

TENDER NOTICE

K-Electric, Pakistan's only vertically-integrated power utility that manages all three key stages – generation, transmission and distribution – of producing and delivering energy to its consumers, invites tenders for procurement / supply as per details given below:

Tender Reference No.: LPO / 24A / 255 / 2021 – Due Date 30/03/2021			
Bill Printing Contract for FY 2021 and 2022 (July'2021 to June'2023)			
PR No. 1600000813			
S. No.	Material Code	Item Description	Qty
1	501754	Duplex Bill Printing With Meter Image	34,015,372
2	501753	Duplex Bill Printing Without Meter Image	47,113,027
3	501369	Defaulter Notices on A4 Size Paper	29,441,613

IMPORTANT NOTE:

If you are interested to participate in this tender, kindly approach following to add you in this tender via ARIBA.

Mr. Ammar Shaikh (ammar.shaikh@ke.com.pk)

Mr. Syed Rahid Hussain (syed.rahid@ke.com.pk)

REQUEST FOR PROPOSAL (RFP)

- **No Offers will be entertained outside SAP Ariba (E-Procurement Tool).**
- This will be a **Quantity based** contract with locked UNIT PRICES having validity of 24 months till **30-June-2023** with **Closed** CAP Value
- Prices will remain same for at least 2 years till the validity of CRO.
- KE will issue Release Order (RO) based on the quantity required which will be supplied by the vendor within mentioned timeline.
- KE Shell remain the right to distribute the quantities in this contract in more than one Supplier.
- Payment terms will be "60 days after the submission of invoices" for this Contract.
- In case of Contract award Bank Guarantee will be required of PKR 1,000,000, that will be retained till the expiry the contract
- KE standards terms and conditions shall be applicable unless otherwise specified in all release orders.
- Tender documents must contain detailed specifications, Tender terms & Conditions and Vendor Instructions.
- KE reserves the right to reject any bid and withdraw the bidding process at any time either without incurring any liability on the affected bidder(s) or any obligation to inform the involved bidder(s).
- Validity of Quotation will be at least 120 days.

Project Scope:

- I. Printing of Duplex Bills with or without Meter Images, Notice Bills and Good Customer Bills on high quality laser printers is required. Vendor is to provide and install at its own cost all Printers and peripherals, at Vendor's own Premises. KE shall pay as per the agreed fixed per bill rates including the cost of consumables, parts and spares and the services. Vendor also submit a reliable and secure plan for Data Privacy and Security to comply with the Security requirements outlined below. KE provide print file on

- daily basis for printing. The formats of the Normal, Notice Bills, Good Customer Bills, Industrial Bills and Industrial Notice Bills are attached herewith. The format of the bills and any information on back side may
- II. be changed as and when required. The vendor will be required to incorporate changes whenever communicated in shortest time.
 - III. The vendor is required to print Bar Codes as shown on the stub portion. In addition, the Bar Code will be printed on upper left side of the stub portion and on top on the main bill at suitable place. Technical details / printing requirements of Bar Codes will be provided later on. The vendor will be required to develop and test the necessary program for the printing of the Ordinary and Industrial Bill according to the requirements and format correctly.
 - IV. Duplex Bill Printing vendor shall share the one out of thousand bills as a sample bill in PDF / JPEG format on daily basis (i.e. if 50000 bills are sent for printing, 50 sample bills will be shared to KE team).
 - V. Paper Size: Paper should be A4 (8.25"x 11.5") size (80 grams imported offset paper). Double side printing may be required.
 - VI. Daily Printing: Approximately 100,000k bills
 - VII. All days, except Sundays and public holidays, are working days. The data for printing becomes available after 9:00 pm and exceptionally after 11:00 pm. The bills must be produced and should be available for dispatch on next morning before 9:00 am.
 - VIII. Duplex Bill printing with meter image will be of 4+4 colors offset printing (front and back) and Duplex (Front & Back) Variable data Laser printing with QR Code and with meter image.
 - IX. Duplex Bill printing without meter image will be of 4+4 colors offset printing (front and back) and Duplex (Front & Back) Variable data Laser printing with QR Code and without meter image.
 - X. Default notices will be of 4 colors offset printing (only from front) Simplex Variable data Laser printing **(Default Notices will be stapled with original bill (Wire Stapled with master bill.))**
 - XI. Delivery will be made at the premises of distribution vendors at various locations in packing size of 2000 per carton.

2. STATIONERY CHANGE PROCEDURE:

- I. In case of change in bill format, any such change shall be communicated to Print vendor by 20th of every month, which will be effective for printing from next month.
 - a) Bill Printing vendor shall provide sample of new format by 26th of that month.
 - b) Bulk printing of new stationery will be arranged by Bill printing vendors, once sample is approved by KE team.
 - c) sample bills on new format shall be shared by Bill Printing vendor by 2nd of next month (or next working day in case of holiday).
- II. In case of change in bill printing field alignment, any such change shall be communicated to print vendor by 20th of every month.
 - a) Bill printing vendor shall update the software accordingly and shall share the sample bills by 25th of same month (or next working day in case of holiday).
 - b) In case of any emergency change imposed by regulatory authority, those changes shall be incorporated by Print vendor immediately.

3. BILL ALIGNMENT:

- I. All the bills / meter reading sheets printed shall be appropriately aligned. Any alignment issues may result in invocation of penalty clause.
- II. Upon change in changes in printed bill format, PRINTING VENDOR will share sample bills with KE team for approval.



PRINTING VENDOR will arrange mass printing of bills, once the samples are approved by KE team. If any issues found in mass printing of bill after the approval of sample bills), penalty clauses may be invoked.

4. DELIVERABLES:

- I. Date shared with PRINTING VENDOR team will be printed in the night and will be delivered to IBCs / Bill Distribution vendors latest by 9:00 am.
- II. Any delay in data distribution shall be communicated to KE team in advance.
- III. Data sent with delay shall be printed on same day, if the delay is communicated by KE team in advance.
- IV. Penalty clause may be invoked for any delay in distribution of bills.

5. PENALTY:

- I. If the Vendor fails to meet the printing target dates, as per schedule, penalty for the delayed bills would be charged to the vendors as detailed below: -
 - a) 5% amount will be deducted from agreed rate per bill on total number of delayed bills in case of one day delay.
 - b) 10% amount will be deducted from agreed rate per bill on total number of delayed bills in case of two days delay.
 - c) 20% amount will be deducted from agreed rate per bill on total number of delayed bills in case of more than two days delay.
- II. The delayed time calculations will be considered if the bills are not delivered by 9:00 AM at any given day to the location specified.
- III. Delays in Distribution of Bills:
 - a) 10% amount (per day) of complete batch printed on a single day (where issue arises) will be deducted for delay in distribution of bills.

6. ALIGNMENT OR WRONG PRINTING ISSUES:

- I. 10% amount of complete batch printed on a single day (where issued arises) will be deducted in case of any issues in bill alignment or bills are printed with wrong date.

7. SURPRISE VISIT:

- I. Surprise visit will be made by KE inspection team and penalty will be imposed w.e.f. date of award of contract if any discrepancy is found regarding grammage of paper or quality of the work.

8. MONTHLY REPORT:

- I. Bill Printing vendor shall share the monthly bill printing and bill distribution datasheet bill Distribution Vendor-wise or IBC-wise, whichever is applicable.

9. SECURITY REQUIREMENTS:

- I. Printing data shall be transferred to bill printing vendor using secure FTP services.
- II. Vendor confirms that all billing data received from KE is copyrighted by KE. The data will be protected, and no other party will have access to the data provided. The vendor will only use the data for printing of bills as agreed in this contract. The data will be destroyed within 30 days of receipt.
- III. Where the vendor requires that the KE bill data is required to be transferred to other premises, such transmission will be encrypted in a manner compatible with KE encryption policies.
- IV. Where any of the above Security requirements is breached, KE have the right to cancel, impose penalty or both at the Risk and Cost of the vendor.

All such breaches may result in cancellation of the agreement or Penalty or both.

9. PERFORMANCE:

- I. No. of bills to be printed may increase or decrease based on the performance of the vendor.