



ANNUAL CONTRACT OF BRANDING ITEM/ SERVICES FOR EXPRESSION OF INTERESTS (CEOI)

K-Electric (KE) Limited, hereafter to be referred as “Company”, is a vertically integrated utility company responsible for Generation, Transmission and Distribution of electric power for its industrial, commercial and domestic users mainly within Karachi Metropolitan (the biggest city of Pakistan) covering about 6026 sq. km area, including some parts of Thatta (up to Gharo – Sindh) and Lasbella Districts (up to Bela Baluchistan).

The Company is seeking expressions of interest (“EOI”) from interested parties to participate in the bidding process of “**Annual Contract of Branding Items/Services**”.

Please submit your EOI by email from your official email ID at:

rizwan.Loya@ke.com.pk

syed.usman@ke.com.pk

usama.manai@ke.com.pk

E-mail for EOI should contain the subject line “**EOI for Annual Contract of Branding Items/Services**” identifying the party interested in bidding, providing a contact person for such interested party, designation, official address, phone number and email address for future correspondence no later than **April 20, 2022**.

Any query / clarification in relation to the bidding process can also be raised at email address(es) provided above for submission of EOI.

Objective

KE seeks to gain a more detailed understanding of the supplier market and the range of goods and services for implementation of its activation department jobs. The primary objective of the Vendor Enlistment to create a register of qualified vendors/suppliers of various products/ commodities.

This Vendor Enlistment process and its result may be the first stage of a multi-stage procurement process. KE can use the qualified and registered vendor/supplier list for its work in the future through established processes. However, KE will not be bound to use the same list when other options are available for its work.

Eligibility Criteria:

Interested parties shall be required to submit the following documents to meet the mandatory eligibility criteria. Tender package will be shared with such those interested parties who fulfill the mandatory eligibility criteria:

- Valid Income Tax Registration Certificate. The interested party must be appearing on Active Tax Payer list of FBR.
- Valid Services Sales Tax Registration Certificate (Status Active with Provincial Authority). The interested party must be appearing on Active Tax Payer list of SRB and has not been suspended or black listed in past three years.
- Company Profile
- Bank statement for last two years

- Valid registration certificate of Employees Old Age Benefits Institution (EOBI) and Sindh Employees Social Security Institution (SESSI)
- Submission of undertaking duly stamped and signed that the firm, company, is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible / blacklisted by any private/public sector organization
- Client list along with three references with contact information
- Documented evidence (purchase order / contract) to proof that the interested party has experience history of at least three (03) years, working in the same field
- Proof of registration with SESSI and EOBI
- Audited financial Statements for last 02 years

Technical Evaluation:

- The preliminary shortlisted vendors will be technically evaluate as per the following criteria and weight and then shortlisted for physical verification. Technical evaluation score will be based on following criteria & weight:

S. No.	Criteria	Weight (%)
1	Year of Establishment	10%
2	Client List & Customer Reference (Company who have experience to work with MNC, Corporates & Enterprises will get higher weight)	10%
3	Organization Profile	20%
3.1	Type of Business	10%
3.2	No of Employee	10%
4	Relevant Experience	10%
5	Capacity / Strength	15%
6	Physical Verification / Performance Evaluation Score	35%
Total		100%

Physical Verification/Performance Marks

Physical verification will be conduct for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those are already enlisted and verification has been done in last enlistment period, will not require for further physical verification, in that case their performance evaluation score weight will consider as a physical verification mark.

Combined Evaluation and shortlisting:

Final Shortlisting will be prepare based on the following two score;

- Score from Technical Evaluation
- Score from Physical Verification or Performance Evaluation



Based on the combined score Vendor Enlistment Committee will shortlist and recommended vendor for Enlistment for respective categories.

Due diligence: Vendor Enlistment process will be completed after due diligence check if any vendor(s) disqualify /unclear from the due diligence check then they will be enlisted vendor 1 (one) year. Based on Due Diligence clearance, KE will issue Notification of Enlistment and finally vendor will be enlisted in our data base.

KE will conduct the Vendor Orientation Session where we share our Policy, Procedure, Compliance and necessary guidelines so that enlisted vendor or their representative can align with KE systems and compliance.

All the Potential vendor(s) need to be applied through online / Ariba Vendor Enlistment web portal

For submission of proposal and accessing, ARIBA Registration is mandatory. For self-registration of new vendors, please visit the following link:

<https://s1.mn1.ariba.com/Sourcing/Main/aw?awh=r&awssk=d.Ib137E&realm=k-electric#b0>

- NO Application will be accepted without Online submission
- Interested Vendors will fill up required information and submit all the relevant documents through the web base portal and also submit the hardcopies at KE office along with necessary documents.
- One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
- Validity of Vendor Enlistment will be 1 (one) year which will be effective from date of approval.
- All the vendors must comply with our policy and procedure including due diligence.
- Physical Verifications are not required for Existing Vendors (who have already visited during last enlistment process), in that case their performance evaluation score will consider as a physical verification weight and vice versa.

Scope of Work

List of Goods and Services for Enlistments: Item wise subcategories and major categories are provided as below;

S. No.	Name of Category	Sub Category Description
1	Accommodation, Venue & Food	a) Accommodation b) Food and Beverage c) Venue
2	Printing and Designing	a) Offset/General Printing b) Digital Printing c) Design Illustration
3	Media Buying	a) Media (Airing, Creative agency, TVC, Animation, Video Documentary, Editing & Recording)

		<ul style="list-style-type: none"> b) Advertising c) Event Management d) Audio Program
4	Information & Communication Technology (ICT) Hardware & Equipment	<ul style="list-style-type: none"> a) Computer/Laptop b) Printer c) Projector & Accessories d) Toner/Cartage e) ICT Accessories f) Communication Equipment (Mobile/TAB) g) Still/Video Camera h) Scanner i) Photocopier
5	Information & Communication Technology (ICT) Software	<ul style="list-style-type: none"> a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair
6	Information & Communication Technology (ICT) Services	<ul style="list-style-type: none"> a) ICT Content & Curriculum Development b) Network System Installation & Service c) Data & Voice Service
7	Equipment	<ul style="list-style-type: none"> a) Electric & Electronics Appliances b) Office Equipment
8	Power Equipment Supplies	<ul style="list-style-type: none"> a) Generator b) Backup Power Support c) Solar Power supply
9	Furniture & Fixture	<ul style="list-style-type: none"> a) Office Furniture b) Household Furniture c) Hospital Furniture
10	General Supplies	<ul style="list-style-type: none"> a) Office Supplies & Stationery b) Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc.) c) Other Supplies d) Clothing/Uniform e) Crockeries
11	Training/Education Materials	<ul style="list-style-type: none"> a) Play & Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication/Story Books e) Bag
12	Motorized & Non- Motorized Vehicle Supply	<ul style="list-style-type: none"> a) Vehicle (2 wheeler) b) Vehicle (3 wheeler) c) Vehicle (4 wheeler) d) Water Transport (Boat)
13	Medical Supplies	<ul style="list-style-type: none"> a) Medical Consumable b) Health Product c) Instruments & Equipment d) Surgical Items
14	Civil Works Services	<ul style="list-style-type: none"> a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture & Design (BOQ and Estimation)

		d) Project Management
15	Civil Works & Construction	a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water & Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply & Accessories
16	Repair & Maintenance	a) Vehicle Maintenance & Workshop b) Office Maintenance c) Nonnotarized Vehicle Maintenance d) Tire Tube, Vehicle Battery & other accessories e) Other Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC)
17	Emergency and Relief Goods	a) Food Package (Cooking) b) Food Package (Dry) c) Food Package (Baby) d) Child Protection Supplies / Children Kits e) Kitchen Kits f) Hygiene Kits g) Shelter Kits h) Wash Kits i) Winter Kits
18	Safety and Security items & Services	a) Safety Security Equipment's/ Materials b) Safety & Security Services (Security Guard)
19	Services	a) Consultancy Firm /Intellectual Service b) Survey/Evaluation c) Clearing and Forwarding Service d) Courier Service e) Photocopy/Binding f) Transportation, Logistics & Rent a Car g) Insurance [General & Life Insurance] h) Inspection /Testing i) Pest Control j) Supplying Human Resources (Cleaning, Contractual, Training Provider) k) Installation l) Other Services

1. **Duration of Contract:**

The period of contract shall be minimum three years which may also be extended upon satisfactory performance of the Service Provider and as per mutual agreement of the parties.



2. Terms & Conditions:

- The Service Provider will be required to sign and comply with the Supplier's Code of Conduct (SCOC) which will be duly shared with him at the time of contract execution.
- The Service Provider shall ensure compliance with all applicable labour laws.
- All relevant KE SOPs including required HSE compliances will be applicable on the Service Provider.
- Vendor will ensure compliance of all labour related legislation including Social Security, EOBI and will submit evidence of compliance as per client requirement.

3. Terms of payment and credit Period

Payment will be made on a monthly basis upon submission of Service Provider bill / invoice duly signed / verified and stamped by the concerned KE GM / Head of User Department or their authorized representatives, EOBI, SESSI, Annexure C(Sales Tax) submitted directly to BMC at KE Elander Road Power House Complex (ERPH), Karachi or as per billing SOP. Such bill / invoice shall be paid by KE within thirty (30) days from receipt of Service Provider bill/invoice subject to verification of its contents and details as being in accordance with final Agreement.

4. Penalties

Penalties will be published in Tender Document

5. 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.

KE is under no obligation to disclose any information relating to the CEOI or tendering process. No representation or warranties are being made via this instant invitation and KE accepts no liabilities with respect to the same. KE is under no obligation to provide any reason whatsoever, for the internal selection criteria used for CEOI or tendering process. No contractual obligations whatsoever shall arise from the CEOI or tendering process between KE and any interested party/successful bidder.