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GOVERNMENT OF THE PUNJAB
PUNJAB PROCUREMENT REGULATORY AUTHORITY
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

304-T, 3rd Floor Al-Falah Building, The Mall Lahore.

Dated Lahore, the 08th November, 2024

CIRCULAR

009522

No. PPRA E-PROC/PCI/21/APP/Web-UP During the monitoring of Punjab Procurement Regulatory Authority (PPRA) website and EPADS it has been observed that many procuring agencies are requiring/demanding fee for the issuance of bidding documents and hard copies of submitted bids on e-PADS which are violations of Rule 25(7) of Punjab Procurement Rules, 2014 and Regulation-3 of Punjab Procurement Regulations 2024 respectively. E-Procurement system has been implemented across the Punjab for all Public Offices including Attached Departments, Autonomous Bodies, Companies and Authorities with effect from 01-07-2024. One of the core functions of implementing e-procurement is to ensure transparency and move towards paperless environment in the government departments.

2. Recently substituted rule 25(7) of PPR-14 (notified on 20.09.2024) provides that bidders shall download the bidding documents from website of the Authority and participate in the procurement process without paying any cost or fee. Furthermore, sub-Regulation (3)(a) of Regulation No. 3 of Punjab Procurement Regulations 2024 provides that a procuring agency shall not demand the hard copies of bids/proposals at all. Therefore, demand of fee for the issuance of bidding documents and requirement of hard copies of bids/proposals submitted on

e-PADS during e-procurement process is uncalled for and not permitted as per aforementioned Rule-25(7) & Regulation No. 3 which are reproduced as under:

"25(7) The bidder shall download the bidding documents from website of the Authority and participate in the procurement process without paying any cost or fee."

"3. Scope of e-procurement process:- (1) All e-Procurements shall be made through e-PADS.

(2) The e-PADS may involve the whole or a meaningful part or module of e-Procurement process.

(3) In case of procurements through the e-PADS:

(a) The procuring agency shall not require the submission of hard copies of related tenders, invitation to proposals and related documents:

Provided that a procuring agency shall expressly provide complete details or document related to e-bid or proposal, if required to be submitted in hard form; and

(b) All persons, firms, contractors, companies, consultants and other organizations shall submit their e-bids or proposals by using the e-PADS."

3. It is clarified that requiring/demanding of fee of bidding documents and hard copies of the bid submitted on e-PADS is "mis-procurement", in terms of Section-2(j) of PPRA Act 2009 read with rule 69 of PPR-14; which provide that any violation of PPR-14 shall be treated as "mis-procurement".

"2(j) "misprocurement" means public procurement in contravention of any provision of the Act, rules, regulations, orders or instructions made thereunder or any other law in respect of, or relating to the public procurement."

"69. Mis-procurement.- Any violation of these rules shall be treated as mis-procurement."

4. In view of forgoing, all procuring agencies are advised to adhere to the above said rules and regulations in letter and spirit and refrain from demanding hard copies of bids/proposals submitted on EPADS (except financial instruments against bid

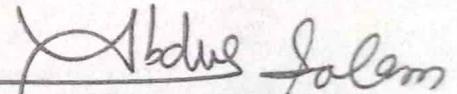
security/performance guarantee; as the case may be) as well as fee for the issuance of bidding document.

-sd-
(WAQAR AZIM)
Managing Director, PPRA

No. & Date even.

A copy is forwarded for information and necessary action to:-

1. The Chairman Planning & Development Department.
2. Senior Member Board of Revenue.
3. All the Administrative Secretaries, Govt. of the Punjab.
4. Provincial Police Officer (IGP) Punjab.
5. Auditor General Punjab.
6. The Chairman PITB.
7. The Director General Audit, Punjab.
8. The Accountant General Punjab.
9. The Registrar Lahore High Court Lahore.
10. All Divisional Commissioners in Punjab.
11. All Heads of Autonomous Bodies.
12. All Heads of Attached Departments.
13. All the Deputy Commissioners in Punjab.
14. Heads of All Special Institutions.
15. All Project Directors in Punjab.
16. Staff Officer to Chairman PPRA/Chief Secretary Punjab.
17. Web-Developer/Data Administrator PPRA with direction to upload the same on PPRA website.
18. PS to MD PPRA.
19. PA to Director Legal & Monitoring PPRA.


SENIOR LAW OFFICER,
PPRA S&GAD 8/11/2021

Cc: ✓

1. The Registrar, Lahore High Court Lahore.
2. The Director General NAB, Lahore.
3. The Ombudsman, Punjab.