



OFFICE OF THE PROVINCIAL ELECTION COMMISSIONER
(KHYBER PAKHTUNKHWA)

Shami Road, opp: Golf Club Gate No.2, Peshawar.

Peshawar, the 27th April, 2026

TENDER FORM FOR AUCTION OF POLLING RECORD / WASTE PAPERS AND
OLD ELECTORAL ROLLS

Sealed bids/rates are invited from the pulp manufacturing firms / paper mills for the auction of polling record / waste papers pertaining to Local Government Elections 2021-22, Cantonment Board Elections 2021, all subsequent Bye-Elections (except those constituencies having court cases) and old Electoral Rolls:

- a) Name of the Pulp Making Company/Firm/Mill with location: _____

- b) Complete Postal Address: _____

- c) Tel No: _____
- d) Cell No. with WhatsApp: _____
- e) Email: _____
- f) Fax No: _____
- g) Sales Tax Registration No. (annex certificate) _____
- h) Income Tax No. (annex certificate) _____
- i) Name of pulp making company/firm (also annex necessary document for authentication) _____
- j) **Quoted Rate of Polling Record & old Electoral Rolls per kg (without taxes):**

QUALIFICATION CRITERIA/TERMS AND CONDITIONS

1. The Auction process shall be conducted on E-PADs of PPRA (Federal) and interested bidders shall submit their bids on E-PADs portal of PPRA.
2. The firms must have relevant working experience in Government Sector, having good reputation and must not be blacklisted by the PPRA, Govt. of Pakistan. Those involved in litigation with any govt. department or ill-reputed firms are not eligible.
3. Pulp making firms shall attach necessary document for authentication. In case of joint venture with the pulp making mill/factory, authorization certificate shall be duly attached with the bid document.
4. The firm must possess a valid **NTN/GST** registration.
5. The bid shall be **submitted on EPADS on or before 20th May, 2026 at 11.00 AM** which will be opened/downloaded on the same date at 11.30 AM.

6. The auction/tender notice can also be downloaded from the **PPRA and official website of Election Commission of Pakistan.**
7. Firm/Bidder shall use the polling record / waste papers only for pulp making at mill/factory and the record cannot be sold in any way in the open market. Successful firm shall give an “Undertaking” on this account on Judicial Stamp Paper amounting to **Rs.1,200/-**, duly verified by oath commissioner.
8. The contract for auction will be awarded subject to the site visit of committee to the mill/factory.
9. The **weight** of polling record/waste paper and Electoral Rolls is **230,696 kilograms approximately.**
10. Material shall be weighed and the weight recorded in the presence of both parties (the seller & buyer) shall be considered final.
11. A copy of CDR reflecting deposit of the required **bid security (as appearing in the EPADS portal)** must be attached with the tender through the E-Pads portal in favor of the **DDO, Provincial Election Commissioner, Khyber Pakhtunkhwa.** The original security must also be submitted to the office of the Provincial Election Commissioner, Shami Road, opposite Golf Club Gate No. 2, Peshawar, **before 11:00 AM on May 20, 2026.** The security is **refundable.**
12. The **reserve price** for polling record/waste paper and Electoral Rolls is **Rs.57/- per kg.**
13. The firm shall quote rates without taxes. The rates quoted by the firms shall be considered on per kg basis. In the event of weight of polling record exceeding beyond the approximate weight i.e. 230,696 KG, additional payment at the approved per kg rate shall be made by the firm on actual basis.
14. Income Tax/Sales Tax or **any other applicable tax(s)** will be charged at the prescribed Government rates, on total amount of sale of material before lifting the material, and shall be deposited into the concerned Government Treasury.
15. The amount of the sale proceed will be deposited in cash immediately to the **DEC/DDO** of the concerned district to which the record pertains and no cheque and pay order will be acceptable in any case.
16. The firm shall be allowed to lift the material only after depositing the amount of sale proceeds and applicable taxes on spot.
17. Tenders received after due date & time, incomplete or without bid security, will not be accepted.
18. After auction and declaration of the successful bidder, the respective firm shall be liable to give consent and invite the auction committee to visit its pulp making factory/mill within a week. After satisfactory visit of the mill/factory by the auction committee, the successful bidder shall be liable to make an agreement for lifting the polling record / waste papers within 07 days after receipt of letter of intent from the PEC Khyber Pakhtunkhwa.
19. Successful firm shall deposit **Rs. 1,000,000/-** as performance guarantee in the shape of Pay Order/CDR in favour of the DDO of the office of Provincial Election Commissioner, Khyber Pakhtunkhwa before lifting of election material.
20. The bidder must ensure complete confidentiality of the material and it must not be resold, reproduced or circulated in any form. Violation of confidentiality will result in termination of contract, forfeiture of payment and any other legal action under the relevant rules.
21. The polling record shall in **no case be burnt.**

22. The representative of the firm (**by engaging labourers on his own expenses**) will assist the field offices in the de-sealing/segregation of election material/stationery items sealed in polling bags.
23. The firm found involved in the stealing or purchasing of any stationery items/election material will be fined and blacklisted and concerned REC/DEC shall immediately take all such material into his custody. The name and particulars of such Firm shall also be sent to the relevant authorities & Election Commission of Pakistan for future record.
24. Fine including confiscation of deposited money will be imposed with legal action in case of violation of the Terms & Conditions of the contract by the Firm.
25. The firm shall lift the polling record/waste papers and electoral rolls from all divisions/districts (Peshawar, Charsadda, Nowshera, Khyber, Mohmand, Mardan, Swabi, Kohat, Karak, Hangu, Orakzai, Kurram, Bannu, Lakki Marwat, North Waziristan, D.I.Khan, Tank, South Waziristan Upper, South Waziristan Lower, Abbottabad, Mansehra, Battagram, Torgar, Kohistan Upper, Kohistan Lower, Kolai Palas, Haripur, Swat, Malakand, Buner, Shangla, Lower Dir, Upper Dir, Chitral Upper, Chitral Lower, Bajaur) on its own arrangements i.e. the firm shall arrange labour, transport, loading and other logistics at its own cost, as per existing condition or status (as is, where is) and in no case the Firm will lift the polling bags or any other stationery items.
26. The successful bidder shall lift and transport the material within 10 days of the payment, subject to **06-months period of contract**.
27. Damage to departmental property during lifting/transportation will be borne by the contractor, if any.
28. Secure shifting of material from storage to the disposal area shall be ensured.
29. Departmental staff/committee may supervise the loading, weighing, and disposal.
30. In case the firm fails to lift the polling record in any one of stations/constituencies, the Security Deposit (Performance Guarantee) will be forfeited.
31. In case the bidder fails to lift the record within stipulated time, **a penalty of Rs. 0.2% per day of the un-lifted material value up to the sum equivalent to the amount of ten percent of the contract value**, shall be imposed and the contract shall be terminated by the Provincial Election Commissioner.
32. The Provincial Election Commissioner, Khyber Pakhtunkhwa reserves the right to accept or reject any or all offers, without assigning any reason.
33. The decision of Provincial Election Commissioner in the case of dispute, if any, shall be final.

vii) **Evaluation Criteria:-**

- a. Tendering will be conducted in **Single Stage Single Envelope** method, the technical and financial proposal which will carry 40% and 60% weightage, respectively.
- b. The following technical evaluation criteria will be used for the evaluation of bids/ proposals, however, the firm will be required to obtain minimum 20 marks in technical evaluation:-

S#	DESCRIPTION	Evaluation Parameters	Total Marks
1.	Ownership/joint venture with pulp making factory	Own a pulp making factory = 20 Marks Working in a joint venture with pulp making factory = 10 Marks (Maximum 20 Marks)	20
2.	Documented SOPs for the disposal	Documented SOPs covering collection, sealed transportation, supervised pulping and certification of destruction.	05
3.	Financial Capabilities	Income tax paid/returns last 5 years. 01 mark for each year (Maximum 05 marks)	05
4.	Relevant Experience in last 03 years	1 to 2 projects completion = 02 Marks Over 2 projects completion = 05 Marks (Maximum 05 Marks)	05
5.	Annual Turnover	Rs. 1-3 million turnover = 02 Marks Rs. 4-6 million turnover = 03 Marks Over Rs. 6 million turnover = 05 Marks (Maximum 05 Marks)	05
Total points for the technical evaluation criteria			40

c. Most Advantageous bid:-

Technical Weightage = 40%

Financial Weightage = 60%

Signature of Tenderer/Authorized Representative: _____

Name of Tenderer/Authorized Representative: _____