s1.mn1.ariba.com/Sourcing/Main/aw?awh=r&awssk=0UXR69U2&realm=k[1]electric&dard=1)

For any Commercial queries and details about the project, please contact:

Regards,

Muzammil Ahmed

Buyer

Deputed at Procurement - Supply Chain

Switchboard: +9221 3870 9132 (Ext: 8142)

Mobile: +92 331 243 4640

Email: muzammil.ahmed@3posp.pk

1st Floor, Old Meter Building (J Block),
Power House, Elandar Road,
Karachi, Pakistan.

For any Technical queries and details about the project, please contact:

Muhammad Abdullah

Officer Administration

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