



OFFICE OF THE PROVINCIAL ELECTION COMMISSIONER, PUNJAB

10-Court Street, Lahore.

No.F.20 (7)/2026-Admn

Lahore, the **25th May, 2026.**

TENDER DOCUMENTS FOR SALE/DISPOSE OF POLLING RECORD / WASTE PAPERS.

Rates are invited from pulp manufacturing firms/paper mills/representatives/joint ventures duly registered from the Collectorate of Sales Tax and Federal Excise Department for the sale/auction of waste paper / obsolete election record pertaining to General Elections-2008 to 2024 as well as Local Government 2021-22 & Cantonment Board Elections upto 2021, all sub-sequent Bye-Elections (Except those constituencies having court cases) and old Electoral Rolls:

1. Name of the Firm/Mill with location: _____
- a) Complete Postal Address: _____

- b) Cell No. with WhatsApp: _____
- c) Email Address: _____
2. Sales Tax Registration No: _____
3. Income Tax No (Annex Certificate): _____
4. Name of Pulp making Mill/Firm/Company or joint venture (also annex necessary documents for authentication): _____
5. **Rate of Waste Paper/Polling Record per Kg (Excluding taxes):** _____

QUALIFICATION CRITERIA/TERMS AND CONDITIONS

- i. The Firms/Bidders shall have **minimum 5-years** working experience previously in Government Sector.
- ii. Tendering will be conducted in Single Stage one Envelope Method, in terms of Rule 36(a) of PPRA Rule 2004.
- iii. The bidding documents shall be signed by the Proprietor of firm / authorized representatives.
- iv. The Firms/Bidders will furnish the Certificate/Affidavit that they have never been declared blacklisted or defaulter by any Government Department in Pakistan.
- v. Only pulp making firms are allowed to participate in the auction. Other firms shall annex a certificate of joint venture with the pulp making mill/factory with the bid documents in case they do not own the pulp making mill/factory.
- vi. Firm will submit original Bid Security amount of **Rs.2,089,880/-** (Refundable) in shape of CDR/Pay Order from schedule Bank in the name of Provincial Election Commissioner, Punjab before opening of tender.
- vii. The **weight** of waste paper / polling record of auction is **321,520 Kilograms** approximately.
- viii. The reserve price is **Rs.20,898,800/- @ Rs.65/- per kg** (without applicable taxes) for waste paper.

- ix. The Tender/Bid security may be forfeited, in the case of successful firm, if it fails to furnish the required performance guarantee or failure to sign the contract agreement. In case provided information turns out to be fake or misleading. If the firm fails to fulfill any contractual obligation or comply with terms and conditions of the Tender Document.
- x. The auction process shall be conducted on EPADs (Federal) and interested bidders shall submit their bids on EPADs.
- xi. Tenders received after due date & time; incomplete or without bid money will not be accepted.
- xii. Firms will quote rates per kg (without taxes) in local currency i.e. Pak-Rupees (PKR).
- xiii. Firms / Bidders found canvassing at any stage of auction shall be disqualified.
- xiv. After auction and declaration of the successful bidder, the respective firm shall be liable to give consent and also invite the Auction Committee to visit of the mill/factory **within a week** from where the pulp making process will be made. After satisfactory visit of mill by the auction committee, the successful bidder shall liable to make an agreement for lifting of waste paper/polling record **within 07 days** after receipt of letter of intent from the PEC, Punjab.
- xv. Rate received through tender will be approved subject to the visit of Auction Committee to the Mill/Factory.
- xvi. Firm/Bidder shall use the waste paper/polling record only for pulp making at mill/factory and cannot be sold in any way in the open market.
- xvii. Successful bidder shall give an “**Undertaking**” on this account on Judicial Stamp Paper amounting to **Rs.5000/- within 07 days**. Firm/Bidder will be liable/bound to submit/provide roadmap/schedule of lifting of waste paper/polling record.
- xviii. The bidder must ensure complete confidentiality of the election material and it must not be resold, reproduced or circulated in any form. Violation of privacy/terms & conditions and non-performance of contract will result in termination of contract, forfeiture of bid security and imposition of fine upto **Rs.2,000,000/-** as well as any other legal action under the relevant rules.
- xix. Successful firm will furnish the Performance Guarantee **Rs.2,500,000/-** in the shape of CDR/Pay Order issued by a schedule bank (in favour of Provincial Election Commissioner, Punjab) **other than the 10% of bid-security** before the lifting of material along with sale proceed.
- xx. **Income Tax/Sales Tax or any other applicable tax** will be charged on the amount of sale proceeds and will be deposited at the respective locations.
- xxi. The amount received from the sale/auction of waste paper will be deposited to the concerned REC/DEC/DDO in shape of cash. Cheque and pay orders will not be accepted under any circumstances.

- xxii. The firm will be allowed to lift the waste paper, if it deposits all the applicable taxes separately along-with the relevant authority on the prescribed proforma of FBR.
- xxiii. The representative of the firm (**by engaging laborers**) will assist the field offices in the de-sealing / segregation of election material/stationery items of sealed polling bags.
- xxiv. Firm will only lift the waste papers & E/Rolls from field offices of ECP in Punjab at its own arrangements (loading/unloading, transportation & other incidental charges) from concerned locations/designated premises as per existing condition or status within a **period of 03 months**.
- xxv. Firm found in stealing or purchasing of any stationery items/election material will be fined and **BLACKLISTED**.
- xxvi. The firm whose representative, if found involved, in persuading the representatives of other firms to quote low bid/rates or not to participate or creating hindrance in the Tender process, will be **BLACKLISTED**.
- xxvii. The decision of Provincial Election Commissioner in the acceptance/rejection of rates or in case of any subsequent dispute will be final.
- xxviii. Provincial Election Commissioner has the authority to review the performance of authorized contract and in case of failure to lift **one-third of the waste paper within the first month** or if the pace of work is slow can cancel the tender, forfeit the performance guarantee and will take legal action against the firm.

Signature of Tenderer: _____

Status of Signatory: _____